SUMMA University

CATALOG 2023 – 2024
VOLUME I

SUMMA University Catalog
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1 Institutional Overview

1.1 Our University

SUMMA University is part of the Instituto Europeo de Posgrado. SUMMA University is an institution founded in the State of Florida that provides society with an international quality education based on efficiency, innovation, and excellence in the design and management of institutional resources.

The international environment at SUMMA University is achieved through a multicultural student community, and the valuable contributions of faculty and students that share their experiences from different parts of the world, with a regional focus on the USA and Latin America.

A student from SUMMA University is an individual seeking to enhance their professional performance from an institution with an international perspective.

Technology and globalization are utilized for the effective learning of our students. SUMMA University is a university providing postgraduate education programs and executive training 100% online, in English and Spanish.

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1.2 Mission

SUMMA University provides access to undergraduate, graduate, and executive education, utilizing an advanced distance education model recognized by its quality and with a regional focus in North America. All this while providing the best education for the career development of our students so they can successfully perform in the labor market in their individual entrepreneurship, with an international learning environment based on a rich multicultural background of its members and an institution with an international perspective.

1.3 Vision

SUMMA University aims to be recognized as a beacon in the education of professionals with a regional perspective of business in North America and Latin America.

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1.4 Objectives

- Provide educational excellence in undergraduate, graduate, and executive education, recognized by the quality of our programs and our graduates.
- Promote an international learning environment based on a rich multicultural background of the students, faculty, and staff.
- Provide students with the best education for career development so they can successfully perform in the labor market or entrepreneurship.
- Effectively utilize up-to-date technology and educational resources to fulfill the student's outcome in a distance education model.
- Provide financial stability and responsibility aligned with the institutional development plans
- Collaborate and interact with other educational institutions and organizations to build relationships with common objectives to provide the community with a high-quality list of professional, competent, and productive employees with skills to be successful on the job.

1.5 Ownership

SUMMA University is owned by SUMMAEDUCATION, LLC, a Florida limited liability Company; whose controlling principals are Carlos Perez and Ester Martin-Caro.

1.6 Licensure information

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1.7 Address

SUMMA University is located at 8400 NW 36th St, Suite #450, Doral, FL 33166. Business hours are Monday through Friday from 9:00 am to 5:00 pm (ET). Telephone number: (786)-477-6455. The administrative offices of the university located inside the building, provide access to the campus director's office, the office of the registrar where student records are kept, the student services

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coordinator, two meeting rooms, a cafeteria, social, areas, and an office center where students can make print, make photocopies, and scan documents, for a total of approximately 2,284 square foot.

1.8 Academic Programs

SUMMA University offers the following academic programs for the 2023 academic year:

- Executive Master of Business Administration

  42 Graduate level semester credits hours – Estimated Completion Time: 15 months
- Master of Science in Digital Marketing

  36 Graduate level semester credits hours – Estimated Completion Time: 12 months
- Master of Science in Finance

  36 Graduate level semester credits hours – Estimated Completion Time: 12 months
- Master of Science in Project Management

  36 Graduate level semester credits hours – Estimated Completion Time: 12 months
- Master of Science in Supply Chain and Logistics

  36 Graduate level semester credits hours – Estimated Completion Time: 12 months
- Master of Science in Risk Management

  36 Graduate level semester credits hours – Estimated Completion Time: 12 months
- Master of Education in Instructional Design and Technology

  36 Graduate level semester credits hours – Estimated Completion Time: 12 months
- Bachelor of Science in Business Administration

  120 Undergraduate level semester credits hours – Estimated Completion Time: 48 months

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1.9 Organizational Information

1.9.1 Administrative Staff

- Pérez Castro, Carlos, MSc, President.

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- Farfán, Carlos, MBA, Campus Director / VP Academic Affairs.
- Pizarro, Luis, Ph.D., Dean.
- Zahonero, Maria. Admissions & Registrar.
- Castro, José, MS, CFO.
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2 Academic Overview

2.1 SUMMA University Learning Model

SUMMA University implements a 100% online delivery model that uses information technology as a platform for the learning process to occur. It is in the network and technology platforms where the institution integrates the core functions of teaching, research, and academic management. Therefore, the learning environment is alternative and innovative, contributing to knowledge management, comprehensive training, development of citizenship skills, and the formation of outstanding human beings who must meet local and global quality standards. Moreover, online education is understood as a set of pedagogical relationships between students, faculty members, and the institution, based on or supported by the use of technologies for the systemic development of a quality learning process. The student becomes the protagonist of an educational process that is generated to develop their capabilities to digitally interact, communicate with others, learn within the network, and interact with classmates and faculty members.

According to the mission, institutional objectives and consistent with the definition of online education, the learning model of the SUMMA University is defined as Social Learning. This Social Learning model is a three-legged stool supported by Constructivism, Connectivism, and Competency-Based Learning. Constructivism, to promote that students use their technical knowledge and experiences for problem solving; competency-based learning to ensure that the needs of the productive sector are met; and connectivism to explain how to learn in the digital age.

Social Learning		
Constructivism	**Connectivism**	**Competency-based learning**

Constructivism:

Constructivism is a teaching philosophy based on the concept that learning (cognition) is the result of 'mental construction' - students construct their own understanding by reflecting on their personal experiences, and by relating the new knowledge with what they already know. In constructivism, learning is not considered as a copy or reproduction of reality, but as a process by which the student is able to develop a personal representation of an object or content that aims to learn. Thus, learning is conceptualized as an active process of construction (or reconstruction) of knowledge and the faculty member's role is the one of a promoter of this internal process. In this philosophy, students have an active role in building their knowledge to ensure meaningful learning.

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This process requires the student to relate substantial new information with prior knowledge and experiences, transcending memorization of disjointed content to accomplish the construction of meaning. Consequently, students make sense of what they learned, and understand the scope and relevance of new knowledge in academic and every- day situations.

Accordingly, teaching suggests that students assimilate not only the scientific concepts involved but also how that knowledge can be used, in a way that is meaningful to their life and those around them. Therefore, at SUMMA University, learning is understood as the process by which the students develop skills and attitudes that enable them to build knowledge and act with flexibility in different contexts.

SUMMA University's constructivist approach is achieved from four learning principles:

Self-managed learning:

It is understood as a principle in which students are the owners of their own learning curve. The student monitors his/hers academic and motivational goals, manages human and material resources, taking into account the decisions and performances of all learning processes.

Meaningful Learning

It means the recognition of prior learning by students. Therefore, new knowledge is acquired and supported by what the students already know, gaining a greater sense. This recognition identifies previous experiences that may be relevant. In order to meet this condition, new information should substantially relate with the contents that the students already know.

Contextualized learning

It involves analyzing the social and productive needs of the environment in order to ensure the relevance of the SUMMA University curriculum. Learning is best attained in a context of cooperation, where individual achievements translate into profit for the group. Furthermore, Faculty members have an enormous responsibility in selecting a context of interest for students to learn a particular subject.

Collaborative learning

It describes a situation in which specific forms of interaction are expected to occur that lead to the achievement of learning. These interactions should include an objective and are mediated on an environment that enables learning.

In Summary, the constructivist approach is adopted by SUMMA University since it encompasses an active role by the student in the learning process. The institution under-stands the role of the faculty member as a permanent guide and recognizes the basic principles of teaching-learning interaction in recalling previous learning, comprehending learning as a process, and centering learning on completion of assignments that can be evaluated.

Competency-based learning

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Competencies are defined as complex integrated capabilities that education should instill on students to enable them to act as responsible individuals in different situations and contexts of social and personal life. SUMMA University considers these three characteristics of competencies:

1. The competencies articulate conceptual, procedural, and attitudinal knowledge but go beyond them. The fact of accumulating knowledge does not necessarily imply becoming competent. The sum of knowledge and skills does not lead to competency either. The mastery of a competency implies a step further: it entails that from all the wealth of knowledge that one has (or can access), one must select the knowledge that is relevant for that particular situation (disregarding knowledge one has but that it does not help in that particular context) to solve the problem or challenge at hand.

2. Competencies are linked to personality traits but are learned: the fact that one innately possesses certain intelligence is a good starting point but does not guarantee competency mastery. Competencies should be developed with initial training, ongoing training, and experience throughout life. Someone may be competent today and not tomorrow; one can be competent in one context and not in an unknown one. Therefore, competency has a recurring character of continuing growth.

3. Competencies make sense in action, but with reflection. Having an applicative dimension does not imply mechanical and thoughtless repetition of certain patterns of action. On the contrary, to be competent it is essential to have a thoughtful reflection that leads away from the standardization of behavior.

SUMMA University believes that an educational curriculum that only focuses on teaching, “content” is insufficient to meet society’s demands and challenges. Therefore, there is a need to rethink the curricular approach to higher education. It also reconsiders assessments, teaching strategies, and faculty training. Competency based curriculum is created on the study and analysis of the local, regional, national, and international context as decisive factors in identifying the needs that justify and support the existence of an academic program. Once the required competencies have been identified, it is necessary to categorize, rank and prioritize them in order to ensure the achievement of the desired learning outcomes that are relevant to the specifics of each profession.

Consequently, the curriculum of SUMMA University is based on the following blocks of competencies to comprehensively cover the knowledge that students are expected to master:

Basic or General Competencies

They constitute the basis by which other competencies are developed. These competencies are common to all, enabling analysis, understanding, everyday life problem solving, and therefore, allowing students to process information of any kind.

Transversal or Generic Competencies

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These competencies are those that provide the tools required by a worker to analyze problems, evaluate strategies to use, and provide relevant solutions in new situations. They are required in any job position or productive activity and promote employability.

Specific Competencies

These competencies are identified by national and international standards, as well as by validation exercises with the productive sector or by evaluation processes of academic communities and international standards. For this reason, sometimes they are called occupational competencies. Specific competencies are geared to enable an individual to develop their own productive functions of an occupation or common functions to a set of occupations.

Connectivism

Connectivism is a learning theory promoted by Stephen Downes and George Siemens. Called a learning theory for a digital age, it seeks to explain complex learning in a rapidly changing social digital world. Therefore, it acquires an importance that cannot be ignored in the process of online education. Connectivism allows SUMMA University to set several guidelines to consider in teaching practices. This new approach to learning is within a scenario where technology plays a major role and responds to the advances that have determined new social dynamics.

In Connectivism, learning is defined as the process of building knowledge that is not fully controlled by an individual and is mediated by an environment of external elements that are not organized and are ever changing. In addition, learning occurs in the brain of students, but can also occur outside of their brains, when it is stored and manipulated by technology. Moreover, connectivism conceives learning as a process of forming networks whose main agent is the student itself. The network connects nodes representing external entities such as individuals, organizations, libraries, websites, wikis, books, magazines, and databases, among others.

In this way, learning is promoted to generate the creation of this network where all nodes are connected to produce a source of complex knowledge. Therefore, learning is grounded on the ability to make distinctions among innumerable information sources that are available in order to select the right information to use. Information changes with high speed, so the ability to recognize changes in the environment and assess the impact of these changes is essential in the decision-making process.

Connectivism principles are:

- Learning and knowledge depend on the diversity of opinions.
- Learning is a process of connecting specialized nodes or information sources.
- Learning may reside in non-human devices.
- The ability to know more is more critical than what is known at a given time.

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- Feeding and maintaining connections is needed to facilitate continual learning.
- The ability to see connections between fields, ideas, and concepts is a key skill.
- The update (accurate and current knowledge) is the intent of all connectivism learning activities.
- Decision-making is by itself a learning process. The act of choosing what to learn and the meaning of incoming information is seen through the lens of a changing reality. A right decision today may be wrong tomorrow due to alterations in the information environment affecting the decision.

Based on these principles, it can be expressed that learning in a process of self-organization in the sense that it depends on the successful completion of connections to external sources of information. Moreover, for the principles of connectivism to be assimilated into teaching practices, SUMMA University incorporates the following elements to its online platform:

- A space where students and teachers can communicate internal messaging, forums, chats, etc.
- A space for self-expression: personal blog associated with the student so that they are allowed to publish and share their knowledge.
- A space for debate and dialogue forums, chats, etc.
- A space to search for archived knowledge: online virtual library services.
- A space to learn in a structured way: where sequences of tasks are given to master the learning outcomes.
- A space to experiment with new approaches or ideas.

In summary, connectivism provides the foundation to comprehend how information and communication technologies can effectively promote the generation of social learning.

Integrating the Social Learning Model.

The SUMMA University Social Learning model assimilates the concepts described above for the development of its online programs. The Social Learning model implementation interrelates with the University organization at all institutional levels. The model allows the institution to carry out the process of online learning comprising an innovative, friendly, and safe learning environment. This online environment guarantees collaborative learning, student services integration, interactions log registry, access to appropriate learning resources, and measurement of learning outcomes.

In order to make sure that the Social Learning model becomes a reality, SUMMA University establishes noticeably clear and specific guidelines for the optimization of the educational principles. These guidelines are organized into three fronts: curriculum guidelines, process for courses “virtualization” and methodology, and course structure.

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Curriculum Guidelines

The curriculum development at SUMMA University addresses the institutional mission and the educational model of the institution. It considered a process of identifying the needs of the productive sector and then translates them into the specific competency- based learning outcomes of each course. This process is intended to ensure the relevance of programs and curriculum.

Process for Course "Virtualization"

The process for virtualizing resources for online learning requires understanding the factors and conditions that must be met to ensure the effectiveness of the available tools and materials. The process is designed in a way that allows students to become strategic learners who can learn and solve problems and above all to find practical applications to the knowledge that they have acquired by completing the course.

Methodology and Course Structure

It is in the design of each course that the University learning model must be reflected and where all the strategies that so far have been described are implemented. The methodology demands active student participation that is encouraged and therefore considered as part of the student evaluation. The course structure design clearly incorporates the three University Social Learning Cornerstones: Constructivism Competency- based learning outcomes, and Connectivism.

The array of resources available will be described in detail on the "Online Environment" section of this catalog.

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2.2 SUMMA University Online Environment

SUMMA University online environment is a virtual classroom that allows students to communicate with one another, view presentations or videos, access course content, interact with other participants, and engage with online resources in work groups. It is conceived to be a tool to execute the Social Learning Model. Using their username and password students will access a secured learning environment that is the virtual version of a classroom. Students are met by a welcome page that has all the information needed for them to navigate the SUMMA University Experience including an activities calendar, academic courses access, communications center, SUMMA University links to social media, and a student profile section.

Once students access an academic course, they will find the following four modules to help them keep the course content organized:

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1. **Knowledge Compass.**

   It guides students thorough the course. Includes a welcome video from the Faculty member with general information and guidelines about the course. Another important component of this module is the Work Plan that lays out the recommended strategy for student to follow. This module also includes a student auto evaluation to identify the participant knowledge base for the course.

2. **Learning Modules.**

   This environment includes the theoretical and practical content of the course structured by the following phases:

   a. Business Situation. The main concepts and objectives of the class are introduced through a real business situation. This phase raises several open questions that need to be answered by the students as the course progresses. This phase includes:

      i. Introduction,

      ii. Brief summary of the essential concepts

      iii. Theoretical content of the unit on downloadable PDF files videos

      iv. Faculty member videos in which the main ideas of the unit are exposed in practicality.

      v. Faculty member videos that explain in detail an idea or point that deserves special attention, and always with an applied example. It is a resource for quantitative subjects.

   b. Problem identification. In this phase the student, having understood and retained the essence of the learning unit, is going to take a different role, watching an audiovisual resource, and reading articles related to the agenda in order to outline key factors related to solving the business situation at hand.

   c. Knowledge mobilization. The student can apply what they previously learned resolving one or more case studies drawn from reality. Students will be encouraged to work together to jointly arrive at solution for the case. Student's participation and interactivity between them and with faculty is expected at the forum tool.

   d. Report. Students will complete a set of evaluations that serve to measure their knowledge and acquired skills. This module also includes:

      i. Synchronous Class. The Faculty member reviews the fundamental elements of the course and includes recommendations for consideration through a synchronous tool that allows students to submit questions. The class is recorded so that students can access the content once it has concluded for review.

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ii. Course Survey assessment. It is obligatory to complete in order to have access to the final exam, thus ensuring that all students taking the exam reflect their opinion about the faculty member, the University, course content, and resources used. Additionally, students can make suggestions relevant to the academic team.

3. **Knowledge Center**

It is an environment in which the student can look up the online resources that both the Faculty member, and the students deem necessary for the development of learning activities within the course. This module makes available links to the virtual library resources powered by LIRN, EBSCO and e-Libro.

4. **Evaluations Module.**

Students can access course evaluations. Once the faculty member has graded the evaluations, students can access this module for grades and feedback. The Final examination is included in this module. It measures students on the learning outcomes they have acquired during the course.

