CUC University

CUC UNIVERSITY ACADEMIC CATALOG

CUC University

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CUC University Academic Catalogue

2025 – 2026

Take your career to the next level.

Last Update: 12/2025

CUC University

www.cucusa.org

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Welcome to CUC University

Statement of Purpose

- To provide undergraduate and graduate programs within an academic environment that emphasizes all dimensions of learning, encompassing knowledge acquisition, conceptual understanding, practical skills, professional behaviors, ethical values, and informed attitudes.
- To advance and disseminate knowledge pertaining to significant issues in business and related fields through scholarly research, innovation, and transformative educational experiences.
- To contribute to the betterment of society through the exchange of ideas, scholarship, and professional practices.
- To exemplify ethical leadership through the responsible, effective, and efficient stewardship of institutional resources.
- To cultivate an institutional culture characterized by excellence, inclusivity, collaboration, and respect for diverse perspectives and ideas.

Mission

At CUC University, our mission is to train an integral citizen under the principle of freedom of thought and ideological pluralism, with a high sense of responsibility in the permanent search for academics and research, using to achieve it the development of science, technique, technology and culture, providing quality online distance education.

Vision

At CUC University, our vision is to be the leading university that not only trains excellent professionals, but individuals committed to making a real difference. And all of this would not be possible without our pillar values: excellence, responsibility, integrity, and a genuine commitment to the community. In every interaction, in every class, in every

challenge, these are the principles that guide our vision and that you will find in every corner of our virtual university. We want to change the world through education.

Legal Control

CUC University is owned and operated by CUC University, LLC, a for-profit corporation organized under the laws of the State of Florida. The institution is located at 8400 NW 33rd Street, Suite 310, Doral, Florida 33122.

Academic Year 2025 - 2026

FALL 2025

September 1st, 2025 – Fall A semester begins

September 1st – 14th, 2025 – ADD/DROP period for Fall A

October 13th, 2025 – Columbus Day (no classes)

October 26th, 2025 – Fall A semester ends

October 27th, 2025 – Fall B semester begins

October 27th – November 9th, 2025 – ADD/DROP period for Fall B6

November 11th, 2025 – Veterans Day (no classes)

November 27th – 28th, 2025 – Thanksgiving (no classes)

December 21st, 2025 – Fall B semester ends

December 23rd, 2025 – January 4th, 2026 – Winter break

SPRING 2026

January 5th, 2026 – Spring A semester begins

January 5th – 18th, 2026 – ADD/DROP period for Spring A

January 19th, 2026 – Martin Luther King, Jr. Day (no classes)

February 17th, 2026 – President's Day (no classes)

March 1st, 2026 – Spring A semester ends

March 2nd, 2026 – Spring B semester begins

March 2nd – 15th, 2026 – ADD/DROP period for Spring B

March 23rd , 2026 - March 27th, 2026 – Spring Break

April 26th, 2026 – Spring B semester ends

April 27th, 2026 – May 3rd, 2026 – Administrative Week (no classes)

SUMMER 2026

May 4th, 2026 – Summer A semester begins

May 4th – 17th, 2026 – ADD/DROP period for Summer A

May 26th, 2026 – Memorial Day (no classes)

June 28th, 2026 – Summer A semester ends

June 29th, 2026 – Summer B semester begins

June 29th – July 12th, 2026 – ADD/DROP period for Summer B

July 4th, 2026 – Independence Day (no classes)

August 23rd, 2026 – Summer B semester ends

August 24th, 2026 – August 30th, 2026 - Administrative Week (no classes)

FALL 2026

August 31st, 2026 – Fall A semester begins

August 31st – September 13th, 2026 – ADD/DROP period for Fall A

October 13th, 2026 – Columbus Day (no classes)

October 25th, 2026 – Fall A semester ends

October 26th, 2026 – Fall B semester begins

October 26th – November 8th, 2026 – ADD/DROP period for Fall B

General Information

Licensing

CUC University is a private, for-profit institution incorporated under the laws of the State of Florida. The institution is licensed by the Commission for Independent Education, Florida Department of Education, and is authorized to offer postsecondary education programs and confer academic degrees in accordance with applicable Florida statutes and regulations.

For additional information regarding the institution's licensure status, inquiries may be directed to:

Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 Toll-Free: 1-888-224-6684

Accreditation

CUC University is not currently accredited by an agency recognized by the United States Department of Education.