Interactivity tools

The Online environment also offers participants access to the "Communication Center" to support all forms of synchronous and asynchronous communications, including the official university e-mail, threaded discussions, chat rooms, and other media, sometimes with the instructor serving as the moderator.

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2.3 Assessment and Quality Assurance (QA)

The University processes are regularly monitored to ensure they are synchronized with the mission, vision, and objectives of the Institution. Faculty members, staff, and administrators work together to ensure that the structure and integrity of the organization are maintained with a commitment to quality and continuous improvement at all levels of the Institution.

SUMMA University has an Advisory Board with members not otherwise employed or contracted by the institution consisting of practitioners in the fields for which the institution offers programs. This Board convenes at least at the beginning of each calendar year and provides the institution with advice on whether the institution's educational program objectives, curriculum, and course materials adequately prepare students with the skills, knowledge, and abilities needed to enter the current job market in the fields related to the institution's educational programs.

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2.4 Academic Policies

2.4.1 Academic Term

A term is a period of eight (8) weeks in which a student must complete all courses in which he/she has enrolled. There are six (6) academic terms in an academic year. Students are encouraged to enroll in two (2) courses per academic term.

2.4.2 Credit Hour Definition

SUMMA University uses a variation of the traditional Carnegie unit for measuring the amount of time online students are engaged in course learning. Therefore, a semester credit hour is measured by the learning outcomes achieved through 15 hours of student engagement "in-class" and 30 hours of "outside-class" for each 8-week term.

Academic engagement "in-class" may include, but is not limited to:

- Submitting an academic assignment.
- Listening to class lectures or webinars (synchronous or asynchronous).
- Taking an exam.
- An interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Contributing to an academic online discussion.
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Course "outside-class" preparation is typically:

- Homework, such as reading and study time.
- Completing assignments and projects.

SUMMA University measures and documents the amount of time it takes students to achieve learning outcomes and specifies the academic engagement and course preparation time for each course in order to meet the semester credit hour standard.

2.4.3 Grades System and Scale

Faculty members will provide students with performance evaluations for each course. Grading is based on the results of the course assignments, exams, and other criteria established at each course syllabus. Grades are posted one week after the end of each term into the student's records and sent by the faculty

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member, using the university email. Student grade information shall be protected in accordance with the Privacy Act. The following chart identifies the University grading scale, and its equivalent grade point average for GPA calculation purpose:

2.4.3.1 Grading Scale

Grade	Quality Points	Percentage
A+	4.00	96 points and above
A	3.75	91-95
B+	3.50	86 – 90
B	3.00	80 – 85
C+	2.50	70 – 79
C	2.00	60 – 69
D+	1.50	55 - 59
D	1.00	50 - 54
F	0	49 and below

In addition to the grades described above, these letters are used to indicate the status of a course grade and have no effect in the calculation of grade point average (GPA).

I	Incomplete
W	Withdrawn from the course
T	Transferred credit

2.4.3.2 Calculation of Grade Point Average (GPA)

A Grade Point Average (GPA) for each student is calculated at the end of each term. This average is computed for the term's academic result and is also cumulative for the entire period the student is registered in the University. The GPA is the average number of quality points per credit hour attempted.

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At SUMMA University, the cumulative GPA for graduation requirement is a minimum of 3.00 ("B") for graduate programs and a minimum of 2.00 (“C") for undergraduate graduate programs

The number of points for a course is calculated by multiplying the number of credit hours by the quality points earned. The points are summed for all courses and divided by the total number of credit hours to produce the overall GPA.

2.4.4 Appealing a Grade

Students may appeal a grade that they believe was assigned as a result of an error or on some basis other than performance by the faculty member. Student may appeal within 30 days following the posting of the course grade.

A student is encouraged to appeal a grade if a faculty member uses different standards than those applied to other students in that course. Also, if the assignment of a grade or competency evaluation that is a substantial departure from the faculty member’s established criteria as stated in the course syllabus.

Procedure

If a student believes that a grade has been assigned erroneously or arbitrarily, the student must contact the faculty member. The objective of this interaction is to reach a mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.

If the problem cannot be resolved, the student has the right to appeal the grade by means of a formal resolution process. This formal process starts with the submission of “Grade Appeal Request Communication”. This communication is submitted by e-mail to the Office of the Registrar containing the following information:

The Student must include a request for review of the grade and provide evidence that the grade is either incorrect or given arbitrarily as defined in this policy.

The Student must provide a comprehensive statement that fully describes and documents all evidence that supports his or her claim.

The Office of the Registrar will assign a panel consisting of an academic officer and designated faculty member(s) with expertise in the course in which the appeal is requested. The panel designee will request the faculty member involved in the appeal to submit a written response to the student’s appeal. Upon evaluation of the evidence and hearing from all involved parties, the panel will issue a decision and set forth a resolution to be implemented. The panel designee will report the panel’s decision to all involved parties as soon as possible. A record of the panel’s decision will become part of the student’s official academic record. Both parties have the right to appeal the panel’s decision.

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If either party chooses to appeal the panel's decision, he or she must submit a written appeal request to the president's designee. The appeal request must be submitted via email to the Office of the Registrar within 10 calendar days of them being sent notification of the panel's decision. The Director of Academic Affairs will designate a new evaluator to review all evidence, records, evaluations, and panel decisions. Following the review, the designee will issue a decision and report it to all involved parties as soon as practicable. The decision will determine one of the following: a) uphold the findings of the panel, b) reverse the findings of the panel, c) direct the panel to provide additional information, or d) the designee will determine his or her own findings. The decision of the designee is final and not eligible for further review under another policy.

2.4.5 Student Participation and Engagement

Student participation and engagement is critical to student learning. Engagement involves students devoting time and energy to learn course materials and skills, demonstrating that learning, interacting in a meaningful way with others in the online class, and becoming emotionally involved with their learning. The Social Learning model seeks to achieve this by getting students excited about course content, by integrating practical applications and role play techniques so that students enjoy the learning and/or interactions. This has been deliberately incorporated into the courses from the design process. Therefore, SUMMA University believes in its social learning model that only students are truly learning when they are engaged in communication with others about what they are learning, have a succession of appropriate assignments to apply their skills/knowledge, and receive feedback from their classmates and Faculty Members.

At the same time, there is a lot of emphasis to track student's participation and assignment completions per course in order to contact students that are falling behind. If a student is not actively participating in a course within a period of one (1) week, the academic advisor to ascertain the conditions that are preventing the student from participating and give advice on time management techniques and set up a course of action to assist the student will contact the student.

2.4.6 Repeated Courses Policy

A course in which a letter grade of 2.50 "C+" is earned must be repeated in graduate programs and a letter grade of 1.50 "D+" is earned must be repeated in undergraduate programs. Only a higher grade is used in computation of a cumulative grade point average once the course is successfully completed. However, all attempts will be noted on the transcripts. The repeated course will appear with brackets on the transcript. Students are allowed one opportunity to repeat a course they have completed and for which they have been assigned a grade for the purpose of raising his or her grade. No more than two (2) courses may be repeated in a graduate program. All attempts will be noted on the transcript. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating Academic Standing status.

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Enabling Exams. The student will have activated a personalized Qualification Plan in the Academic Support module, available on their virtual platform. In this space, you will locate the subjects in which you have not reached the average level of the group, being able to request their activation after viewing the general conditions for this. The subject will be enabled for one (1) month, during which the student will have the study material for preparation. The student may take a maximum of one (1) qualification per month, notifying his / her academic mentor, by email, within a minimum period of ten (10) business days prior to the requested qualification date.

The qualification obtained in the Enabling Plan will have the character of a final grade, passing with a minimum grade of 3.00 (B) for graduate programs and 2.00 (C) for undergraduate programs. The Habilitation Plan is developed without teacher support. The qualifying activities to be carried out are: Initial self-assessment, Report of each class and Final Exam.

The cost of each Habilitation Plan will be informed to the student prior of its activation.

2.4.7 Student Records / Transcripts

An official copy of a student's academic record at SUMMA University that bears the official seal of the University, and the signature of the Registrar is referred to as a transcript. Requests for transcripts must sent in writing to registrar@summauniversity.us and accompanied by a $10.00 fee for each copy.

Financial indebtedness to the University will prevent the release of a student's transcript.

Since the Registrar can only verify the authenticity of course work earned at SUMMA University, transcripts entrusted to the University from other institutions cannot be duplicated and given to the student or other external individuals without the expressed written permission of the institution and the student.

2.4.8 Withdrawal Policy

Withdrawal from course(s) or from the University requires completing and submitting a Withdrawal Form to the Office of the Registrar. The date of withdrawal will be used to calculate any applicable refund in line with the Refund Policy as described on this Catalog. The Date of Withdrawal is effective as of the date the student officially notifies the Office of the Registrar by submitting the Withdrawal Form. The Office of the Registrar can be contacted by Phone at (786) 477-6455 or by e-mail at: registrar@summauniversity.us

Students may withdraw a course for any reason. These are the guidelines when a student withdraws a course(s):

1. A Student that withdraws all courses in the first week of the term "Add/Drop period" will be considered to have canceled his/her enrollment and will receive a full tuition re- fund.

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2. A Course withdrawn after the first week of the term and before the last week of the term will be assigned a grade of "W" (withdraw) for that course.
3. A course withdrawn during the last week of the term will result in a letter grade of "F" (failure) for that course.
4. The Institution can withdraw a student at its discretion for insufficient progress, non- payment of tuition and/or fees, or failure to comply with the rules and regulations as outlined in this Catalog (Administrative Withdrawal).
5. A student may not withdraw a course after an "I" (incomplete) has been granted. If a student wishes to withdraw from the University while a course is in incomplete status, the "I" grade will change to an "F" (failure).
6. Refunds due are subject to the terms of the Refund Policy as described on this Catalog.
7. There is a $25.00 Withdrawal processing fee that applies when a course is dropped after the completion of the first week of the term "Add/Drop period".

Add/Drop Period

A Student can add or drop course(s) during the first week of classes without penalties. This period is known as the "add/drop period". After the completion of the first week any drop course(s) will be subject to the Refund Policy as described on this Catalog. Students may not add a course(s) after the completion of the first week of classes.

Incomplete Course

A grade of "Incomplete" may be awarded for circumstances beyond the student's control, which prevents a student from completing a course in the regular term timeframe. Students may request an incomplete from his/her faculty member by e-mail attaching documentation corroborating extenuating circumstances. Except in cases of medical emergency, an incomplete request should be made prior to the last week of the term. Once the incomplete is granted, it allows a student an additional 30 days to complete pending assignments. The grade of "I" (incomplete) will be assigned and will remain in the student academic records until assignments are complete and a grade is posted or until the end of the 30 days. If assignments are not completed within 30 days, a grade of zero will be awarded to these assignments and averaged into the final grade. Faculty members must receive approval from the Director of Academic Affairs prior to granting an incomplete.

Extenuating Circumstances beyond the student's control that may grant an incomplete include:

- Death of a student's immediate family member
- Student's Illness or injury

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- Illness or injury to a student's immediate family member
- Student involuntary work schedule change or transfer
- Jury duty or direct involvement with a current legal action
- Student called to active military duty

2.4.9 Leave of Absence

Students may request a leave of absence due to health concerns, a serious family emergency, military service, extenuating job circumstances, or critical life circumstances that prevent them from being able to take courses for an extended period of time. A formal request, along with documentation of the situation, must be submitted to the Office of the Registrar for consideration by e-mail at registrar@summauniversity.us. A student may be in a leave of absence status for a maximum of 180 days and must notify the university at least two weeks prior to the beginning of each term.

2.4.10 Readmission

Readmission is the process by which students reapply for admission to the university after at least 12 months of academic inactivity or after being placed on an academic status that requires readmission. Students must submit a new application that is subject to the Director of Admission review.

2.4.11 Academic Standing

All academic actions are shown on grade reports and transcripts. Every academic action is created upon course completion. Below is a list of SUMMA University's academic actions instituted by faculty and academic departments.

Probation

Probation is a temporary status intended to concentrate the University's resources to address and remedy the causes of insufficient academic progress. Probation is not intended as a punitive measure but as a warning and a time for necessary improvement. This is an action that is taken when a student's cumulative GPA drops below 3.00 "B" for graduate programs or 2.00 "C" for undergraduate programs. Academic Probation will continue until the cumulative GPA reaches 3.00 "B" or above for graduate programs or 2.00 "C" or above for undergraduate programs. If a student with corrective measure to avoid academic suspension. A student on probation for more than one term will only be allowed to enroll in a maximum of one (1) class in the subsequent term.

Academic Suspension

A student on "Probation" is suspended upon failure to achieve a GPA of 3.00 "B" for graduate programs or 2.00 "C" for undergraduate programs for two (2) consecutive terms. An academic suspended student must submit an application for readmission supported by a letter (email) indicating the reasons for

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previous academic difficulties and strategy for achieving a GPA of 3.00 “B” or better for graduate programs or 2.00 “C” or better for undergraduate programs. Upon receiving the application for readmission, the student records will be reviewed by the Director of Academic Affairs. Based on this review, the Director may suspend the student for a period of one (1) academic term or will take action on readmission.

Academic Exclusion

A student readmitted following academic suspension failing to achieve a minimum GPA of 3.00 “B” for graduate programs or 2.00 “C” for undergraduate programs during the term following the term of suspension is excluded from the University. Expulsion is the most serious academic actions and readmission will not be considered prior to a minimum suspension period of one (1) year.

Good Standing

Students are in good standing as long as their academic action does not place them on academic probation, suspension, or exclusion. Good standing is defined as having a cumulative GPA above 3.00 “B” for graduate programs or 2.00 “C” for undergraduate programs

Official Notification of Changes of Academic Standing

Notifications of change of academic standing will be e-mailed to the student’s SUMMA University e-mail address.

2.4.12 Graduation Requirements

Executive Master of Business Administration (EMBA) Degree Requirements:

In order to obtain an EMBA Degree a student must fulfill the following graduation requirements:

- Successful completion of the program requirements for the issuance of the degree.
- Acceptance of all information required for admission and the transfer of credits by SUMMA University.
- Successful completion of program 42 credits.
- A minimum cumulative grade point average (GPA) of 3.00 “B” for the degree program.
- Students must have satisfied all financial obligations with SUMMA University.

Master of Science (M.S.) Degree Programs Degree Requirements:

In order to obtain a M.S. Degree a student must fulfill the following graduation requirements:

- Successful completion of the program requirements for the issuance of the degree.

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- Acceptance of all information required for admission and the transfer of credits by SUMMA University.
- Successful completion the program 36 credits.
- A minimum cumulative grade point average (GPA) of 3.00 “B” for the degree program.
- Students must have satisfied all financial obligations with SUMMA University.

Master of Education (M.Ed.) Degree Programs Degree Requirements:

In order to obtain the M.Ed. Degree a student must fulfill the following graduation requirements:

- Successful completion of the program requirements for the issuance of the degree.
- Acceptance of all information required for admission and the transfer of credits by SUMMA University.
- Successful completion the program 36 credits.
- A minimum cumulative grade point average (GPA) of 3.00 “B” for the degree program.
- Students must have satisfied all financial obligations with SUMMA University.

Bachelor in Business Administration (Bs.BA) Degree Requirements:

In order to obtain an Bs.BA Degree a student must fulfill the following graduation requirements:

- Successful completion of the program requirements for the issuance of the degree.
- Acceptance of all information required for admission and the transfer of credits by SUMMA University.
- Successful completion of program 120 credits.
- A minimum cumulative grade point average (GPA) of 2.00 “C” for the degree program.

Students must have satisfied all financial obligations with SUMMA University.

2.4.13 Graduation Honors

The policy for granting graduation with honor as established by the SUMMA University provides for honoring at each graduation approximately 15 percent of the students who have earned the highest-grade point averages.

The top 5% with a 4.0 GPA will receive the “Highest Honors” or “Summa Cum Laude” designation. The following 5% will receive the "With great honor" or “Magna Cum Laude designation.

The following 5% will receive the “With Honor” or “Cum Laude” designation.

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The appropriate honor will automatically be placed on the student's final transcript and diploma.

2.4.14 Teach-Out Programs

In the event that SUMMA University closes a program or decides to cease operations, a teach-out plan will guarantee that active student in the program receives the education, materials and student services needed to complete the program.

A student must remain in an active status to be considered in the Teach-Out Plan. Students seeking readmission will need to select a program that is currently offered by SUMMA University.