Semester System

CUC University operates on a semester-based academic calendar. The academic year is divided into three semesters: fall, spring, and summer. Each semester consists of two consecutive eight-week terms, totaling sixteen weeks of instruction per semester. This structure provides students with multiple entry points and enhanced scheduling flexibility throughout the year.

The fall semester commences in August, the spring semester commences in January, and the summer semester commences in May. Courses are offered across all three semesters, with specific course offerings published in accordance with the academic schedule contained in this Catalog.

Officers of CUC University

CUC University maintains a streamlined and adaptable organizational structure designed to support institutional growth, programmatic diversification, and responsiveness to evolving educational demands. This flexible framework enables the institution to effectively address the needs of its students while maintaining operational efficiency.

The institution's administrative leadership is comprised of the following:

Position	Name	Functions
President	Jaime Diaz	Provides overall strategic leadership and direction for the institution; oversees all administrative and academic operations; ensures compliance with regulatory and accreditation standards.
Vice President	Ezer Tossas	Supports the President in institutional management; coordinates cross-departmental initiatives; assists in strategic planning and policy implementation.
Executive/Finance Director/Marketing Director	Jean Claude Crissien	Oversees financial operations, budgeting, and fiscal planning; manages institutional

		resources; ensures financial compliance and sustainability.
Academic Director and Instructional Designer	Ana Milena Guzman	Directs academic programs and curriculum development; supervises faculty; ensures instructional quality and alignment with accreditation standards.
Academic Coordinator	Alejandro Valencia	The Academic Coordinator oversees daily academic operations, faculty support, student progress monitoring, and accreditation compliance documentation.
LMS Specialist	Ubaldo Martinez	Manages the Learning Management System (Moodle); supports faculty in course design and development; ensures effective delivery of online instruction.
Department Director, International Business	Diego Baez	Oversees curriculum and instruction for the International Business program; coordinates faculty within the department; supports student academic success.
Department Director, Marketing and Mass Media	Joseph Crawford	Oversees curriculum and instruction for the Marketing and Mass Media program; coordinates faculty within the department; supports student academic success.
Librarian	Yaima Ballester	Manages library resources and digital databases; supports faculty and student research needs; provides information literacy instruction.
Director of Student Services and Placement	Henry Maury	Coordinates student support services; oversees career services and job placement assistance; addresses student concerns and promotes retention.
Registrar	Pamela Obando	Maintains academic records and student information systems; manages course registration and scheduling; issues official transcripts and verifies enrollment.
Director of Admissions	Katheryn Arteta	Oversees student recruitment and enrollment processes; evaluates applications; serves as the primary contact for prospective students.

Advisory Council

CUC University maintains a Program Advisory Committee to provide guidance, expertise, and external perspectives on the development and continuous improvement of its academic programs. The committee comprises industry professionals, academic leaders, and institutional representatives who contribute valuable insights to ensure that the curriculum remains relevant, rigorous, and aligned with current market demands and accreditation standards.

Purpose and Functions

The Program Advisory Committee meets regularly to review program enhancements, evaluate curriculum alignment with industry needs, assess faculty development initiatives, and provide recommendations on recruitment and marketing strategies. The committee plays a vital role in supporting the institution's mission and strategic objectives.

Committee Members

Name	Affiliation	Role
Dr. Jean Claude Crissien	CUC University	Director / Committee Chair
Tito Jose Crissien	Cientech	External Consultant
Maria Camila Marenco	Data Analytics Consultant	External Consultant
Sebastian Cotes	Sempiterno Capital	Finance External Consultant
Katherine Lora	Tecneo	Marketing Consultant
Jose Ordoñez	CUC University	Administrative Coordinator

The Program Advisory Committee convenes at least twice per academic year. Meeting minutes are documented and maintained on file at the institution. For inquiries regarding the Program Advisory Committee, please contact the Office of the Academic Director.

Facilities

CUC University is headquartered at 8400 NW 33rd Street, Suite 310, Doral, Florida 33122. The institution maintains administrative offices at this location to support institutional operations, student services, and regulatory compliance.

As a distance education institution, CUC University delivers all academic programs exclusively online through its Learning Management System (Moodle). This modality enables students to access coursework, instructional materials, and academic support services from any location with internet connectivity. The institution's online infrastructure is designed to provide a comprehensive and engaging educational experience, including interactive course content, virtual collaboration tools, and digital library resources.

Administrative staff are available to assist students with admissions, registration, academic advising, and other support services via telephone, email, and virtual communication platforms.

Campus Safety and Security

CUC University is committed to maintaining a safe and secure environment for all students, faculty, staff, and visitors. Although the institution operates primarily as a distance education provider, individuals present at the administrative offices are expected to adhere to established safety protocols.

All students, employees, and visitors are required to report any crimes in progress, accidents, or emergency situations immediately to local law enforcement by dialing 911. Additionally, any safety concerns or incidents should be reported promptly to the institution's administration for documentation and appropriate follow-up.

Hours of Operation

CUC University maintains the following operating hours to support students, faculty, and staff:

Service	Days	Hours
Academic Services	Monday – Friday	9:00 AM – 10:00 PM
Academic Services	Saturday	9:00 AM – 1:00 PM
Administrative Offices	Monday – Friday	9:00 AM – 5:00 PM
Library Services	Monday – Friday	9:00 AM – 10:00 PM
Library Services	Saturday	9:00 AM – 1:00 PM

Students enrolled in online programs have access to the Learning Management System (Moodle) and digital library resources 24 hours a day, seven days a week. Administrative staff are available during office hours to assist with inquiries related to admissions, registration, financial services, and student support.

Major Policy Statements

CUC University is committed to maintaining the highest standards of academic integrity, institutional accountability, and ethical conduct. The policies outlined in this section establish the guidelines and expectations that govern the institution's operations and the conduct of students, faculty, and staff.

These policies are designed to ensure a fair, equitable, and supportive educational environment for all members of the university community. Students are responsible for reading, understanding, and adhering to all institutional policies as a condition of enrollment. Faculty and staff are equally expected to uphold these standards in the performance of their duties.

CUC University reserves the right to amend, modify, or update these policies at any time to reflect changes in regulatory requirements, accreditation standards, or institutional needs. Students will be notified of any significant policy changes through official institutional communications.

Questions regarding any policy contained herein may be directed to the appropriate administrative office for clarification and guidance.

Students with Disabilities

CUC University does not discriminate on the basis of disability in the admission or access to, or operations of, its programs and activities. The institution also does not discriminate on the basis of disability in its hiring or employment practices.

CUC University is committed to providing equal educational opportunities for all qualified students. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the institution provides reasonable accommodations to students with documented disabilities to ensure equitable access to academic programs, services, and activities.

Reasonable and specific accommodations are developed on an individual basis in consultation with each student and are based on current documentation provided by an appropriately licensed professional. All accommodations are individualized, flexible, and confidential, taking into account the nature of the disability and the requirements of the academic environment.

Students seeking accommodations are encouraged to contact the Director of Student Services as early as possible to discuss their needs and initiate the accommodation process.

Health and Safety

CUC University acknowledges its responsibility to ensure, so far as reasonably practicable, the health, safety, and welfare of all students, staff, and visitors. It is the policy of the institution to provide and maintain a working and learning environment that is safe and without risk to health.

Consequently, CUC University will, when reasonably practical:

- Provide and maintain safe and healthy working conditions at its administrative facilities;
- Provide and maintain safe and properly functioning equipment and technology resources;
- Provide information, training, and guidance to enable staff and students to perform their work and academic activities safely;
- Maintain high standards of health, safety, and welfare in all institutional activities;
- Ensure the security and integrity of online learning platforms and digital resources to protect the welfare of students and staff engaged in distance education.

All members of the university community share responsibility for maintaining a safe environment and are expected to report any safety concerns to the appropriate administrative personnel promptly.

Freedom of Access/Non-Discrimination

CUC University is committed to providing equal educational and employment opportunities to all individuals regardless of race, color, national origin, ethnicity, sex, gender identity, gender expression, sexual orientation, age, religion, creed, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

The institution does not discriminate in its admissions practices, educational programs, activities, or employment policies. CUC University is dedicated to fostering an inclusive academic environment in which all students, faculty, and staff are treated with dignity and respect.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, CUC University ensures that:

- All qualified individuals have equal access to educational programs, services, and activities;
- Admission decisions are based solely on the applicant's qualifications and ability to meet academic requirements;
- Employment decisions are based on merit, qualifications, and institutional needs;

- No individual shall be subjected to harassment, retaliation, or discrimination in any form.