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3 Academic Program and Curricula

3.1 Bachelor's Degree Programs

I. Bachelor of Sciences in Business Administration (Bs.BA)

Program Objectives:

The Bachelor of Science in Business Administration program is designed to give a solid foundation in business studies. It will provide the knowledge and practical intelligence needed to excel in the business world and to prepare students for career advancement. The curriculum integrates cutting-edge business theory and practice with advanced instruction. The students will gain the knowledge and skills to stay ahead in today´s technology-driven business marketplace.

Program Description:

The Bachelor of Science Degree in Business Administration offers a core business curriculum infused with application of ethics and business resources in a technologically savvy environment. Graduates of this program acquire the skills necessary to solve challenging issues involving the creation and exchange of goods and services, the management and development of personnel, amongst other issues. Our goal is to produce highly versatile, professional, and knowledgeable graduates who have mastered the fundamentals of business and are ready to take on the challenges of a dynamic world economy.

Curriculum:

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NUMBER	COURSE TITLE	CREDIT HOURS
MAC101	College Mathematics I	3
MAC121	College Mathematics II	3
COC101	College Composition I	3
COC121	College Composition II	3
ECO380	Principles of Microeconomics	3
ECO360	Principles of Macroeconomics	3
ARH240	Art History	3
STA340	Applied Statistics	3
ORC340	Oral Communication	3
SOC201	Sociology	3
CRT301	Critical Thinking	3
PSY201	Psychology	3
ENT210	Entrepreneurship	3
ACC102	Financial Analysis	3

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ETH340	Ethics and Social Responsibility	3
ACC101	Principles of Accounting	3
RES301	Principles of Research	3
MAN317	Principles of Management	3
BUL350	Business Law	3
TEC302	Technology Management	3
STA342	Advanced Statistics	3
MAN311	Business Plan	3
MAN312	Balanced Scorecard	3
MAN310	Quality Management	3
MKT400	Marketing	3
MAN319	Operations Management	3
QBR400	Qualitive Business Research	3
MAN341	Business Management	3
QMB400	Quantitative Business Research	3
CDR422	Commercial Direction	3
ECO424	Cost Analysis	3
MAN451	Financial Management	3
MAN419	Project Management	3
MAN420	Production Management	3
MAN440	Strategic Management	3
MAN450	Capstone	3
	ELECTIVE COURSES (4 COURSES MANDATORY)	
	Specialization in Marketing:	
MKT410	Market Research	3
MKT420	Advanced Marketing	3
MKT430	E-Commerce	3
MKT440	Marketing Management	3
	Specialization in Finances:	
FIN410	Corporate Finance	3
FIN420	Treasury Management	3
FIN430	Business Taxation	3
FIN440	Capital Markets	3
	Specialization in International Business:	
INT410	Business Internationalization	3
INT420	Principles of International Commerce	3
INT430	International Logistics	3
INT440	International Commerce Risk	3
	Specialization in Business Intelligence:	
BIN410	Digital Transformation	3
BIN420	Digital Products	3
BIN430	Big Data and Business Intelligence	3
BIN440	Big Data Tools and Data Government	3
	TOTAL	**120**

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3.2 Master's Degree Programs

I. Executive Master of Business Administration (EMBA)

Program Objectives:

The Executive master's in business administration is designed to educate entrepreneurial leaders who create great economic and social value. The specific learning goals are:

- Develop and enhance skills to lead and manage people effectively.
- Analyze and apply accounting information to facilitate strategic decision.
- Demonstrate an integrated perspective of functional areas of business including Accounting, Economics, Finance, Management, and Marketing.
- Apply knowledge in new and unpredictable circumstances, to develop innovative solutions to strategic challenges.
- Develop understanding of the global business market, with a deep knowledge on regional connectivity to Latin America.

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Program Description:

The SUMMA University Executive MBA is designed to prepare high performance executives, capable of making creative and realistic decisions to confront business environments that are becoming more challenging and dynamic.

Curriculum:

Number	Course Title	Credit Hours
MAN511	Leadership and Organizational Behavior	3
MKT512	Marketing Strategy	3
ACT513	Managerial Accounting	3
MKT514	Communication Strategy	3
ENT521	Entrepreneurship and Business Plan	3

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FIN522	Financial and Investment Analysis	3
ACT523	Cost Analysis for Decision Making	3
MAN524	Commercial Management: Sales and Planning	3
MAN531	Economic Environment Analysis	3
MAN532	Strategic Management: Achieving Competitive Excellence	3
MAN534	Project and Process Management	3
FIN541	Financial Management	3
MAN542	Management Control Systems	3
MAN700	Final Project: Business Management Simulator	3
Total		**42**

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II. Master of Science in Digital Marketing

Program Objectives:

The Master of Science in Digital Marketing is designed to provide professionals with the strategic and analytical skills to guide organizations in a digital world. The specific learning goals are:

- Develop and enhance skills to lead and manage people effectively.
- Formulate corporate strategies and marketing plans in the search for competitive excellence.
- Acquire the theoretical and practical knowledge in digital marketing and e-commerce.
- Implement analysis and business intelligence in the use of digital marketing.
- Acquire an overall view of the main tools used to develop an efficient CRM strategy.
- Apply use of social media and community management to improve effectiveness of digital marketing strategy.
- Understand and apply the use of mobile marketing through applications and geomarketing.

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Program Description:

This program educates professionals in the areas related to Digital Marketing, with the objective of developing their careers with a deep knowledge of this rapidly emerging marketing field.

Curriculum:

Number	Course Title	Credit Hours
MAN511	Leadership and Organizational Behavior	3
MKT512	Marketing Strategy	3
MKT552	Search Engine Marketing (SEM)	3
MKT561	Search Engine Optimization (SEO)	3
MKT562	Mobile Marketing	3
MKT571	E-Commerce	3
MKT572	Social Media and Community Management	3
MKT581	Customer Relationship Management	3
MKT582	Business Intelligence	3
MKT591	Marketing Plan	3
MAN532	Strategic Management: Achieving Competitive Excellence	3
MKT700	Marketing Final Project	3
Total		**36**

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III. Master of Science in Finance

Program Objectives:

The Master of Science in Finance gives working professionals the opportunity to deepen their business and technical finance skills. The specific learning goals are:

- Deepen current understanding of important financial concepts and analytical tools used in the financial decision-making process.
- Develop ability to construct an efficient portfolio using the latest techniques for estimating expected returns and risks.
- Understand how to evaluate corporate investment projects.
- Develop analytical abilities to identify strategies that enhance value creation.

Program Description:

The Master of Science in Finance is a graduate degree program designed for international executives to keep them current with the most relevant business and finance theories and practices within a globalized and highly competitive business environment.

Curriculum:

Number	Course Title	Credit Hours
FIN611	Operational Finance	3
FIN612	International Financial System	3
ACT513	Managerial Accounting	3
FIN614	Financial Markets	3
FIN522	Financial and Investment Analysis	3
ACT523	Cost Analysis for Decision Making	3
FIN623	Treasury Management	3
FIN624	Budgeting as a useful Management Tool	3

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FIN631	Corporate Finance	3
FIN541	Financial Management	3
MAN542	Management Control Systems	3
MAN700	Final Project: Business Management Simulator	3
Total		**36**

IV. Master of Science in Project Management

Program Objectives:

The Master of Science in Project Management is designed to empower professionals to become dynamic and effective project managers, through a broader knowledge of management skills, adequate methodology and necessary tools to successfully manage the life cycles of a project. The specific learning goals are:

- Provide students with a comprehensive foundation in the principles of Project Management, which may influence performance at all levels of an organization.
- Apply relevant methods for making complex decisions in business and project management by identifying objectives, setting priorities and scheduling, defining project life cycles, allocating resources and time, and managing risk.
- Strengthen knowledge of the essential elements in international logistics: packaging, Incoterms, and customs.
- Develop reliable metrics for measuring and reporting project performance.
- Understand how to simultaneously manage multiple and interrelated projects.

Program Description:

The Master of Science in Project Management is designed to provide professionals with a new perspective of project management that is accepted and recognized internationally. Therefore, it is based in the Project Management Institute (PMI) standards. This program provides the most modern and globally accepted methods to manage projects with successful outcomes, enabling professional to serve as leaders and practitioners in the Project Management field.

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Curriculum:

Number	Course Title	Credit Hours
MAN511	Leadership and Organizational Behavior	3
MAN642	Project Management I	3
MAN643	Quality Management	3
OPS644	International Logistics	3
MAN651	Project Management II	3
MAN652	Project Management Office	3
MAN653	Planning and Control using Microsoft Project	3
MAN532	Strategic Management: Achieving Competitive Excellence	3
MAN661	Risk Management	3
FIN662	Project Evaluation and Assessment	3
MAN663	Project Development and Tracking	3
PJM700	Project Management Final Project	3
Total		**36**

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V. Master of Science in Supply Chain and Logistics

Program Objectives:

The Master of Science in Supply Chain Management and Logistics targets professionals with a multidisciplinary background providing supply chain management skills for a broader management position, with a more strategic and less operational approach. The specific learning goals are:

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- Understand and apply modern supply chain management practices, analysis methods, technology applications, strategy development, and other relevant skills to prepare professionals to manage global and complex supply chains.
- Gain knowledge in the different supply chain functions, such as inventory management, finance, operations management, and logistics.
- Implement business ethics and social responsibility in Supply Chain.
- Develop skills to lead constant organizational changes in response to new market conditions and the new role of supply chains.

Program Description:

The Master of Science in Supply Chain Management and Logistics is designed to develop a strategic and managerial vision of Supply Chain Management to enable professionals to manage the necessary changes in industrial, commercial, and service companies to confront the challenges that come with the fourth industrial revolution.

This program includes preparation for CSCM® - Certified Supply Chain Manager, certification that provides the credentials that guarantee advanced knowledge for the leading and managing the supply chain. The CSCM certification from ISCEA that SUMMA University offers is not a requirement to graduate from this program. Obtaining this certification is an opportunity that SUMMA University provides its where these types of certificates are highly demanded.

Curriculum:

Number	Course Title	Credit Hours
MAN671	Global Supply Chain Management	3
SCM672	Supply Chain Strategic Planning	3
SCM673	Strategic Procurement and Supplier Management	3
SCM674	Demand Driven Operations & Supply Chain	3
SCM681	Inventory Optimization	3
SCM682	Sustainable Production of Goods and Memorable Service Experiences	3

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SCM683	Distribution Management	3
SCM684	Advanced Techniques and Technological Tools in Supply Chain Management	3
MAN511	Leadership and Organizational Behavior	3
SCM692	Quantitative Modeling for Decision Making in Supply Chain	3
SCM693	Logistics applied to International and Foreign Trade	3
SCM700	Final Project: Preparation for CSCM® - Certified Supply Chain Manager	3
Total		**36**

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VI. Master of Science in Risk Management

Program Objectives:

The Master's Degree in Risk Management trains the student to have the abilities to detect, identify and classify risks within the company, calculate and assess their impact on the organization. It will provide the participants with the appropriate tools to define an appropriate risk policy, in the current technology-driven marketplaces. The studies program includes intermediate and advanced courses with theory and practice, all accompanied by advanced instruction.

Program Description:

The Master's Degree in Risk Management offers intermediate and advanced courses. Graduates of this program acquire the skills necessary to identify, evaluate and prevent all those risk situations that may jeopardize the solvency and financial or economic stability of the company: economic conditions such as crises or changes in the market, political risks of the most immediate environment that affect business continuity, reputational risks affecting the brand, issues affecting cybersecurity , hacking and data protection breach.

Students will acquire the tools to implement an appropriate risk management process under a global vision: from drawing up the company's risk map to contingency plans for unforeseen events, conflicts or catastrophes; to learn to control the risks that affect a business using KRI ("Key Risk Indicators") to study them and measure those that are quantifiable, and be able to define the trading strategy with

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insurance companies and brokers: premiums, franchises, etc. and design the processes of support to other departments in review of contracts, purchases, investments, etc.

Curriculum:

Number	Course Title	Credit Hours
MAN532	Strategic Management: Achieving Competitive Excellence	3
RKM511	Basic Knowledge and Introduction to Risk Management	3
RKM521	Legal, Regulatory and Compliance Aspects in Risk Management	3
RKM522	Sources of Risks and Groups of Subjects	3
RKM541	Risk Modelling	3
RKM542	Risk Assessment and Economic Assessment	3
RKM621	Safety, Risk Reduction and Control	3
RKM622	Risk Financing and Retention	3
RKM651	Traditional Risk Transfer	3
RKM652	Alternative Products to Risk Transfer	3
RKM653	The Organization of Emergencies, Contingency Plans and Security Audits	3
RKM700	Final Project for Risk Management	3
Total		**36**

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VII. Master of Education in Instructional Design and Technology

Program Objectives:

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This program is designed to prepare Instructional designers and learning & development (L&D) professionals, to understand, analyze, and explain the use and implementation of instructional design and technology in the educational and training environment. The specific learning goals are:

- Explore and apply best practices in the field of learning design.
- Apply design thinking to support teaching and learning.
- Understand the use of learning technology in order to meet diverse needs of students in a real-world environment.
- Recognize the characteristics of an adult learner and analyze methods to apply in order to engage them in the process of learning.
- Acquire the practical knowledge to utilize technology in virtual education, and the influence of instructional design in the transformation of conventional teaching.
- Acquire an overall view of the most relevant technological elements in the design, use and assessment of training platforms.

Program Description:

The Master of Education in Instructional Design and Technology (L&D) is a program designed to provide students with the tools and concepts needed for learning and professional development, to help them in the conceptualization and systematic development of instructional specifications.

Curriculum:

Number	Course Title	Credit Hours
EDL511	Designing Constructivism Learning Environments / Gaming to Learn	3
EDL512	Emerging Web Technologies and Learning	3
EDL513	Educational Technology Integration	3
EDL514	Teaching and Learning Online	3
EDL521	Designing e-learning within Course Management Systems	3
EDL522	Tools for Collaborative work	3

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EDL523	Techno-pedagogical and Instructional Design	3
EDL524	Measuring the Impact of Technology on Learning	3
EDL531	Evaluation approaches and models in e-Learning & Assessments	3
EDL532	Engaging Adult Learners with Technology	3
EDL533	Technology and Diverse Population	3
EDL700	Instructional Design and Technology Final Project	3
Total		**36**

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3.3 Course Numbering System

Each course is identified by a unique course number. The first three letters of the course code identify the subject area or academic department. Courses with numbers in the 500–700 ranges are at the master's degree level, while courses with numbers in the 100-400 range are for undergraduate level.

Course Prefix Identifier	Academic Department
ACT	Accounting
EDL	Education
ENT	Entrepreneurship
FIN	Finance
MAN	Management
MKT	Marketing

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OPS	Operations
PJM	Project Management
SCM	Supply Chain Management
RKM	Risk Management

3.4 Curricula

- **Bachelor of Sciences in Business Administration**

GENERAL EDUCATION COURSES

MAC101 College Mathematics I
The main objective of the course College Mathematics I is to understand the basic mathematical techniques of Linear Algebra, as well as its most important applications within the context of the student's training in their respective professions. Students will learn to solve matrix problems, linear equations, vectors, and other real-world applications of math.
Credits 3 Pre-requisites: None.

MAC121 College Mathematics II
This course provides the mathematical knowledge and numerical skills necessary for perfect management of financial instruments, graphs, and logarithmic functions.
Credits 3 Pre-requisites: MAC 101.

COC101 College Composition I
The course of College Composition I focuses on the basic elements of college composition and writing in order to students gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.
Credits 3 Pre-requisites: None.

COC121 College Composition II
This course is designed with the purpose of develop in students the skills to produce argumentative writing. The primary purpose of this subject is to offer a global introduction to the postulates of structured writing with an emphasis on having a clear introductory focus, solid support, an excellently stated thesis, a clear purpose, audience, and coherent organization. It spotlights on the various forms of expository writing such as comparison and argumentation.
Credits 3 Pre-Requisite: COC 101.

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ECO360 Principles of Macroeconomics
This course focuses on the understanding of macroeconomic phenomena, their causes, their effects, and the economic policy-making alternatives embedded in the phenomenon of globalization. The topics to be developed include the definition of the main macroeconomic magnitudes and their measurement, in addition to the concepts of aggregate expenditure, asset market, macroeconomic equilibrium and the labor market.
Credits 3 Pre-requisites: None.

ECO380 Principles of Microeconomics
This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.
Credits 3 Pre-Requisite: None.

ARH240 Art History
This course provides students with a general foundation on sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present. The course, however, emphasizes the major artists and artistic developments of the Western world. Art history also emphasizes the historical and social context of human made objects, considering patronage, gender, culture, religion, events, politics and more.
Credits 3 Pre-Requisites: None.