Any student, employee, or applicant who believes they have been subjected to discrimination or harassment is encouraged to report the matter promptly to the appropriate administrative office. CUC University will investigate all complaints thoroughly and take appropriate corrective action as warranted.

Inquiries regarding this policy may be directed to the Director of Student Services or the institution's administration.

Academic Freedom Policy

CUC University is committed to guaranteeing, protecting, and promoting academic freedom as a foundational principle of the institution's mission. Academic freedom ensures an environment of inquiry, teaching, and learning free from censorship or undue interference, which is essential for critical thinking, rigorous research, and informed debate.

This policy applies to all faculty members, academic staff, and students participating in teaching, learning, research, publication, and academic service activities.

Core Principles

The institution upholds the following principles:

- **Free Pursuit of Truth and Knowledge:** The university upholds intellectual autonomy and academic pluralism as the basis for scientific and social progress.
- **Academic Independence:** Academic activity must be free from pressure or censorship by internal authorities, external actors, or political, religious, or economic interests.
- **Professional Responsibility:** Academic freedom carries obligations of scholarly rigor, intellectual honesty, and disciplinary relevance.
- **Institutional Guarantee:** The institution recognizes, protects, and promotes academic freedom through policies and procedures consistent with quality and accreditation standards.

Protected Rights

The university guarantees that academic personnel and students may:

- Teach and encourage debate on matters relevant to the course;
- Conduct research and publish without undue interference;
- Participate in institutional governance and express reasoned criticism of academic policies;

- Express themselves as citizens without institutional censorship, observing duties of accuracy and respect.

Application in Distance Education

Academic freedom applies equally in virtual environments, including the selection of digital materials, design of learning activities, forums, and assessments. The institution ensures the technological conditions, access, and training that enable the effective exercise of academic freedom online.

Limitations

Academic freedom does not protect serious failures to meet instructional responsibilities, persistent introduction of material not relevant to the course, or conduct that violates the rights of others or applicable legal standards.

Dispute Resolution

Any faculty member or student who believes their academic freedom has been violated may submit a written complaint to the Academic Director. Complaints will be reviewed impartially, with the right to be heard and confidentiality ensured. The institution strictly prohibits retaliation against individuals who, in good faith, report alleged violations of academic freedom.

The complete Academic Freedom Policy is available upon request from the Office of the Academic Director.

Policy Against Hazing

In compliance with Florida law, CUC University defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of CUC University. Therefore, such conduct will not be tolerated. Every effort will be made by CUC University to guarantee that hazing will not victimize students.

Library Use Policy

CUC University is committed to providing students, faculty, and staff with comprehensive library resources to support academic research, coursework, and scholarly activities.

The institution has contracted with the Library and Information Resources Network (LIRN) to provide students with access to an extensive collection of online databases, academic journals, e-books, periodicals, and other scholarly materials. LIRN resources

are available 24 hours a day, seven days a week, and can be accessed remotely through the student portal using institutional login credentials.

Students are encouraged to utilize these digital resources throughout their academic programs. The library collection includes peer-reviewed journals, industry publications, reference materials, and research databases spanning a wide range of academic disciplines relevant to the institution's program offerings.

For assistance with library resources, research guidance, or information literacy support, students may contact the institutional Librarian during regular operating hours. The Librarian is available to provide instruction on effective research strategies, database navigation, proper citation methods, and the evaluation of scholarly sources.

Students experiencing difficulty accessing library resources or requiring additional support should contact the Librarian or the Director of Student Services for assistance.

Computer Use Policy

CUC University provides computing resources and technology infrastructure to support the academic and administrative functions of the institution. Access to these resources is extended to registered students, faculty, staff, and authorized guests as a privilege, not a right. The institution reserves the right to revoke access or impose sanctions on any individual who abuses this privilege.

This policy establishes guidelines for the appropriate use of all computing resources owned, operated, or administered by CUC University. Computing resources include, but are not limited to, computers, hardware, software, networks, the Learning Management System (Moodle), electronic communications systems, and any data stored or transmitted through institutional systems.

User Responsibilities

All users of CUC University computing resources are expected to:

- Use computing resources in an effective, efficient, ethical, and lawful manner;
- Obtain proper authorization prior to accessing institutional computing resources;
- Adhere to standards of acceptable academic and professional conduct;
- Respect the privacy, intellectual property rights, and copyrights of others;
- Refrain from any activity that disrupts or interferes with the proper functioning of institutional systems or networks;
- Take appropriate precautions to prevent the introduction of computer viruses, malware, or other harmful elements to institutional systems;
- Comply with all applicable federal, state, and local laws, as well as institutional policies.

Prohibited Activities

The following activities are strictly prohibited:

- Unauthorized access to computing resources, accounts, or data;
- Copying, distributing, or installing software owned or licensed by CUC University without authorization;
- Using computing resources for illegal, unethical, or commercial purposes unrelated to institutional activities;
- Attempting to compromise the security or integrity of institutional systems or networks;
- Harassing, threatening, or infringing upon the rights of others through electronic communications.

Enforcement

Violations of this policy may result in suspension or termination of computing privileges, disciplinary action, and, where applicable, referral to appropriate legal authorities. CUC University reserves the right to monitor computing resources to ensure compliance with this policy and applicable laws.

Questions regarding this policy may be directed to the institution's administration.

Computing Resources Rules and Regulations

The following rules and regulations apply to all users of CUC University computing resources. Violations of any provision may constitute unlawful activity and may result in the immediate suspension of computing privileges pending investigation.

1. All computing resources, including accounts, hardware, software, and network access, are the property of CUC University and are provided solely for authorized institutional purposes.
2. Access to institutional computing systems, including the issuance of login credentials and passwords, must be approved by an authorized CUC University official.
3. User accounts are issued for specific academic or administrative purposes. Any attempt to access accounts without proper authorization, or to use accounts for purposes other than those intended, constitutes a violation of institutional policy.
4. Electronic communication tools, including email and messaging systems within the Learning Management System, are to be used exclusively for CUC University-related activities. The creation, transmission, or storage of fraudulent, harassing, obscene, or otherwise inappropriate messages or materials is strictly prohibited.
5. Users must respect the proprietary rights of all software. Copyrighted software may not be copied, reproduced, or distributed from, into, or by using CUC University computing resources without proper authorization.
6. Users are required to comply with all applicable federal copyright laws, including regulations governing the use of digital materials and peer-to-peer file sharing.

Enforcement and Disciplinary Action

Violations of this policy will be addressed by the appropriate institutional authorities. In cases where a user violates any provision of this policy, CUC University may, in addition to other remedies:

- Temporarily or permanently revoke access to all institutional computing resources;
- Initiate disciplinary action in accordance with institutional policies;
- Refer matters involving potential criminal activity to the appropriate legal authorities.

Users are expected to report any suspected violations or security concerns to the institution's administration promptly.

Student Confidentiality and Privacy Policy

In addition to institutional confidentiality and privacy standards, the institution complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records.

Under FERPA, eligible students have the right to inspect and review their education records, request the amendment of records they believe to be inaccurate or misleading, and provide written consent before the institution discloses personally identifiable information from their education records, except as permitted by law.

The institution recognizes and respects the student's right to confidentiality and privacy regarding personal, academic, and administrative information, and is committed to protecting such information in accordance with institutional policies and FERPA regulations.

Student information collected during the admissions, enrollment, academic progression, and graduation processes is used exclusively for educational, administrative, institutional, and legal purposes. Access to student records is strictly limited to authorized personnel who require such access to perform their official duties.

The institution does not disclose, share, or transfer student personal or academic information to third parties without the student's prior written consent, except when permitted under FERPA, required by law, regulatory authorities, or for accreditation, audit, or institutional oversight purposes.

Appropriate administrative, technical, and organizational safeguards are implemented to protect student information against unauthorized access, loss, alteration, or misuse. More information regarding FERPA and directory information, can be found at the following link: https://www2.ed.gov/policy/gen/guid/fpco/faq.html

Students also have the right to file a complaint with the U.S. Department of Education if they feel that the university has failed to comply with the requirements of FERPA. The name and address to the office that administers FERPA is:
Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Student Identity Verification Policy

The purpose of this policy is to establish the institutional mechanisms through which CUC University ensures that the individual applying for admission, enrolling, and participating in academic processes is the admitted student, in accordance with higher education standards and best practices.

This policy applies to all applicants to Associate, Bachelor's, and Master's degree programs, as well as academic processes including admission, enrollment, credit transfer, and academic continuity.