STA340 Applied Statistics
This course includes the following topics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.
Credits 3 Pre-Requisites: None.

ORC340 Oral Communication
This course allows the student to develop verbal and corporal communication skills that are used in the professional context in which they develop. Students will learn how to master techniques for improving speech, posture when speaking, projecting a professional body image, and expressing their ideas with clarity and eloquence.
Credits 3 Pre-Requisites: None.

SOC201 Sociology
The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.
Credits 3 Pre-Requisites: None.

CRT301 Critical Thinking

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This course helps students develop critical thinking strategies, 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 thought and expressions.
Credits 3 Pre-Requisites: None.

PSY201 Psychology
This course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.
Credits 3 Pre-Requisites: None.

CORE COURSES

ENT210 Entrepreneurship
This course provides a practical guide in which the relationship with entrepreneurship is analyzed and identified. Students should be given attitudes and leadership that motivate them to undertake at the national and international level, so they are able to lead a business project, and generating real business opportunities.
Credits 3 Pre-Requisites: None.

ACC101 Principles of Accounting
In this introductory course, the students will be acquainted with and the basic concepts and procedures to record, understand and review financial transactions. The topics that will be studied include financial statements, information system, accrual accounting, sales and receivables, liabilities payrolls, investments, and operating assets.
Credits 3 Pre-Requisites: None.

ACC102 Financial Analysis
This course provides the knowledge and management of basic financial tools for the analysis, diagnosis and projection of the company, as fundamental support for decision making.
Credits 3 Pre-Requisites: None.

ETH340 Ethics and Social Responsibility
This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.
Credits 3 Pre-requisites: None.

RES301 Principles of Research
The objective of this course is to develop in students, competencies that allow them to recognize and apply qualitative and quantitative approaches in the development of a research project providing solutions in context of problems in global, national, and local realities.

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Credits 3 Pre-requisites: None.

MAN317 Principles of Management
This course provides students with the fundamentals of business both with a theoretical and practical point of view. The course emphasizes the importance of the elaboration of the business plan and provide the information that allows the professional to analyze the markets, identify business opportunities as well as the variables of businesses in a framework of globalization considered the social responsibility of businesses in current times.
Credits 3 Pre-requisites: None.

BUL350 Business Law
This course introduces students to business and its legal environment. Among the topics of the course are the review of the U.S. legal system, common law, organizational structures, and the regulatory environment pertinent to business, as labor law and international law. The course also provides information about some legal papers and entities, such as, contracts, business associations as agencies, partnerships and corporations, wills, estates, and trusts.
Credits 3 Pre-Requisites: None.

TEC302 Technology Management
This course is designed to provide the student with a strategic vision for IT management as a competitive tool in a constant innovation environment and aims to train ideal professionals to introduce and manage IT according to the information systems and services of the business administration and management by using a dynamic methodology between theory and practice.
Credits 3 Pre-Requisites: None.

STA342 Advanced Statistics
In this course, the student will be introduced to the sampling theory, theory, and procedures in the construction of estimators and their probability distributions, and the formulation and contrast of hypothesis tests, with their main applications to facilitate inference about a population from a sample.
Credits 3 Pre-Requisites: None.

MAN311 Business Plan
This course is focused in generating in future professionals an entrepreneurial critical mentality, which allows not only to recognize the importance and challenges of generating ideas to create company, but also to contribute to the strengthening of the business structure in which the professional is developed.
Credits 3 Pre-requisites: None.

MAN312 Balanced Scorecard
In this course, students will analyze the essence of the economic, organizational, and social changes that occur in companies in order to effectively interpret balance scorecards and its effect in the analysis and decision-making process.
Credits 3 Pre-requisites: None.

MAN310 Quality Management

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This course provides students with the opportunity to broaden their knowledge in management theories that support quality principles, as well as their impact on the organization, management, control, and evaluation processes according to current trends. The students of this course will develop practical skills to design management planning considering the processes, available resources, organizational structure, and standards worldwide.
Credits 3 Pre-requisites: None.

MKT400 Marketing
This course will introduce students in the fundamental concepts and elements involved in the marketing process: product, price, promotion, and distribution as well as planning, research and organization required to implement marketing techniques and strategies. In this course, the managerial, economic, social, and legal implication of marketing activities, policies and strategies will be studied.
Credits:3 Pre-Requisites: None.

MAN319 Operations Management
This course facilitates the knowledge related to the Operations Management in attention to the processes that comprise it and the results obtained, supported by a practical theoretical methodology that allows them to implement it in real business environments. The course is based on identifying operations strategies, process flow, optimization of the value chain, quality of service, process improvement and project management with low impact of environmental impact.
Credits 3 Pre-Requisites: None.

QBR400 Qualitive Business Research
This course of the research component aims to have the student recognize and apply the qualitative approach of research by identifying the types of research, their collection tools, type of analysis and methodological design to be developed depending on their nature.
Credits 3 Pre-Requisites: RES 301.

MAN341 Business Management
This course is focused on developing general knowledge in the business management field framed in strategic planning and market management, develops leadership knowledge and project management, through organizational theories and human talent in an economic and business context.
Credits 3 Pre-Requisites: None.

QMB400 Quantitative Business Research
This course provides students methodological knowledge to conduct business research applied using descriptive and inferential statistics. Students will learn to analyze the information obtained in a research work, in order to make decisions and interpret statistical results in business.
Credits 3 Pre-Requisites: STA 340

CDR422 Commercial Direction
In this course students will master the management, direction, and motivation strategies of commercial and sales areas, focused on meeting the goals of the marketing plan. Have the ability to plan, execute and forecast sales, which allows you to make decisions for the correct direction of the sales force of any organization or entrepreneurship.

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Credits 3 Pre-Requisite: None.

ECO 424 Cost Analysis
This course provides students with the theoretical aspects and tools necessary to perform the analysis, evaluation, and application of strategies in the management of the costs. Topics to be addressed include evaluating and implementing effective cost control strategies, comprehensive management of company costs, effective tracking of production costs and services.
Credits 3 Pre-Requisite: ACC 102.

MAN451 Financial Management
In this course students will make different budget structures that adapt to the business characteristics of the organizations, focusing on the development of accurate budgeting for the different operations of the business.
Credits 3 Pre-Requisite: None.

MAN419 Project Management
This course provides the basic elements of project management. The aspects to be developed include planning techniques, monitoring, control, and evaluation of the project, as well as the selection of the staff and computer tools available for project management. It includes the themes of the life cycles of the project and the environment in which it is developed.
Credits 3 Pre-Requisite: MAN 317.

MAN 420 Production Management
Production Management is focused in providing the basic concepts and the development of skills and attitudes, to carry out the activities of management and organization of processes, which allow to achieve the objectives established in the company and ensure the quality of a product or service.
Credits 3 Pre-Requisites: MAN 419.

MAN 440 Strategic Management
This course is intended to provide the students with a modern and pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies. It emphasizes the importance of the permanent analysis of the external and internal factors that have an impact on the operations of the company and with the future of the current decisions in the framework of the strategic management.
Credits 3 Pre-Requisites: None.

MAN 450 Capstone
The course provides students with the opportunity to integrate and apply learning from their professional programs of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future.
Credits 3 Pre-Requisites: 117 credits approved.

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ELECTIVE COURSES (4 COURSES MANDATORY)

Specialization in Marketing:

MKT 410 Market Research

In this course students will understand and apply the phases of the market research process, understanding the applicability and difference of qualitative and quantitative methods, developing data analysis capacity and sound decision-making. Achieving the launch of new products or highly impactful services. Understanding that the customer's opinion is a particular element of the company.

Pre- Credits 3 Requisites: MKT 400.

MKT 420 Advanced Marketing

The advanced marketing course studies the important aspects and tools from strategic marketing, both from the point of view of market analysis, as well as planning, through the market plan.

Credits 3 Pre-Requisites: MKT 410.

MKT 430 E-Commerce

This course offers the student a vision on the current situation of e-commerce and current trends from a point of view of digital design and marketing. Likewise, the student will have the opportunity to know the main tools that are part of the digital world to improve the performance of an online store, as well as achieve the objectives and challenges facing e-commerce day by day.

Credits 3 Pre-Requisites: MKT 420.

MKT 440 Marketing Management

Overview of marketing or marketing management with an emphasis placed on enabling the marketing manager to create strategies that "fit" the product/service to the organization's distinctive competencies and its target market. Development of decision-making skills in marketing and provides an overview of the strategic marketing management process.

Credits 3 Pre-Requisites: MKT 430.

Specialization in Finances:

FIN 410 Corporate Finance

This course is designed to prepare students on the use and application of fundamental concepts of managerial finance and on decision making for a business from a corporate finance point of view. The course focuses on financial management, financial statements analysis and the time value of money. Among other topics studied during this class are debt valuation, interest's rates, capital market theory, asset pricing, long term financing, working capital management, financial policies, and capital budgeting techniques.

Credits 3 Pre-Requisite: ACC 101.

FIN 420 Treasury Management

In this course students will manage financial operations in the treasury departments and participate in the decision-making based on the financial risks, taking in to account treasury and risk policies.

Credits 3 Pre-Requisite: FIN 410

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FIN 430 Business Taxation
In this course it is expected that the student acquires theoretical-practical knowledge in topics specific to the fiscal management of a company to apply and concrete them in an organization such as taxes, their generating facts and the different subjects immersed in them. Likewise, we will study factors that must be analyzed in a tax planning process and the different kinds of returns that can be filed.
Credits 3 Pre-Requisite: FIN 420

FIN 440 Capital Markets
This course focuses on the development of competences for the analysis of the nature, the type of function and the classes of operations of the capital markets, taking into account the relationships with economic operators and the tools used to assess financial instruments.
Credits 3 Pre-Requisite: FIN 430

Specialization in International Business:

INT 410 Business Internationalization
This course will be focused on the skills of being, knowing and knowing how to do, aimed at acquiring and developing a management vision of international business, using theoretical and practical tools that encourage participants to have the ability to perceive the company or business as part of a global economy.
Credits 3 Pre-Requisite: MAN 317

INT 420 Principles of International Commerce
The purpose of this course is to facilitate students the knowledge about international commerce, including management of international operations, international marketing, trade, and international accounting. Among other topics studied in this course are the economic theories that support the international business operations, business strategies and alliances, as well as globalization, country differences, foreign exchange market, exporting, importing and countertrade.
Credits 3 Pre-requisites: INT 410.

INT 430 International Logistics
This course explores logistics and supply chain operations from a global perspective. Course material and experiences will focus on import and export processes, port and logistics facility operations, raw material and finished goods movement across borders, and equipment and technology for global logistics.
Credits 3 Pre-requisites: INT 420.

INT 440 International Contracts
In this course the participants will learn to about the different types of international contracts, in terms of costs, risks and responsibilities, according to the concepts and elements learned, the regulations and the legal environment of the country.
Credits 3 Pre-requisites: INT 430.

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Specialization in Business Intelligence:

BIN 410 Digital Transformation
This course offers a transversal vision on Digital Transformation, putting it in a business, normative and current context within the digital revolution. Delve into tools and technologies and learn how they help improve business productivity and outcomes in modern business.
Credits 3 Pre-requisites: TEC 302.

BIN 420 Digital Products
From the implementation of working methodologies in the creative process to launch and investment strategies, digital products have revolutionized the production processes that the analogue products themselves are embracing in search of that productive efficiency. With this subject you will be able to know and understand the new scenario of conceptualization, design, production, sale, and evolution of digital products.
Credits 3 Pre-requisites: BIN 410.

BIN 430 Big Data and Business Intelligence
In this course the student will learn all the relevant aspects to lead a Big Data program and the keys to get the maximum value from the data. You will learn how to develop application use cases to businesses in this new Age of Data and be able to turn your business into data-driven, making better decisions with an appropriate data strategy.
Credits 3 Pre-requisites: BIN 420.

BIN 440 Big Data Tools and Data Government
This subject provides a detailed and complete overview of the concepts, methods and tools for data capture, storage, and processing. Deeply viewing the different types of data, as well as their different uses and their handling. The student will know any strategic process to define a solution, as well as the decisions that must be made based on the needs of the business and sources of information available.
Credits 3 Pre-requisites: BIN 430.

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- ## Executive master's in business administration

MAN511
Leadership and Organizational Behavior
This course is a dynamic examination of managerial concepts of human behavior in work organizations. Topics include motivation, leadership, reward systems, recruiting, selection, and job design.
3 Credits
Prerequisite: None

MKT512
Marketing Strategy
This course explores strategy applied to planning, analysis, and control; emphasis on individual situation, analysis-involving consumer needs, market position, competition, and public policy environment. Concepts of international economics blended with the marketing of goods and services in international markets. Current international events discussed.

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3 Credits
Prerequisite: None

ACT513
Managerial Accounting
This course explores financial decision making under uncertainty, positive and normative models, and current issues in financial management.
3 Credits
Prerequisite: None

MKT514
Communication Strategy
This course teaches students message and touch-point integration, with special attention to marketing and communication effectiveness and measurable results. Now more than ever, communication professionals are accountable for integrating their marketing programs and strategies. In addition, most marketing and communication specialists have the power to shape the way their marketing organizations do business and communication with customers.
3 Credits
Prerequisite: None

ENT521
Entrepreneurship and Business Plan
This course seeks to provide an understanding of business planning techniques that transform ideas into viable commercial businesses. Students will conduct the market, organizational, operational, strategic, and financial analyses that are required to produce a venture concept and an actionable business plan. Participants will study firms' business planning efforts as well as create a business plan.
3 Credits
Prerequisite: None

FIN522
Financial and Investment Analysis
This course provides a basic understanding of accounting systems and financial statements as a foundation for analysis. The course also addresses cost systems and controls as they pertain to organizational control.
3 Credits
Prerequisite: None

ACT523
Cost Analysis for Decision Making
This course teaches students how to extract and modify costs in order to make informed managerial decisions. Planning is covered by topics including activity-based costing, budgeting, flexible budgeting, cost-volume-profit analysis, cost estimating, and the costs of outsourcing. Control is covered by topics including standard costing, variance analysis, responsibility accounting, and performance evaluation. Emphasis is placed on cost terminology (the wide variety of costs), cost behavior, cost systems, and the limitations concerning the use of average costs.