Institutional Commitments

The institution ensures that:

- Student identity is verified prior to formal admission;
- All submitted documentation authentically corresponds to the applicant;
- Identity verification processes respect the confidentiality, integrity, and protection of personal data;
- No additional costs are incurred by the student as a result of the identity verification process.

Responsible Parties

The implementation and oversight of this policy are the responsibility of the Admissions Office and the Academic Records Office.

Required Documentation

All applicants must submit a valid government-issued identification document from their country of origin, such as a national identification card or valid passport. Submitted documentation is reviewed to verify full legal name, identification number, document validity, and consistency with the information provided on the enrollment application form.

Graduate Program Applicants:

- Completed enrollment application form
- Valid identification document (national ID or passport)
- Personal statement describing professional achievements
- Three (3) professional reference letters (non-family members)
- Undergraduate transcript and diploma
- Updated résumé or curriculum vitae

Undergraduate and Associate Program Applicants:

- Completed enrollment application form
- Valid identification document (national ID or passport)
- High school diploma or equivalent credential

All submitted documents must correspond to the same individual and are reviewed to confirm consistency of personal data.

Discrepancies and Enforcement

If inconsistent documentation, incomplete information, or suspected identity misrepresentation is identified during the verification process, the institution may request additional documentation, temporarily suspend the admission process, or deny the application for admission. All decisions are properly documented.

Confidentiality and Data Protection

All information and documentation collected for identity verification purposes are used exclusively for academic and administrative purposes, stored in secure systems with restricted access, and comply with institutional policies and applicable legal regulations regarding personal data protection.

Student Complaint and Grievance Policy

Grievance Procedures

CUC University is committed to providing students with a fair, equitable, and timely process for resolving complaints and grievances. The institution encourages informal resolution whenever possible and ensures that all complaints are handled with appropriate confidentiality and respect for all parties involved.

Informal Complaint Process
A student who believes it is necessary to file a complaint or grievance against a CUC University employee should first report the matter to the Academic Director. The student is entitled and encouraged to engage in an informal discussion with the Academic Director as an initial step toward resolution. Every reasonable effort will be made to protect the privacy of all parties involved.

If the informal discussion does not result in a satisfactory resolution, or if the student is

not comfortable discussing the matter with the Academic Director, the student may escalate the concern to the President of the University.

In cases involving discrimination, harassment, or sexual misconduct, students are encouraged to report the matter directly to the President without first engaging in informal resolution.

Any complaint that is not submitted in writing (i.e., verbal complaints) is considered an informal complaint.

Formal Grievance Process
If the student wishes to pursue a formal grievance, the complaint must be submitted in writing to the Academic Director.

Before filing a formal grievance, the student is encouraged to make a good-faith effort to meet and confer with the individual against whom the complaint is made, when appropriate, in an attempt to resolve the matter informally.

A formal grievance must include:
- A clear statement of the complaint or problem
- A detailed description of the facts and circumstances
- Relevant dates and timelines
- The names and positions of the individuals involved
- The student's signature and date

Students may withdraw a grievance at any time during the process. Any withdrawal must be submitted in writing to the Academic Director.

Institutional Review and Resolution
Upon receipt of a written formal grievance, the Academic Director will review and investigate the complaint in a timely and impartial manner. Following the investigation, the Academic Director will determine whether the grievance has merit based on the information presented.

If the grievance is found to be justified, CUC University will take appropriate corrective action consistent with institutional policies and procedures.

External Complaint Resolution
Students who are not satisfied with the final institutional resolution of their grievance may submit a complaint to the appropriate external authority.

CUC University is licensed by the Florida Commission for Independent Education (CIE). Complaints may be directed to:

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

Non-Retaliation

CUC University strictly prohibits retaliation against any student who, in good faith, files a complaint or participates in the grievance process.

Remedies

Upon completion of the review process, if it is determined that the grievance is substantiated by sufficient evidence, the appropriate corrective action will be taken. The individuals, departments, or programs found responsible for the violation will be addressed by the relevant supervisors, directors, or institutional administrators in accordance with applicable policies, contractual agreements, employment regulations, and the provisions outlined in the Faculty and Employee Handbooks. CUC University is committed to resolving all substantiated grievances in a fair, consistent, and timely manner, ensuring accountability and adherence to institutional standards.

Grievance Review Committee Process

If the student is dissatisfied with the outcome of the initial grievance determination, the student may submit a formal appeal to the Institutional Appeals Committee. This committee is comprised of representatives from the administration, faculty, and student body, ensuring a balanced and impartial review process.

The Institutional Appeals Committee is authorized to review all relevant documentation, evaluate the merits of the appeal, and render a final determination. The committee may uphold, reverse, or modify the original decision based on its findings. The decision of the Institutional Appeals Committee shall be considered final and binding.

Appeals must be submitted in writing within a specified timeframe following notification of the initial determination. Procedures for submitting an appeal and any applicable deadlines will be communicated to the student at the time of the initial decision.

Student Conduct Code

The following represents examples of misconduct for which students and student organizations may be subject to disciplinary action by CUC University. This list is illustrative and should not be considered exhaustive. The institution reserves the right to address any conduct that is deemed inconsistent with the values, policies, and standards of CUC University.

Academic Misconduct

1. Engaging in academic dishonesty, including but not limited to cheating, plagiarism, fabrication of information, or knowingly furnishing false information to university officials.

2. Forgery, alteration, unauthorized possession, duplication, or misuse of institutional documents, records, keys, or identification credentials.

Property Violations

3. Theft, vandalism, or damage to property belonging to CUC University, members of the university community, or visitors to the institution.
4. Unauthorized entry to, or use of, institutional facilities, systems, or resources that are restricted, secured, or otherwise closed to student access.
5. Tampering with fire safety equipment, exit signs, fire alarms, or any other safety apparatus, equipment, or structures.

Personal Conduct Violations

6. Disorderly, lewd, indecent, or obscene conduct or expression on university-owned property, within institutional systems, or during university-sponsored activities.
7. Abusive behavior, defined as any action or conduct that produces mental or physical discomfort for any member of the university community, or that places an individual or group in danger of physical or mental harm. This includes, but is not limited to:
   o **Sexual Harassment:** Inappropriate or unwelcome sexual attention, coerced sexual relations, or sexual assault (refer to the Sexual Harassment Policy for additional information);
   o **Verbal Harassment:** Statements incorporating abusive, obscene, or threatening language;
   o **Physical Harassment:** Use of, or threatened use of, physical force or violence;
   o **Stalking:** Willfully, maliciously, and repeatedly following or harassing another person;
   o **Discriminatory Harassment:** Any harassment on the basis of race, ethnicity, gender, disability, religion, national origin, or sexual orientation.
8. Misrepresenting oneself or purporting to represent another person, organization, or CUC University without proper consent or authorization.
9. Providing false statements or committing perjury before a university official or during institutional proceedings.
10. Being present during the commission of a violation of the Student Code of Conduct, where such presence constitutes permission, encouragement, or condonation of the act.

Substance and Safety Violations

11. Possessing, consuming, distributing, or being under the influence of alcoholic beverages or illegal substances in violation of the laws of the State of Florida or institutional policy.

12. Violating the institution's tobacco and smoking policy in designated facilities or areas.
13. Possessing weapons of any kind, including but not limited to firearms, firearm replicas, guns, slingshot devices, grenades, knives, explosives, flammable materials, or any other instrument that may be used to cause bodily injury or property damage.

Institutional Violations

14. Failing to comply with a disciplinary sanction, including violation of specific probationary conditions.
15. Soliciting or selling goods or services for personal or organizational profit without prior written consent from authorized university officials.
16. Disrupting the normal operations and activities of the institution, including but not limited to physical violence, abuse of any person, conduct that threatens or endangers the health or safety of others, or deliberate interference with academic freedom and freedom of speech.
17. Violating any other published CUC University policy, rule, or regulation.

Disciplinary Action

Students found responsible for violations of this Code of Conduct may be subject to disciplinary sanctions, up to and including dismissal from the institution. The severity of the sanction will be determined based on the nature and gravity of the offense, prior disciplinary history, and any other relevant factors.

Academic Dishonesty

CUC University is committed to maintaining the highest standards of academic integrity and ethical conduct as a core component of its educational mission. This policy establishes the principles, expectations, procedures, and enforcement mechanisms through which the institution applies its student integrity and academic honesty standards to all students enrolled in its academic programs.