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3 Credits
Prerequisite: None

MAN524
Commercial Management: Sales and Planning
Exploration of sales management. Application of modern management principles: sales force planning, organization, inventories and administration, selection, and training. The development, scope, and objectives of production control, as well as the dynamics of managing inventory in the changing industrial and commercial environment. Scheduling, control, critical path, forecasting sales and inventory requirements, computer applications to inventory control problems, building inventory models, simulation, and the relationships of inventory control to marketing management and production control.
3 Credits
Prerequisite: None

MAN531
Economic Environment Analysis
Problems of managing the firm in relation to the changing economic environment. Analysis of major business fluctuations and development of forecasting techniques.
3 Credits
Prerequisite: None

MAN532
Strategic Management: Achieving Competitive Excellence
This course covers the relation between theories and practices of management and focuses on utilizing methodologies and theories for strategic decision making. It is an integrative and interdisciplinary course. It assumes a broad view of the environment that includes buyers, suppliers, competitors, technology, the economy, capital markets, government, and global forces and views the external environment as dynamic and characterized by uncertainty. In studying strategy, the course draws together and builds on all the ideas, concepts, and theories from your functional courses such as Accounting, Economics, Finance, Marketing, Organizational Behavior, and Statistics.
3 Credits
Prerequisite: None

MAN534
Project and Process Management
Trains in the basic principles of project management, including concepts from the initiating, planning, executing, monitoring & controlling, and closing process groups. Introduces fundamentals from the ten project management knowledge areas:
Integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.
3 Credits
Prerequisite: None

FIN 541

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Financial Management
This course will introduce to the major topics in corporate finance. The course examines the time value of money, capital budgeting, financial analysis and forecasting, stock valuation, bond valuation, and the financial markets.
3 Credits
Prerequisite: None

MAN542
Management Control Systems
Develops a conceptual framework, which is useful in describing the nature of the operations function, with emphasis on identifying basic issues in managing the operations of a service organization.
3 Credits
Prerequisite: None

MAN700
Final Project: Business Management Simulator
SIMBA is a simulator for business education and research. SIMBA has two main goals: The first one is to serve as a web-based platform for business education. It permits students to connect the simulator from any point on the web, permitting distance education. Thus, the second goal of SIMBA is to provide an environment in which to compete in a simulated market pursuing different objectives and using different metrics.
In this process, the Intelligent Agents that can manage companies in the same way as humans. Thus, SIMBA opens up a wide field of research between Artificial Intelligence and Business Management aimed at developing efficient intelligent agents' humans can compete with.
3 Credits
Prerequisite: 39 credits approved

- ## Master of Science in Digital Marketing

MAN511
Leadership and Organizational Behavior
This course is a dynamic examination of managerial concepts of human behavior in work organizations. Topics include motivation, leadership, reward systems, recruiting, selection, and job design.
3 Credits
Prerequisite: None

MKT512
Marketing Strategy
This course explores Strategy applied to planning, analysis, and control; emphasis on individual situation analysis involving consumer needs, market position, competition, and public policy environment. Also, introductory level graduate survey of international business. Concepts of international economics blended with the marketing of goods and services in international markets. Current international events discussed.
3 Credits
Prerequisite: None

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MKT552
Search Engine Marketing (SEM)
In this course, the students will acquire a deep understanding of Paid Search as a key advertising tool in digital marketing. You will start learning some key concepts like CPC (Cost Per Click), Impressions or CTR (Click Through Rate) to go forward on the understanding of the bidding process and the Quality Score Google uses to place your ad in a better position. You will learn to design a branding campaign or a performance "purchase funnel" and the "conversation territory tool" will be the templates to support your decision process. You will also be taught on Google Ad words and the parameters to figure out your ad. Finally, this course opens the door to participate in the Google Challenge, a worldwide competition to show your command on search metrics applied to a local business.
3 Credits
Prerequisite: None

MKT 561
Search Engine Optimization (SEO)
In this course, the students will understand how consumers search on Google or Bing, and the importance of having a nice organic positioning for a business. You will learn to use SEO for a more long-term strategic approach, to generate a constant traffic to your site, against SEM, which responds to a short-term tactic approach. You will be taught on the design of a keyword's strategy differentiating among generic words, top generic words and generic Tier-2 words and using the "long tail SEO model". You will be educated on the importance of SEO to defend your brand reputation. You will also learn some tips on how the Google spider works and how your web content should be defined to rank better on searches. Alike in SEM, this course allows you to participate in the Google Challenge, the worldwide competition sponsored by Google, where you can show off your mastering on search metrics.
3 Credits
Prerequisite: None

MKT562
Mobile Marketing
The Mobile Marketing course will explore the evolving mobile marketplace. The course is designed to help students understand the underlying mobile technology, assess the range of opportunities that a mobile environment provides to the marketers, and learn to integrate mobile in the overall marketing communication strategy.
3 Credits
Prerequisite: None

MKT571
E-commerce
This course teaches the principles and practices of e-commerce marketing, with emphasis on the skills needed to plan, launch, manage, market, and measure a Website that sells products and communicates with prospects and customers. Students will learn the specific processes that constitute core competencies for site development, including merchandising, pricing, and product display; best practices for maximizing click- through rate, stickiness, conversion of site visits to sales, as well as minimizing shop- ping-cart abandonment. They will also learn how to develop and manage the P&L and Operating Budgets for an e-commerce business and how to use the best practices of classic direct

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marketing and the latest technology in digital marketing to test, track and measure for Return on Investment and Customer Lifetime Value. The course prepares students for all aspects of e-commerce marketing management, from launch to expansion.
3 Credits
Prerequisite: None

MKT572
Social Media and Community Management
This course teaches the principles and practices of digital media, with the focus on video display, e-mail, banners, and mobile. It prepares students for planning and implementing the strategy and marketing objectives for digital media, from integration with other elements in the media mix and building awareness to generating leads.
3 Credits
Prerequisite: None

MKT581
Customer Relationship Management
This course is restricted to E-commerce. This course will take a strategic approach to the study of Customer Relationship Marketing, providing students with the knowledge to plan, manage, and assess a CRM program from a non-technical perspective and to
understand the strategic options for managing the customer experience for maximum customer equity.
3 Credits
Prerequisite: None

MKT582
Business Intelligence
In this course, students will explore the basic concepts of Web Analytics and Business Intelligence. They will learn how to turn data into metrics and KPIs (Key Performance Indicators), in order to measure and motorize their business. They will identify different sources of online metrics: web traffic (Google Analytics, Omniture), advertising (ad servers like Google Ad words), consumer panels (ComScore) and consumer behavior (Google Trends). Finally, students will deepen their knowledge on the killing metric (conversion) and the loyalty metric (NPS or Net Promoter Score).
3 Credits
Prerequisite: None

MKT591
Marketing Plan
Focuses on development, implementation, and control of marketing strategies needed to attain and sustain an organization's competitive advantage. Techniques that assist in developing and evaluating the effectiveness of marketing strategies are introduced and contemporary issues in marketing practice are discussed. Instructional methods include the use of case studies and the development of a strategic marketing plan.
3 Credits
Prerequisite: None

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MAN532
Strategic Management: Achieving Competitive Excellence
This course covers the relation between theories and practices of management and focuses on utilizing methodologies and theories for strategic decision making. It is an integrative and interdisciplinary course. It assumes a broad view of the environment that includes buyers, suppliers, competitors, technology, the economy, capital markets, government, and global forces, and views the external environment as dynamic and characterized by uncertainty. In studying strategy, the course draws together and builds on all the ideas, concepts, and theories from your functional courses such as Accounting, Economics, Finance, Marketing, Organizational Behavior, and Statistics.
3 Credits
Prerequisite: None

MKT700
Marketing Final Project
This course guides the student to develop a proper marketing plan for a real company, by applying the concepts studied during the program. The main objective is to prepare the student to carry out a marketing plan and its implementation.
3 Credits
Prerequisite: 33 credits approved

- **Master of Science in Finance**

FIN611
Operational Finance
This course has special relevance on the current times to be able to assess most of the financial product market such as financial income, loans, bonds and hedging interest rate and exchange rates.
3 Credits
Prerequisite: None

FIN612
International Financial System
Globalization and integration of financial markets present unique opportunities and unique risks for investors, bankers, firms, and policymakers. This course is designed to provide you with a strong conceptual background for financial decision-making related to international finance. The course focuses on currencies, including an in-depth analysis of exchange rates, international monetary systems, contemporary currency regimes, and current financial crises. The course covers also international capital markets and in- vestment in foreign financial assets.
3 Credits
Prerequisite: None

ACT513
Managerial Accounting
This course explores financial decision making under uncertainty, positive and normative models, and current issues in financial management.
3 Credits
Prerequisite: None

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FIN614
Financial Markets
This course will examine the interaction between the performance of the financial markets- namely bonds, equities, and foreign exchange. The approach to the topics will consist of a more pragmatic, "real-world" framework that focuses on the dynamics and "noisy" realities that often drive financial market behavior in the short-run and, often, over the medium-term. A basic analytical framework discussing those relationships will also be presented where appropriate.
3 Credits
Prerequisite: None

FIN522
Financial and Investment Analysis
This course provides a basic understanding of accounting systems and financial statements as a foundation for analysis. The course also addresses cost systems and controls as they pertain to organizational control.
3 Credits
Prerequisite: None

ACT523
Cost Analysis for Decision Making
This course teaches students how to extract and modify costs in order to make informed managerial decisions. Planning is covered by topics including activity-based costing, budgeting, flexible budgeting, cost-volume-profit analysis, cost estimating, and the costs of outsourcing. Control is covered by topics including standard costing, variance analysis, responsibility accounting, and performance evaluation. Emphasis is placed on cost terminology (the wide variety of costs), cost behavior, cost systems, and the limitations concerning the use of average costs.
3 Credits
Prerequisite: None

FIN623
Treasury Management
This course is a dynamic examination of the administration process and the optimal control of cash flows in the Company accounts. It will allow the student to develop capacities on financial planning and to manage efficiently all processes within the value chain of the organization.
3 Credits
Prerequisite: None

FIN624
Budgeting as a useful Management Tool
Budgeting as a useful Management Tool describes how to create cash forecast and the supporting systems. The course also covers methods for collecting and disbursing cash, plus the characteristics of the major cash concentration systems. It also investigates ways to improve cash flow, and how to raise funds from debt and equity. There is extensive coverage of risk management for foreign exchange and interest rates, as well as the controls and measurements required for a cash management system.

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3 Credits
Prerequisite: None

FIN631
Corporate Finance
Finance topics involving strategic financial decisions, including capital structure and cost of capital, financial forecasting, valuation, and corporate control.
3 Credits
Prerequisite: None

FIN541
Financial Management
This course will introduce students to the major topics in corporate finance. The course examines the time value of money, capital budgeting, financial analysis and forecasting, stock valuation, bond valuation, and the financial markets.
3 Credits
Prerequisite: None

MAN542
Management Control Systems
This course develops a conceptual framework which is useful in describing the nature of the operations function, with emphasis on identifying basic issues in managing the operations of a service organization.
3 Credits
Prerequisite: None

MAN700
Final Project: Business Management Simulator
SIMBA is a simulator for business education and research. SIMBA has two main goals: The first one is to serve as a web-based platform for business education. It permits students to connect the simulator from any point on the web, permitting distance education.
Thus, the second goal of SIMBA is to provide an environment in which to design and test a Multi-Agent platform for the creation, development and evaluation of Intelligent Agents that can manage companies in the same way as humans. Thus, SIMBA opens up a wide field of research between Artificial Intelligence and Business Management aimed at developing efficient intelligent agents' humans can compete with.
3 Credits
Prerequisite: 33 credits approved

- **Master of Science in Project Management**

MAN511
Leadership and Organizational Behavior
This course is a dynamic examination of managerial concepts of human behavior in work organizations. Topics include motivation, leadership, reward systems, recruiting, selection, and job design.
3 Credits
Prerequisite: None

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MAN642
Project Management I
This course develops the basic principles of project management, including concepts from the initiating, planning, executing, monitoring & controlling, and closing process groups. Introduces fundamentals from the ten project management knowledge areas: integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.
3 Credits
Prerequisite: None

MAN643
Quality Management
This course focuses on both the management of product quality and the management of the process quality for creating project deliverables. It provides exposure to the tools, techniques, and metrics used to ensure that sufficient product and process quality is achieved. It includes assignments, which allow participants to learn how to plan quality into a project and determine key metrics to manage project and process quality.
3 Credits
Prerequisite: None

OPS644
International Logistics
This course explores the international standards that must be met to allow the movement of goods between countries, as well as the design and implementation of effective logistics strategies in global markets. You will cover the effects of government trade policies, the role of international trade specialists, the impact of changes in the political/legal environments and guidelines for developing a global logistics strategy.
3 Credits
Prerequisite: None

MAN651
Project Management II
This course is designed for students who have taken Project Management I. It provides students with the opportunity to apply project management principles to real-world situations with the use of simulations and case studies. Also, offers additional training in project management principles, tools, techniques, and outcomes.
3 Credits
Prerequisite: None

MAN652
Project Management Office
The Project Management Office PMO – a successful Project Management Office (PMO) that contributes to the effective management of projects and the achievement of business benefits. This course focuses on the relevant challenges and explores the best practices and trends to improve communication, cut costs and optimize resource utilization. Students will learn how to prioritize projects and monitor

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progress and budgets on a continual basis. Students will take away key documents from the course that can be used immediately at your workplace.
3 Credits
Prerequisite: None

MAN653
Planning and Control using Microsoft Project
Microsoft® Project has transformed the way project managers streamline their process- es. Easily analyze resources, budgets and timelines and make more informed, strategic decisions that move your projects forward. The Microsoft® Project for Program and Project Managers program shows you how to capitalize on the technology and make your projects as successful as possible.
3 Credits
Prerequisite: None

MAN532
Strategic Management: Achieving Competitive Excellence
This course covers the relation between theories and practices of management and focuses on utilizing methodologies and theories for strategic decision making. It is an integrative and interdisciplinary course. It assumes a broad view of the environment that includes buyers, suppliers, competitors, technology, the economy, capital markets, government, and global forces and views the external environment as dynamic and characterized by uncertainty. In studying strategy, the course draws together and builds on all the ideas, concepts, and theories from your functional courses such as Accounting, Economics, Finance, Marketing, Organizational Behavior, and Statistics.
3 Credits
Prerequisite: None

MAN661
Risk Management
The course provides an introduction to probabilistic modeling techniques for decision making with spreadsheet implementation. Special focus is placed on the concept of risk and methods for analyzing it. Topics covered included influence diagrams; risk analysis; risk attitudes; utility theory; subjective and empirical probability distribution assessment; simulation models; queuing theory; Markov chains; and game theory. Models discussed span all business disciplines, including finance, marketing, operations, and project management. Throughout the course, learning is reinforced via hands-on computer experience using problems and cases.
3 Credits
Prerequisite: None

FIN662
Project Evaluation and Assessment
This course teaches students how to identify investment projects which return exceeds the cost of carrying them out. They will learn how to assess an investment project, by forecasting future cash flows and calculating their current value.
3 Credits
Prerequisite: None

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MAN663
Project Development and Tracking
Addressing the concepts and methods of cost estimation and control relevant to project management, this course covers formalized methods for developing the project estimate during the planning stages and updating the estimate throughout a project's life. Students are introduced to the tools and techniques used in the initial estimating and subsequent monitoring, reporting, controlling, and managing of project costs; the procedures used in managing project resources to optimize the cost of the project; and the relationships between project cost and other project parameters including scope, time, quality, estimate reliability, procurement, and risk.
3 Credits
Prerequisite: None

PJM700
Project Management Final Project
This course will help you to be a better Project Manager. The students will practice with simulation questions with a database of over a thousand questions, according to A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition, Project Management Institute, Inc., 2013 of the Project Management Institute (PMI) ® and international experience on best practices for project management.
3 Credits
Prerequisite: 33 credits approved

- **Master of Science in Supply Chain and Logistics**

MAN671
Global Supply Chain Management
This course focuses on Supply Chain Management fundamentals and new trends. Using a diachronic or historical perspective, it addresses concepts such as MRP, MRPII and ERP as well as Just-in-time whose underlying principles are key to understand Supply Chain integration challenges such as: bullwhip effect, POS data capture, new product introduction, etc. Emerging trends such as Flow casting will be covered as well as industry specific challenges (for example, in the retail, food and healthcare industries). At the end of the seminar, students should have a good understanding of Production and Inventory Management Systems and be able to identify key success factors in SCM. Throughout the seminar, students will develop their ability to distinguish breakthrough ideas in SCM from peripheral improvements.
3 Credits
Prerequisite: None

SCM672
Supply Chain Strategic Planning
The course provides a special emphasis on the development and management of strategic sourcing relationships and promotes an understanding of the strategic role of supply management in effective supply/demand/value chain operations.
3 Credits
Prerequisite: None

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SCM673
Strategic Procurement and Supplier Management
This course is designed for students who have taken Global Supply Chain Management. Overall, the supply chain includes all those actions and responsible values for continuous improvement in the design, development, and process management of the supply chain of an organization. It´s main goal is to improve and increase profitability and ensure its survival while ensuring the profitability and survival of their suppliers and customers. Thus, the function responsible for the procurement and supply has been developed from "shopping" (buying) to " acquisitions " (purchasing), integrating the function of Supply Management. Supply Management includes inventory control (how much), production control (when), storage and supply of materials and services involved indirectly in the process, product decisions to make (what) and shopping (what conditions and who buy).
3 Credits
Prerequisite: None

SCM674
Demand Driven Operations & Supply Chain
This course teaches students how the purchasing department in the enterprises organizational structure is responsible for carrying out the work to purchase products, materials, and parts, or any good or service that we added to our production process of goods or services or provides support for its realization. These goods are aligned with the overall strategies of the company; they must be coordinated with other departments and functional areas. In this context, procurement management refers to all activities of the company, which procure the materials and /or services needed to perform activities of manufacturing and marketing of its goods and/ or services. Therefore, it implies the planning, purchasing management and the storage and internal distribution of goods.
3 Credits
Prerequisite: None

SCM681
Inventory Optimization
Supply-Chain management is a set of approaches utilized to efficiently integrate suppliers, manufactures, warehouses, and stores, so that merchandise is produced and distributed in the right quantities, to the right locations, and at the right time, in order to minimize system wide costs while satisfying service level requirements. This course will focus in two major areas related to supply-chain management: (1) the design of the distribution system, and (2) the planning and control system used to manage the supply chain material flow.
3 Credits
Prerequisite: None

SCM682
Sustainable Production of Goods and Memorable Service Experiences
This course defines CRM as the core business strategy that integrates internal processes and functions and external networks to create and deliver value to targeted customers at a profit.
3 Credits
Prerequisite: None

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SCM683
Distribution Management
This course is designed for students who have taken Supply Chain Strategic Planning. This course covers the relation between theories and practices of management and focuses on utilizing methodologies and theories for strategic decision making. It is an integrative and interdisciplinary course. It assumes a broad view of the environment that includes buyers, suppliers, competitors, technology, the economy, capital markets, government, and global forces and views the external environment as dynamic and characterized by uncertainty. In studying strategy, the course draws together and builds on all the ideas, concepts, and theories from your functional courses such as Accounting, Economics, Finance, Marketing, Organizational Behavior, and Statistics.
3 Credits
Prerequisite: None

SCM684
Advanced Techniques and Technological Tools in Supply Chain Management
This course teaches students how to develop information processing systems. Companies usually have MRP II (Material Resources Planning) and MRP (Material Requirement Planning) as tools. Through these systems the materials flow and the availability / need for resources in organizations can be globally treated.
3 Credits
Prerequisite: None

MAN511
Leadership and Organizational Behavior
This course is a dynamic examination of managerial concepts of human behavior in work organizations. Topics include motivation, leadership, reward systems, recruiting, selection, and job design.
3 Credits
Prerequisite: None

SCM692
Quantitative Modeling for Decision Making in Supply Chain
This course explores the importance of Supply Chain Management when used as a competitive advantage. Through the integration of the purchasing function and procurement management, synergies between all participants are developed.
The logistics belongs to the Supply Chain area in charge of planning, controlling, and implementing efficiently the flow and storage of raw materials, work in process and finished with related information from point of origin to point of consumption in order to respond to the customer's needs. Therefore, the organization's engine and management of the supply chain is the demand of final consumers, being influenced by factors such as the economy, trends, competition, product, price, availability, and promotion.
3 Credits
Prerequisite: None

SCM693

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Logistics applied to International and Foreign Trade
This course develops an understanding of individual components of the supply chain (such as order management, transportation, network design, distribution channel management, after-sales service, and customer service strategy) and their interrelationships with other functions of firms, such as marketing, manufacturing, and accounting. It also imparts analytical and problem-solving skills necessary to develop solutions for a variety of logistics problems. This course also explores the complexity of interfirm and intrafirm coordination in implementing programs such as "quick response" and "vendor- managed inventories" and develops the ability to design logistics systems and formulate integrated supply chain strategies, so that all components are not only internally synchronized but also tuned to fit corporate strategy, competitive realities, and market needs.
3 Credits
Prerequisite: None

SCM700
Final Project: Preparation for CSCM® - Certified Supply Chain Manager
The CSCM® is an international certification for leaders to perform administrative and management positions involved in defining the strategic framework. It will also encourage the candidates to define the design of the supply chain by using information technology, e-business, leadership skills, theory restrictions, operational accounting, and Lean Six Sigma. The CSCM® certification provides credentials that ensure advanced knowledge base for leadership and supply chain management.
3 Credits
Prerequisite: 33 credits approved

- ## Master of Science in Risk Management

MAN532
Strategic Management: Achieving Competitive Excellence
The objective of this course is to provide a practical guide that can be applied in the formulation of a strategy in a business or company.
3 Credits
Pre-requisite: None

RKM511
Basic Knowledge and Introduction to Risk Management
This course aims to provide knowledge focused on identifying the risks and impact they have on organizations. For effective management of these, it is necessary for the Risk Department to audit and identify the specific hazards of each area of the company, so that the risk management strategy must be intricately linked to the company's strategy and its risk culture.
3 Credits
Pre-requisite: None

RKM521
Legal, Regulatory and Compliance Aspects in Risk Management
Following the recent crisis, business ethics, transparency in management and good corporate governance must be the pillars that mark the present and future action of financial markets. This subject

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aims to deepen the concepts of business obligation, as well as the responsibility of companies in compliance with their applicable regulations.
3 Credits
Pre-requisite: None

RKM522
Sources of Risks and Groups of Subjects
The objective of this course is to broaden the student's vision of the different types of risks that organizations face, and to provide them with a number of tools to manage and mitigate them. In turn, it is proposed to familiarize students with the tools provided, so that they can adapt and use them according to their criteria, in the different situations that may arise.
3 Credits
Pre-requisite: None

RKM541
Risk Modelling
This subject offers a detailed study of the concept of risk, its modelling and quantification. We focus on financial risk and the most commonly used measure to quantify risk, Value at Risk. It is a subject that has gained great importance in the financial industry following the crisis born in 2008 and subsequent regulatory change. In addition, we offer an insight into the organization of risk management within an organization
3 Credits
Pre-requisite: None

RKM542
Risk Assessment and Economic Assessment
This course provides an introduction to the ALM (Asset Liability Management) analysis and a detailed study of all the type of risks that may affect the company. In many cases, when talking about risk, agents adhere to the financial analysis and risk of it, but it is necessary to have an overview of the risks to be managed and the existing instruments for their treatment and coverage.
3 Credits
Pre-requisite: None

RKM621
Safety, Risk Reduction and Control
The objective of this course is to study the mechanisms to reduce the different types of risks and develop processes to control them in a safe environment, to minimize risk.
3 Credits
Pre-requisite: None

RKM622
Risk Financing and Retention
The objective of this course is to acquire a deep understanding in the mechanisms used to retain totally or partially the risks, as well as their pros and cons in a financial environment.
3 Credits

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Pre-requisite: None

RKM651
Traditional Risk Transfer
Modern business management requires sufficient knowledge of the tools traditionally used for risk management. In this subject, the student will become familiar with the main concepts and elements of insurance and deepen fundamental elements of the contract that are of general application. You will be able identify and define the types of risk commonly managed by transferring them through insurance and will be able to implement your understanding of a contract insurance.
3 Credits
Pre-requisite: None

RKM652
Alternative Products to Risk Transfer
This course provides a detailed and comprehensive overview of the main mechanisms alternative risk transfer to traditional reinsurance. The student will know the main characteristics of each of the products studied, their structure and how it works, so that you know how to apply it in your business to cover certain risks.
3 Credits
Pre-requisite: None

RKM653
The Organization of Emergencies, Contingency Plans and Security Audits
The objective of this subject is to know the principles of emergency plans and contingency, as well as the means to reduce the impact of the risks to which the company is exposed.
3 Credits
Pre-requisite: None

RKM700
Final Project for Risk Management
The course provides students with the opportunity to apply the knowledge acquired from their professional programs of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Pre-Requisites: 33 credits approved.
3 Credits
Pre-requisite: 33 credits approved

- ## Master of Education in Instructional Design and Technology

EDL511
Designing Constructivist Learning Environments/Gaming to Learn
This course provides teachers with the skills and knowledge necessary to take the theory and practice of teaching, as a continuous process of inquiry and reflection. Through appropriate to their educational reality didactic models, it will highlight the importance that technology is taking throughout the

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educational process. By using different types of games, students will be able to transform classrooms and learning process in an "educational game". The goal is to motivate students and find meaning in what they are doing, to face challenge and be able to overcome them with autonomy; it is to convert a simple activity into something meaningful.
3 Credits
Prerequisite: None

EDL512
Emerging Web Technologies and Learning
This course discusses the intervention in the teaching-learning process, to establish a set of theoretical and practical knowledge of TIC. It seeks to guide and train future educators on media and technology to be used in different areas.
3 Credits
Prerequisite: None

EDL513
Educational Technology Integration
The purpose of Educational Technology Integration is to provide technical and methodological skills that enable design and develop teaching strategies for training programs, taking into account the learning processes that match their educational reality. It is important that a professional can adapt to new methodologies, be able to renew it in the new digital era.
3 Credits
Prerequisite: None

EDL514
Teaching and Learning Online
Globalization and the development of new technologies have introduced major changes in patterns of teaching and learning. This course is designed to learn the characteristics of this new education, based on the use of different technologies, and the possibilities they offer for innovation and improvement in the teaching and learning process.
3 Credits
Prerequisite: None

EDL521
Designing e-learning within Course Management Systems
Globalization and the widespread use of information technology and communication, have transformed all levels of society, including education. If we analyze the educational realities of different countries, we will see that they all have one thing in common: e-Learning teaching. This course will prepare teachers to deal with new teaching methodologies to ensure quality education, adapted to the needs that society demands.
3 Credits
Prerequisite: None

EDL522
Tools for Collaborative Work

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One of the main characteristics of technological development applied to education is that we can use numerous tools to facilitate collaborative work in the classroom. It is important that teachers know these tools and how to apply them. This course makes a critical analysis of the theoretical principles of collaboration and encourages the use of telematics social tools in the design and implementation of collaborative processes in formal educational contexts. It also explains characteristics and application of TIC as collaborative tools useful for informal learning and lifelong learning.
3 Credits
Prerequisite: None

EDL523
Techno-pedagogical and Instructional Design
This course is designed to deepen from a practical point, the development of knowledge, skills and attitudes that must have a professional educator that will face an educational project mediated by technology education, where should take decisions such as the choice of teaching strategies, the development of educational resources and evaluation, and maintenance.
3 Credits
Prerequisite: None

EDL524
Measuring the Impact of Technology on Learning
This course offers the student the opportunity to deepen their knowledge of TIC in the curriculum, with special emphasis on the individual needs of the students, the development of digital competency, multiple intelligences, and more. It provides an understanding of the main technological tools that add value in the classroom, and above all to train students in the skills required to become a researcher of new resources.
3 Credits
Prerequisite: None

EDL531
Evaluation approaches and models in e-Learning & Assessments
The aim of this course is to show the different evaluation models and different types of assessments and useful tools in order to determine the quality in education. Students will evaluate the various aspects of the e-Learning process: materials, technological resources, teaching itself, ending with an analysis of the quality of training. The theoretical and practical knowledge will be presented to develop assessment tasks in education. The evaluation is understood as a process of improvement and change, in order to achieve quality education that is required in today's society.
3 Credits
Prerequisite: None
EDL532
Engaging Adult Learners with Technology
This course explores and offers models of best practices, through the incorporation of technology in the learning process, evaluation, and communication with adult learners in a non-traditional way. Andragogy, unlike pedagogy, focuses on adult learning, and the characteristics of adult education. Students will be able to analyze the methods used to involve adults in the learning process, analyze and incorporate learning theory and instructional technologies relevant in the current instruction.

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3 Credits
Prerequisite: None

EDL533
Technology and Diverse Population
Technology and diversity aim to obtain a general understanding of how to use technology in the learning process, in order to meet the diverse needs of students. In the classroom, students may have different physical, cognitive, and intellectual abilities as well as different cultural backgrounds. Under such a variety of conditions it is difficult for a teacher to meet each and every student need. The technology is an effective tool to achieve and respond to diversity and to ensure the quality of education. If used properly, it will help students in their professional future and in the real world.
3 Credits
Prerequisite: None

EDL700
Instructional Design and Technology Final Project
This course puts the knowledge that has been achieved throughout the program in practice. This stage supposes a rigorous work, which involves thinking about the learned material, its interpretation according to the objectives, and the hypothesis, which was initially raised. The final project seeks for the student to have a real experience of design implementation, and evaluation of an e-Learning project. This project should take place in an educational institution, organization, or company.
3 Credits
Prerequisite: 33 credits approved.

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4 Student Services

4.1 Academic Advising

SUMMA University conceives the academic advising function as a process of information exchange that empowers students to realize their maximum educational potential. Students at SUMMA University are professionals that engage in a collaborative relationship with an academic advisor. The intent of this collaboration is to assist the student in the development of meaningful educational goals that are consistent with their personal interests, values, and abilities. At the beginning of the program, the academic advisor role is to help and support the student in adapting to the pace of work involved in an online program and to make sure the student is making the most of the resources offers. Once the student progresses in the program, the advisor role turns to be of a liaison between the student and the institution, and to provide tips and advice on how to make the most of the different resources and tools.

Academic advisors are encouraged to relate to students personally and professionally, by inquiring about the student's goals, family, and personal interests in order to create a student dossier. This dossier is used to help academic advisors provide assistance that transcends the program of study and is oriented to benefit students in their professional career path and in their personal life.

Advisors are available during office hours by phone, email, or Skype, and will respond to communications by the next business day.

SUMMA University does not offer Financial Aid nor guarantee job placement.

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4.2 Student Orientation Session

At the beginning of their program, students receive an orientation session in real time about the management of the educational platform. The session can be access later for review since it is recorded.

In addition, guidance is always available through live virtual sessions, handouts and tutorial videos specifically made to communicate and explain how to use all the online tools and resources.

4.3 Office of the Registrar

The Office of the Registrar maintains all academic student records.

The Registrar's office hours are Monday through Friday from 9:00AM to 5:00PM (Eastern Time).

Inquiries may be made via email at registrar@summauniversity.us or by phone at (786) 477-6455.

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SUMMA University maintains academic records in perpetuity for each enrolled student including courses taken at the institution, grades, academic advising log, and employment data. Official transcripts are available upon request with the payment of a fee. All records are confidential unless released in writing by the student.

4.4 Technical Services and Support

SUMMA University technology tools are user friendly, accessible 24-7, and secure. In order to offer the assist students with technical issues, the University has established a technical support service to serve students, faculty, and staff. This service is available by email at mentoria@summauniversity.us. Response time for technical request issues is within 24 hours. Students are also encouraged to check the technical issues Frequently Asked Questions (FAQ) section of the Institution's website. Additionally, technical support issues may be addressed directly with SUMMA University staff by phone at (786) 477-6455, Monday through Friday, from 9:00 AM to and 5:00 PM (Eastern Standard Time).

4.5 Online Library Resources

SUMMA University online library is provided by LIRN, EBSCO "Business Source Complete", and e-libro.

The Library and Information Resources Network, a 501(c)(3) nonprofit corporation formed in 1996, is a consortium of educational institutions that have joined together to share access to information resources.

LIRN® members enjoy the benefits of group purchasing, a centrally managed authentication gateway, on and off campus access for their students, as well as hosted proxy services, a powerful federated search solution, and our new consortium librarian service.

The LIRN® collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books24x7, and more, covering topics for General Education, Business, and Medical programs. http://icolc.net/consortia/273

EBSCO, Business Source Complete: a full-text content and peer-reviewed business journal, this database is the essential tool for business students. It covers all disciplines of business, including marketing, management, accounting, banking, finance, and more. Indexing and abstracts and full text are available back as far as 1886. Business Source Complete offers access to video content from the Associated Press, the world's leading news agency. Videos relevant to the search terms will appear in a carousel in the result list. With footage from 1930 to the present and updated monthly, this collection of more than 60,000 videos covers a wide variety of topics. In addition, the "Company View" component of Business

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Source Complete provides detailed company information for more than 1.1 million of the world's largest public and private companies. Data includes financials, subsidiaries, products, employees, industry information and more. For more information visit: https://www.ebscohost.com e-libro: is A Solution for Essential Spanish Language eBooks. It has extensive content with over 84,000 titles, including monographs, journal articles and historical documents. e-Libro works with multiple distribution partners to offer Spanish language eBooks from multiple publishers

For more information:

http://e-libro.us/

These services provide open-access academic journals and reference materials for student use. SUMMA University employs a full-time librarian to ensure sufficient resources are available to students and to monitor usage of library resources.

In addition to these two services, SUMMA University librarian collects for the students an index of major and most significant databases freely available, to facilitate support for academic research.

The University librarian is available via e-mail to assist students, faculty members, and staff with projects or assignments through the SUMMA University library resources, the e-mail is biblioteca@summauniversity.us

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4.6 Career Services

SUMMA University is committed to the success of each student and graduate. The Academic Department has staff to provide career services through the Career Center. The Career Center provides a variety of services, information, and presentations to SUMMA University students and alumni. Some of the services offered are:

- Career coaching matching the degree programs currently offered.
- Assistance in the development of necessary career tools relating to desired careers.
- Career planning resources, and employment placement services.
- The Career Center website also has a list of workshops, networking events, panels, and webinars that students and alumni have access.

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4.7 Employment Placement Services

The Career Center of SUMMA University provides advice on placement services at the request students and alumni. SUMMA University does not guarantee job placement.

Among the services offered by career center are the following:

- Resume development.
- Interviewing guidelines and simulated interview.
- Career search guidelines, tips, and coaching.
- SUMMA University maintains a database of local employers to assist students and alumni develop relationships that may lead job openings and opportunities.
- The Career Center schedules an interview with students prior to the completion of their program to design a career advancement plan and expose them to available resources. In addition, the Center can provide letters of recommendation upon the student's request.

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5 Students' Rights and Responsibilities

5.1 General Information

Academic Integrity is SUMMA University's cornerstone. Academic Integrity is honest and responsible scholarship. Students are expected to submit original work and give credit to other peoples' ideas. At the same time, Students are expected to conduct themselves with the utmost respect at all times. This means that students should treat all members of the university community with courtesy, and their behavior should reflect the basic principles of respect for each other as valuable members of the academic community. Moreover, students are expected to act with integrity and honesty in all their interactions as associated with their academic endeavors pursuant to this policy.

SUMMA University has incorporated into its courses the following principles or strategies that fosters an integrity driven community:

- Include critical thinking discussions in online classes.
- Incorporate assignments that anticipate and require collaboration.
- Choose learning activities that are "distinctive, individual, and non-duplicative."

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- Develop a conduct code.
- Explain what will be considered unacceptable, as described on 5.5.4 Prohibition against Cheating, plagiarism, and Fabrication on this section.
- Ask for student input on creating a community of integrity

5.2 Non-Discrimination Policy

SUMMA University admits students of any race, color, sex, age, marital status, physical disability, religion, or creed, national or ethnic origin, marital status, veteran status, or any other basis prohibited by federal and state law. University prohibits discrimination, of any members of the university community and any retaliatory behavior related to reports of such conduct.

5.3 Non-Harassment Policy

Harassment is a conduct that has the purpose or effect of substantially interfering with a student's work or educational opportunity; creates an intimidating, hostile, or offensive work or educational environment; or otherwise negatively affects a student's work or educational opportunities.

SUMMA University is committed to providing an online environment that is free of harassment. The University expressly prohibits any form of harassment; including verbal, threats, demands and retaliation. Violation of this policy will result in disciplinary action, which may include suspension or expulsion, depending on the seriousness of the violation.

The University prohibits harassment by all members of its community including employees, students, and other individuals associated with SUMMA University. It is unlawful and expressly against the SUMMA University policy to retaliate against any person for filing a harassment complaint or for cooperating with a complaint investigation.

If any students or employees believes that he or she has been subjected to harassment, he or she has the right to file a complaint, either orally or in writing by contacting the Director of Academic Affairs at studentservices@summauniversity.us or by phone at (786) 477-6455.

5.4 Conduct Code

While attending SUMMA University, faculty members, staff and students expect a certain environment in which to study and pursue knowledge. Mutual respect and encouragement, healthy relationships,

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honesty, and accepting personal responsibility for one's actions all create an atmosphere in which individuals from a variety of backgrounds and holding diverse viewpoints can learn from each other.

Furthermore, Integrity is the foundation of SUMMA University's commitment to the academic honesty of its University community. Knowledge and maintenance of the academic standards of honesty and integrity are the responsibility of the entire expects responsible behavior from students and strives to create and maintain an environment of social, moral, and intellectual excellence. When this trusted environment is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the establishment of rigorous Code of Conduct prohibitions that must not be violated under any circumstance.

5.5 Prohibitions

The following prohibitions apply to all students, faculty members, and staff who participate in administration of courses, programs, and delivery of courses at SUMMA University.

5.5.1 Prohibition against Behavioral Misconduct

Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member, or University employee. These are some instances of behavioral misconduct that are not tolerated under any circumstances:

Physical or verbal abuse, bullying, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sexual orientation, national origin, disability, gender, or any other protected status.

Obscene or harassing communication directed toward a student, faculty, or any staff member of the University.

5.5.2 Prohibition against "Hazing"

SUMMA University takes a strong stance against hazing, and strictly enforces an antihazing policy. Hazing is defined as: "any group or individual action or activity which recklessly or intentionally inflicts or intends to inflict physical or mental harm or discomfort, or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s)". Hazing includes, but is not limited to:

- Interference with a student's academic performance.
- Forced consumption or intake of any food, alcohol, drug, or any other substance.

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- Brutality: any brutality of a physical nature such as whipping; beating; branding; exclusion from social contact; forced calisthenics; exposure to the elements; or any activity, which could adversely affect the physical and/or mental health or dignity of the individual.
- Deprivation of food or sleep.
- Kidnapping.
- Any activity that would subject the individual to embarrassment, humiliation, or potential harm.

SUMMA University believes that all students should be able to participate in any activity free of concerns of hazing. Students and Faculty members having knowledge of any activity or statement, which may constitute hazing, should contact the Office of the Registrar. Individuals found guilty of hazing violations will receive penalties including withholding of diplomas or transcripts pending compliance with the rules, and the imposition of reprimand, probation, suspension, or dismissal (Academic Withdrawal).

5.5.3 Access and Utilization of SUMMA University Resources

Use of SUMMA University contents, tools and materials without the institution authorization is completely prohibited.

At the same time, tampering, destruction, or alterations by a student of documents, data programs or any other type of information may lead to disciplinary action including dismissal from SUMMA University.

5.5.4 Prohibition against Cheating, Plagiarism and Fabrication

Cheating is using or attempting to use materials, information, notes, study aids, purchased materials from the Internet, or other human assistance in any type of examination or evaluation that has not been authorized by the instructor or indicated in the course syllabus.

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work, which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of the original sources. Fabrication is the use of invented, counterfeited, altered, or forged information documents of any type, including any

Activities done in conjunction with academic courses, registration for academic courses, student appeals, etc. SUMMA University utilizes the service of Turnitin (www.turnitin.com) plagiarism prevention software to encourage Student to employ best practices in citing other people's written material. Turnitin offers a complete web-based service to manage the process of submitting and tracking papers electronically, providing instant feedback to students. Turnitin is a service trusted by 15,000 institutions and 30 million students around the world.

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5.5.5 Prohibition against Alcohol and Drug use

SUMMA University is committed to providing an environment free of alcohol and other drugs, including prescription medication and substances causing impaired performance. The unlawful possession, use, or distribution of drugs or alcohol on property owned, leased, or rented by SUMMA University, or as part of any of the activities of the university, is strictly prohibited.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students, faculty members and staff are advised that individuals who violate federal, state, or local laws and campus policies are subject to University disciplinary action and criminal prosecution.

Furthermore, Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol.

The following resources are available for assisting with possible problems of chemical abuse:

Alcoholics Anonymous Support Group: http://www.aa.org/

National Council on Alcoholism and Drug Dependence: https://www.ncadd.org/

5.5.6 Reporting Allegations of Academic Dishonesty

Anyone may report an allegation of academic dishonesty. The allegation should be reported verbally or in writing to the faculty member responsible for supervising the course or activity during which the allegation occurred.

5.5.7 Resolution of Allegations of Academic Dishonesty

Whenever the faculty member associated with the course in which the alleged academic dishonesty has occurred will resolve possible, allegations of academic dishonesty. These steps will be taken to assure a successful resolution:

1. The faculty member will contact the student to notify him or her of the alleged academic dishonesty.
2. The faculty member will review the circumstances surrounding the allegation with the student. The student will be given the opportunity to explain or refute the allegation.
3. If the faculty member determines that the allegation was accurately identified as academic dishonesty, the faculty member will typically give the student the opportunity to demonstrate academic integrity should this be the student's first offense.
4. The faculty member may decide to conduct a teaching/learning experience with the student to work on improving his or her academic integrity competencies and skills. The faculty member may conduct as many teaching/learning experiences as he or she feels necessary.

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5. A record of the teaching/learning experience will become part of the student's official academic record, including first-time offenses.
6. Although first-time offenses typically result in a teaching/learning experience that the faculty member conducts with the student, the faculty member may also choose to issue the student a sanction.

Per university policy, faculty members are limited to three academic sanction options in cases of academic dishonesty:

1. Reduction of the grade for the assignment in question
2. Reduction of the final grade in the course (including failure of the course)
3. Additional academic work

If an acceptable resolution is not reached between the student and the faculty member, the decision of an academic sanction will rest with the Director of Academic Affairs.

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5.6 Copyright violations

Faculty members, staff, and students must comply with federal copyright and trademark laws, such as the Digital Millennium Copyright Act (DCMA) that was incorporated into the Copyright Act (Title 17 of the U. S. Code):

http://www.copyright.gov/title17

No one may use SUMMA University information resources and other information technology tools for unauthorized file sharing, posting of copyrighted materials as one's own, or other copyright violations.

In addition to SUMMA University sanctions, under the Digital Millennium Copyright Act, copyright infringement can result in civil and criminal liabilities for unauthorized distribution of copyrighted materials.

5.7 Disciplinary Sanctions

Sanction is a disciplinary consequence that may be issued by faculty member or the university due to a student committing an act of academic dishonesty as described but not limited to the Code of Conduct prohibitions. The disciplinary sanctions are determined on a case-by-case basis and may include but are not limited to one or more of the following faculty member sanctions: non-acceptance of submitted

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course work, failing grade on an assignment, lower grade in a course, failing grade in a course, written warning.

In cases where the faculty member considers that the sanctions described above are not enough, she or he may refer the situation to the Office of the Registrar for further evaluation and administrative sanctions.

Administrative Sanctions

Administrative sanctions may include academic warning and suspension from the university, or dismissal from the university in the form of administrative withdrawal, and cancellation of previously awarded course credits or degrees.

Academic Warning:

A written warning may result from engaging in prohibited conduct; it describes certain conditions students must meet to continue to have access to the online platform.

Suspension from the University

A student suspension for a period with reinstatement thereafter, provided that the student has complied with all conditions imposed as part of the suspension and provided that he or she is otherwise qualified for reinstatement. Violation of the conditions of suspension or of University policies during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal from the University. Administrative Withdrawal

Administrative withdrawal is a university-initiated separation of a student from the university. It may occur for a variety of reasons. These reasons may include a) university determination that the student is no longer attending classes, b) lack of payments from the student, c) violations of the code of conduct, and d) failure to comply with published university policies.

Notification

If it is determined that a university disciplinary sanction, administrative sanction or administrative withdrawal is warranted, the student will be notified by e-mail to his or her official SUMMA University e-mail. This notification will be followed up by a phone call to the student's phone number on record.

Student Grievance Policy

This policy provides a structured process for resolving problems, complaints, or grievances relating to the execution of institutional policies or procedures. University ensures that students will not be subject to unfair actions as a result of their initiation of a grievance proceeding.

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A grievance is a complaint against an individual based on specific facts that there has been a misinterpretation, misapplication, discriminatory application, or violation of a university policy or procedure that may or may not include a violation of rights as set forth in Code of Conduct.

Initial process

Before filing a written grievance, the aggrieved individual is encouraged to make a good faith effort to talk with the party against whom he or she has a grievance to come to an amicable resolution. For this initial process, the aggrieved party may contact the Director of Academic Affairs for assistance in the resolution effort.

Formal resolution

If the aggrieved party does not receive an adequate resolution to the grievance after the initial process, he or she may submit a formal, written grievance to the Director of Academic Affairs.

Upon receiving the grievance, the Director of Academic Affairs will acknowledge receipt of the grievance and inform all involved parties that a formal resolution process has been initiated and that the grievance is being referred to a Grievance Review Panel.

A Grievance Review Panel is an independent review panel appointed by the Director Academic Affairs to which all student grievances are referred during the formal resolution process.

Within 10 calendar days of being sent notification that a formal resolution process has been initiated, all involved parties must submit information regarding the matter to the Grievance Review Panel. This information must include:

1. The individual(s) or department(s) against whom the grievance is directed.
2. A brief description of the grievance, including the date(s), time(s), and place(s).
3. Any efforts to resolve the matter during the initial resolution process.
4. The corrective action the grievant is seeking.

After receiving all relevant materials, the Grievance Review Panel (the Panel) will meet to review the materials and issue a decision as soon as feasible. The Panel will provide sufficient opportunity to all parties to state in writing their perspective in the case in case it feels additional information is required. Upon evaluating all evidence, the Panel will issue a decision and set forth a resolution to be implemented. Both parties have the right to appeal the Panel decision, as described in the Formal Appeal Process.

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5.8 Formal Appeal Process

In case of an appeal is requested by either party, a written appeal request must be submitted to the Director of Academic Affairs by e-mail within 10 days of receiving the Panel formal resolution decision. Upon receiving the appeal request, the Director of Academic Affairs will acknowledge receipt of the request and inform all parties involved that a formal appeal process has been initiated.

The Director of Academic Affairs will designate a University Staff member or faculty member to serve as a reviewer. The designee will receive and review all prior evidence, records, evaluations, and Grievance Panel decision associated with the grievance. Following the review, the designee will issue a decision and report it to all involved parties. The decision will do one of the following: a) uphold the findings of the Panel, b) reverse the findings of the Panel, c) direct the Panel to provide additional information, or d) the designee will determine his or her own findings. In the event the designee requests additional information from the Panel, the involved parties will be notified of a revised time frame for the determination of the grievance.

The decision of the president's designee is final. A record of the final decision and all related materials will become part of the student's official academic record and upon request, will be made available to all University boards and any appropriate regulatory bodies.

External Resolution

If a complaint cannot be resolved after exhausting the institution's student grievance policy procedures, the student may file a complaint with the Florida Commission for Independent Education; 325 W. Gaines St.; Suite 1414; Tallahassee, FL 32399; 888.224.6684. Students must contact the commission for further details.

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5.8.1 Student Responsibility for University Communication

SUMMA University uses e-mail as the official means of notifying students of important university business and academic information concerning registration, deadlines, student accounts (including tuition and fees), academic progress and problems, and Many other critical items for satisfactory completion of a University degree program. The university sends all communications to a University official e-mail address to ensure that there is one repository for that information. Every student must check the University official e-mail regularly to avoid missing important and critical information from the university.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of an emergency. Also, both permanent and local mailing addresses must be on record, so that any physical documents that must be mailed can be delivered.

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5.8.2 Students' obligations

Should a student fail to meet his or her obligations with respect to academic tuition and fees when due, the university may bar a student's registration, refuse admittance to the online platform, restrict library privileges, or withhold certificates and diplomas, until such obligations are met. Continued failure to meet student obligations may result in Academic Withdrawal from the university.

5.8.3 Satisfactory academic progress (SAP)

Each student enrolled 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 is failing to meet this criterion 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 sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

5.8.4 Qualitative criteria for satisfactory academic progress

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

1. Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative Semester Credit Hours he or she has attempted in the program of study.

To maintain Satisfactory Academic Progress, a 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 Academic Dean.

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 Semester Credit Hours Completion Percentage will be recalculated. A student will be removed from academic probation only if

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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.

Graduate Programs

	Minimum Overall Cumulative GPA Graduate:	**Required percentage of completion of coursework attempted:**
Interval I: End of the second term:	3.0	80%
Interval II: End of the student's third and any subsequent term:	3.0	80%
Interval III: The total maximum for completion as timeframe described under "Quantitative Criteria" below.	3.0	80%

Undergraduate Programs

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

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5.8.5 Calculation of the semester credit hour completion percentage

The Semester Credit Hours completion ratio or percentage is calculated by dividing the total number Semester Credit Hours successfully completed by the student in his or her program by the total number of Semester Credit Hours attempted by the student. For the purposes of calculation, Semester 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

5.8.6 Conditions that may result in probation, restricted course load status 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 the semester, unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Academic Dean

2. The Academic Dean 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 Institution.

3. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following semester unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Academic Dean. The Academic Dean 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.

4. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study.

5.8.7 Calculation of overall cumulative grade point average

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

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

5.8.8 Quantitative criteria for satisfactory academic progress

All students must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (80% of hours attempted) each academic year. Additionally, a student must complete the program within a maximum timeframe of attempted Semester Credit Hours.

The Maximum Time Frame for the Completion of any program of study is 150% of the Semester Credit Hours designated for the program. A student is not making Satisfactory Academic Progress if the Institution determines that the student is unable to obtain a diploma 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.

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5.8.9 Maximum time frame for satisfactory academic progress

Program	Program / Hours	Maximum Time Frame Per Program (MTF)
Executive Master of Business Administration	42	63
Master of Digital Marketing	36	54
Master of Finance	36	54

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Master of Project Management	36	54
Master of Supply Chain and Logistics	36	54
Master of Risk Management	36	54
Master of Instructional Design and Technology	36	54
Bachelor in Business Administration	120	180

5.8.10 Academic Probation

All students enrolled 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 is failing to meet this criterion 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 scholarship eligibility.

5.8.11 Restricted Course Load

Student who, during the semester of probation, still does not earn a B in every course or a 3.0 cumulative GPA in graduate programs or a C in every course or a 2.0 cumulative GPA in undergraduate programs, is required to meet with his or her Academic Dean to determine whether a reduced course load may be appropriate for the student. If the Academic Dean determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Semester 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 in every course or a 3.0 cumulative GPA in graduate programs or a C in every course or a 2.0 cumulative GPA in undergraduate programs, then the following semester the student must register only for those courses in which he or she did not receive a "B", "C" 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 Institution 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.

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A student who, during the semester of probation, still does not earn a B or a C in every course or a 3.0 or 2.0 cumulative GPA is required to meet with his or her Academic Dean to determine whether a reduced course load may be appropriate for the student. If the Academic Dean determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Semester 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 or 2.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B" or better or “C” or better. If, during that semester, the student still does not earn a "B" or better or “C” or better for those courses, he or she will be terminated from the program of study and suspended from the Institution 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.

5.8.12 Incomplete grade in a course

If a student receives a grade of A, B 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”.

5.8.13 Repeated 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. Semester Credit Hours 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.

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5.8.14 Change of program

Students who contemplate a change from one program to another should discuss this possibility with the Academic Dean to determine the effect such a change would make on the student's satisfactory academic progress. This institution 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 Semester Hours attempted count toward the total program length of 1.5 times the number of semesters required for completion of the program. If a student changes his/her program only the Semester Hours that are common to both programs may be accepted toward the new program.

5.8.15 Additional program

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

5.8.16 Withdrawal from a course

Students may withdraw from a course during the drop/add period. If the student withdraws a course during the drop/add period, they will receive a "W" grade in the course. 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 Obligations for withdrawing from a course will be as stated in the Refund Policy

5.8.17 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 cohort enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the institution's determination to the Academic Dean (as provided below in the Appeal section) and the Academic Dean grants the student's appeal. The Academic Dean will consider mitigating circumstances in addressing the appeal. If the Academic Dean grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Academic Dean discretion, as appropriate) during the student's next semester of attendance in any program of study.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the institution and must execute a new Enrollment Agreement. The student

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must also pay all current tuition, fees and any other costs associated with the student's program of study.

5.8.18 Appealing a determination of unsatisfactory progress

If it is determined that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the determination in writing to the Academic Dean. 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 institution's decision to terminate or not to readmit the student into his or her program of study.

The Academic Dean 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 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 Academic Dean in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Academic Dean 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.

5.8.19 Procedure for grade appeals

There is a 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 Academic Dean and two instructors. The Grades Committee members are proposed every semester by the Academic Dean and approved by the Provost. The Committee establishes its internal decision-making procedure that will be made public.

The instructor 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 the change is made. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions. A challenge to a grade received in a course, comprehensive examination, or other graduation requirement 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:

- If the grade challenged is in a course, the student will first discuss the matter with the instructor teaching the course in an effort to resolve the grievance informally.
- If the grievance is not settled, the student may then file the Grade Appeal Form with the Academic Dean.

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The form must be filed no later than ninety (90) calendar days after the date on which the grade was due in the Registrar's Office.

The Academic Dean will make an informal investigation, hearing both the student and the instructor, and attempt an informal reconciliation.

The Academic Dean will render a decision within thirty (30) calendar days and inform the student and instructor in writing.

- If the student wishes to appeal the decision of the Academic Dean, he or she may request that the Grades Committee investigate the decision.

The Grades Committee will make a formal investigation, hearing both the student and instructor.

The Committee will reach a decision within thirty (30) calendar days and notify the student, the instructor, and the Academic Dean in writing.

The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the Grades Committee.

The student and/or the faculty member may appeal the decision of the Grades Committee to the Academic Dean no later than five (5) working days after the Committee's decision.

The Academic Dean's decision shall be final.

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5.9 Privacy of the Student -Family Education Rights and Privacy Act (FERPA)

SUMMA University complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA), which regulates the confidentiality of data in student's educational records and the terms for its disclosure. The educational records protected, whether in electronic or any other format are the following:

Documents collected or created during the application process, including but not limited to the university application, professional history, and transcripts.

Documents collected or created during the course of an academic program, including but not limited to transcripts, test scores, grades, university advising records, financial information, academic dishonesty records, and records of educational services provided to the student.

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Official correspondence to or from a student pertaining to his or her academic progress, advising, financial status, learning disability records, physical disability records, academic dishonesty records, and disciplinary records.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) FERPA provides students certain rights with respect to their educational records. The rights include:

1. The right to inspect and review the student's educational record within 45 days of the university receiving a request for access. Students must submit a written request to the Office of the Registrar and identifying the record(s) they wish to review. The Office of the Registrar will make arrangements for access and notify the student of procedures for records access and inspection.

2. The right to request the amendment of the student's educational records where the student believes information is inaccurate or misleading. Student may ask the university to amend a record they believe is inaccurate or misleading. To do so, students must submit a written request to the Office of the Registrar clearly identifying the part of the record they want changed, specifying why the record is inaccurate or misleading. 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 his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information contained in educational records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); and a person Serving on the University Board of Directors. A school official has a legitimate educational interest if an education record must be reviewed in order to fulfill his or her professional responsibility. Upon request, the university may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education alleging failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office U.S. Department of Education
   400 Maryland Ave. SW Washington, DC 20202-4605 Phone: 202.260.3887

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Fax: 202.260.9001

Disclosure of Student Information

Information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed to outside organizations is considered directory information. Any individual or agency may release directory information without prior student consent upon request.

Directory information is defined as the following:

1. Learner name
2. State or country of residence
3. E-mail address
4. Primary phone number
5. Program
6. Certificates or degrees received, and dates conferred
7. Dates of attendance
8. Photographs (individual photographs posted by students in the online course platform or group photographs taken at public events; this does not include photographs to be used for marketing materials)
9. Anticipated graduation date
10. Honors and awards

Withholding Consent for Disclosure

FERPA provides students the right to withhold disclosure of their directory information. Students are encouraged to carefully consider the ramifications of withholding directory information. Without subsequent written consent from the student, withholding the disclosure of directory information will prohibit the university from publishing the learner's name in commencement programs, completing employer verifications, and complying with other common requests for directory information.

Students who want to withhold consent for the disclosure of their directory information may do so by contacting the Office of the Registrar. The Registrar will identify the records of these students, and their directory information will not be released.

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6 Admission to SUMMA University

6.1 Admissions Requirements for Degree Seeking Students

All students wishing to be considered for admission to a SUMMA University graduate program must complete the application and meet the following requirements:

- A Baccalaureate Degree (4-year undergraduate degree) or its equivalent.
- Transcripts: For students that want to transfer credits from another Institution, an Official college/university transcript attesting the receipt of a bachelor's degree or equivalent, with courses and grades is required.
- Resume: All applicants must submit an updated professional resume. The resume needs to outline relevant work experience and, where applicable, include detailed information on managerial roles.
- Recommendations: Submit two letters of recommendation that address applicant's potential for study at the graduate level and for a successful career in business.
- Experience: Demonstrate at least 3 years of professional work experience. This requirement only applies for admission to the Executive Master of Business program.

Students wishing to be considered for admission to a SUMMA University undergraduate program must complete the application and meet the following requirements:

- A High School Diploma, GED, or its equivalent.
- Transcripts: For students that want to transfer credits from another Institution, an Official college/university transcript attesting the receipt of a bachelor's degree or equivalent, with courses and grades is required.
- A personal statement that describes the applicant´s professional accomplishments and goals.

The applicant may request consideration for transfer credits as per the Transfer Policy (See Section 6.5 Transfer of Credits of this Catalog for details) for equivalent graduate level coursework successfully completed previously at another institution.

SUMMA University reserves the right to deny admissions to any applicant based on their overall application.

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6.2 Language of instruction

Programs at SUMMA University are offered in English and Spanish. Completing a course or program in a language other than English may reduce employability where English is required.

6.2.1 Admission Requirements

Applicants who enroll in English programs; and whose native language is not English; and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction, must demonstrate University-level proficiency in English through one of the following for admission:

a) Internet-based TOEFL (iBT)

Prospective students who take the TOEFL iBT must score 71 or higher to gain admission to the University. For information about this test, applicants can check the TOEFL website: http://www.ets.org/toefl

b) International English Language Test (IELTS)

Prospective students who take the International English Language Test must score 6.5 or higher to gain admission to the University. For information about this test, applicants can the website: http://www.ielts.org/

c) PTE Academic Score Report

Prospective students who take the PTE Academic Score Report must score 50 or higher to gain admission to the University. For information about this test, applicants can the website: http://pearsonpte.com

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6.3 Technical Requirements

The online learning environment at SUMMA University requires that the student's computer meet the following minimum technical requirements to provide an optimal learning experience:

Minimum Hardware Requirements:

- Processor: Intel or AMD at 1.0Ghz or more
- Multimedia: 16 Bits Full duplex Sound Card and Webcam
- Graphics support: SVGA 1024 x 768

Minimum Software Requirements:

- Operating System: Microsoft Windows Vista or higher, Apple Mac OS X or higher or Linux.

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- Supported browsers:
  - Microsoft Edge
  - Mozilla Firefox
  - Google Chrome
- Flash Player: Macromedia/Adobe Flash Player 8 or newer version

Courses are designed to be displayed on tablets: iOS, Windows and Android based.

6.4 Technological Competencies

All students are required to have certain computer competencies before entering the program. The program is delivered utilizing online delivery requiring student familiarity and competencies in the following areas:

- Use of a web browser to access course and program material on the Web.
- Use of word processing and spreadsheet programs such as the ones provided by the Microsoft Office Suite.
- Interact with University staff, students, and faculty via email and the Web.
- Use appropriate antivirus utilities so that files transmitted and received are virus free.

6.5 Transfer of Credits

Students who wish to transfer credits to SUMMA University must meet the regular admission requirements of the Institution. Students should notify the University of their intention to have their previous courses considered for transfer credit. Applicants with previous graduate studies must submit prior university transcripts and course syllabus for each course the applicant requests to transfer.

SUMMA University will accept only those credits considered equivalent to the courses of the selected program of study from an accredited or national recognized institution. The acceptance of any credits is solely at the discretion of SUMMA University administration.

Additionally, students must comply with the following:

- The minimum acceptable grade for transfer of prior coursework is a letter grade of “B” for graduate courses or “C” for undergraduate courses or its equivalent.

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- Course and program of study description certified by the originating Institution (for example, Catalog, program guide, or an official letter from the institution verifying its validity.)
- Provide copies of original course syllabus or course content documents for full evaluation to assist SUMMA University in determining the level of content match to the equivalent course at SUMMA University. The content match between the two courses must be at least 50% to be considered for the awarding of transfer credit.
- Additional documents may be required at the discretion of SUMMA University to fully evaluate your transfer request.
- All previous coursework must have been completed within the past ten (10) years.
- In any event, SUMMA University will have the final decision in approving transfer credit.

Students may appeal the denial of transfer credit as per the following process:

1. The student must request the revision with the Registrar in writing within ten (10) days of the ruling on a credit transfer request.
2. The Registrar will review the petition and may request additional documentation and/or an interview with the student to assist in the appeal process.
3. The Registrar shall render a response to the appeal request within fifteen (15) days.

It is important to note that the transfer of credits both to and from SUMMA University will be accepted solely at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not another institution will accept credits from SUMMA University.

No guarantee of transfer of credits is made or implied by SUMMA University.

Students will receive a grade of "T" for courses taken at another institution that are being transferred in for required courses at SUMMA University. 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.

6.5.1 Maximum Transfer Credits Accepted

SUMMA University reserves the right to make the final determination of the number of transfer credits that are accepted. At least 50% of the degree program course credits should be completed at SUMMA University.

6.5.2 Challenge examinations and prior learning

SUMMA University does not have challenge examinations, standardized tests, nor recognizes prior learning/experience for transferability of credits.

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7 Cost of Attendance and Financial Policies

7.1 Tuition and Fees

Course Tuition Per Credit Hour:	
Price per Credit	**US $131.20** **Executive Master of Business Administration** ($5,510.40 / 42 credits) **US $123.35** **Master of Science Finance, Master of Science Digital Marketing, Master of Science Project Management, Master of Science Supply Chain and Logistics, Master of Risk Management** ($4,440.60 / 36 credits) **US $104.03** **Master of Education in Instructional Design and Technology** ($3,745.08 / 36 credits) **US $97.20** **Bachelor in Business Administration** ($11,664 / 120 credits)
Application Fees:	
Application Fee	US$ 100.00 (Non-refundable One-time charge)
Special Fees & Other Fees:	
Graduation Fee	US$ 100.00
Return Check Fee	US$ 35.00
Official Transcript	US$ 10.00 (Each copy)

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Withdrawal Processing Fee	US$ 25.00

7.2 Refund Policy

Students who wish to withdraw or leave a course or program should follow the reimbursement guidelines when they have not been financed by the institution.

1. All tuition and fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the Enrollment Agreement. Application records will be kept on file for denied applicants for a period of two (2) years.
2. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the $100.00 non-refundable application fee.
3. A Student can add or drop course(s) during the first week of classes without penalties. This period is known as the "add/drop period".
4. Dropping a course(s) after completion of the first full week of classes will result in a prorated refund of tuition using the Refund Table:

Refund Chart	
Date of Withdrawal	**% Refund**
After signing the enrollment agreement, but before	100%
Before the end of Week 1	100%
Before the end of Week 2	90%
Before the end of Week 3	80%
Before the end of Week 4	0%

5. Dropping a course(s) after the completion of week 4 in a term will result in no refund, and student will be responsible for the total cost of the course(s).
6. Books are not included in the cost of tuition and are sold by separate vendors.

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7. A withdrawal is considered to have occurred on the date the student officially submits a withdrawal form, or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn whichever comes first. This is the date of withdrawal used to compute the refund as per "Refund Chart" above.
8. Refunds are made within 30 days of the date of withdrawal.
9. The Office of the Registrar can be contacted for any question related to the Refund Policy by phone at (786)-477-6455 or by e-mail at registrar@summauniversity.us.
10. Refunds are processed for full tuition payments and don´t apply for financed tuition.

7.3 Financial Obligations

The student who requests to finance his studies through the installment payments, acquires a debt with SUMMA University at the time of signing the Enrollment Agreement, having the following rights and obligations specified in this document.

1. In the Enrollment Agreement of SUMMA University, the right to study the academic program is granted, in the indicated term, with the scholarship granted and the economic conditions specified therein.
2. The student agrees to pay in full for his academic program, as set out in his financial calendar.
3. The student can request up to two (2) transfers of terms, always to the next term in which the program begins, and, always, continuing with their agreed payment schedule. The maximum term to study the academic program is 36 months.
4.- In the event of non-payment of the installment stipulated in its financial calendar, the Institution will proceed with the surcharge corresponding to the scholarship that was granted on the fee that is in a situation of non-payment.

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7.4 Payment Methods

For convenience of our student, SUMMA University offers the following payment options:

By Mail:

SUMMA University. 8400 NW 36th St #450, Doral, FL 33166. Personal checks are accepted. All checks and money orders must be in U.S. dollars drawn on a U.S. bank to be accepted. They should be made payable to SUMMA University and should include the assigned student account number on the front of the check. There is a US $35.00 Return Check Fee if a personal check is returned.

Pay in-person:

Payments are accepted in person at the SUMMA University location listed on "By Mail" option above. Payments can be made by credit card, check or cashier's check, Monday through Friday from 9:00 AM to 3:00 PM Eastern Standard Time.

Pay Online:

Student can make payments online directly on the SUMMA University website clicking on the "Make a Payment" section. Online payments can be made by debit/credit Card (American Express, Visa, MasterCard, or Discover Card).

7.5 Student financial assistance

Financial Aid assistance is not available for SUMMA University Students.

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8 Academic Calendar

SUMMA University academic calendar 2023- 2024

SPRING Term from February 1st to May 31st, 2023			
Spring	Feb 1st, 2023	May 31st, 2023	Add/Drop Feb 1st – Feb 7th, 2023
SUMMER Term from June 1st to September 30th, 2023			

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Summer	Jun 1st, 2023	Sep 30th, 2023	Add/Drop Jun 1st – Jun 7th, 2023
FALL Term from October 1st, 2023, to January 31st, 2024			
Fall	Oct 1st, 2023	Jan 31st, 2024	Add/Drop Oct 1st – Oct 7th, 2023

SUMMA University will be closed in observance of the following holidays:

- January 1, 2023 - New Year's Day
- January 2, 2023 – New Year's Day (Observed)
- January 16, 2023 – Martin Luther King Jr. Day
- May 29, 2023 - Memorial Day
- June 19, 2023 – Juneteenth National Independence Day
- July 4, 2023 - Independence Day
- September 4, 2023 - Labor Day
- October 9, 2023 – Columbus Day
- November 23, 2023 – Thanksgiving Day
- December 25, 2023 – Christmas Day
- December 31, 2023 – New Year's Eve

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9 Other Information

9.1 Accreditation Status

SUMMA University is licensed by the commission for independent education in the state of Florida and therefore is not yet accredited.

9.2 Effective Date

This Catalog 2023 – 2024, Volume I, effective date is January 1st, 2023.

9.3 Disclaimer

Completing a course or program in a language other than English may reduce employability where English is required.

It is important to note that the transfer of credits both to and from SUMMA University will be accepted solely at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not another institution will accept credits from SUMMA University.

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