This policy applies to all academic activities, including coursework, assessments, examinations, assignments, projects, and any other academic submissions completed in connection with institutional programs.

Communication of Expectations

CUC University ensures that expectations related to academic honesty are clearly communicated to students through multiple institutional channels:

- The Institutional Catalog and the Student Conduct Code, which identify academic misconduct—including cheating, plagiarism, and knowingly furnishing false information—as behaviors subject to disciplinary action;
- Course syllabi, which specify prohibited behaviors such as unauthorized collaboration, misuse of sources, and plagiarism within the context of course-specific assignments;
- Student orientation and early coursework, where students are explicitly directed to review these policies.

Compliance with academic honesty standards is a condition of continued enrollment and good disciplinary standing.

Enforcement Process

When a faculty member identifies a suspected instance of cheating or plagiarism, the instructor reviews the available evidence and discusses the concern with the student. If the student admits to the misconduct, or if the evidence substantiates a violation, the instructor initiates the formal institutional process, including completion of an Academic Dishonesty Form submitted to the Academic Director.

Based on the severity and nature of the violation, the faculty member determines the appropriate academic consequence, which may range from a reduced grade on a specific assignment to a failing grade for the course.

Record Keeping

Confirmed incidents of academic dishonesty are recorded in the student's institutional file for the period specified in the Catalog. These records are used to assess disciplinary standing and to determine whether repeated offenses have occurred.

Appeals and Due Process

CUC University upholds principles of fairness and due process. Students have the right to appeal decisions related to academic dishonesty within the timeframe established in institutional policy. Appeals are submitted to the Academic Director, who reviews the documentation and may uphold, modify, or overturn the original decision.

Student Responsibilities

Students are responsible for:

- Knowing and adhering to academic honesty policies;
- Avoiding behaviors that enable others to cheat;
- Reporting observed instances of cheating or plagiarism to faculty members.

Prevention and Education

In addition to enforcement, CUC University applies its academic integrity policy through preventive and educational strategies. Faculty are encouraged to design assessments that reduce opportunities for academic dishonesty, including the use of varied question banks within the LMS and the implementation of application-based and authentic assessments. The institution emphasizes that academic honesty is integral to its mission of educating ethical, responsible, and competent professionals.

This policy is applied consistently across programs and courses and is subject to periodic review to ensure alignment with institutional standards and accreditation requirements.

Student Services

Student Development

Under the supervision of the Academic Director, CUC University provides comprehensive student services designed to support students throughout their academic journey. The Office of Student Services assists students with academic advising, administrative inquiries, accommodation requests, career guidance, and other support needs.

The goal of Student Services is to foster a sense of community among students, faculty, and administration while promoting student success, engagement, and timely program completion. Students are encouraged to contact the Director of Student Services for assistance.

Academic Advising

CUC University is committed to supporting not only the academic and professional growth of its students, but also their personal development. The institution fosters a supportive learning environment in which students have access to guidance and mentorship throughout their educational journey.

The Academic Director serves as the primary resource for advising students on academic planning, course selection, and professional development. Additionally, faculty members are encouraged to establish supportive, professional relationships with students and are available to provide guidance on academic and career-related matters.

Students are encouraged to seek assistance from the Academic Director or their instructors whenever questions or concerns arise regarding their academic progress or professional goals.

Placement Services

Students approaching graduation are encouraged to contact the Academic Director or the Director of Student Services and Placement to access career planning resources and job placement assistance.

CUC University provides students with the following career-related support:

- Information regarding the relationship between their program of study and relevant occupations and professions;
- Resources identifying potential employers in the South Florida area and beyond;
- Guidance on state licensure examination requirements for applicable professions;
- Assistance with resume development and interview preparation;
- Notifications of job fairs, networking opportunities, and employment resources.

While students retain responsibility for completing employment applications and scheduling interviews, institutional staff are available to support students in identifying career opportunities and preparing for the job search process.

CUC University does not guarantee employment upon graduation. However, the institution is committed to equipping students with the knowledge, skills, and resources necessary to pursue meaningful career opportunities in their chosen fields.

Hours

The Director of Student Services and Placement is available to assist students during regular administrative office hours, Monday through Friday, 9:00 AM to 5:00 PM. Students may contact Student Services via telephone, email, or through the institutional student portal.

For students enrolled in online programs, inquiries submitted via email or other digital communication platforms will receive a response within 48 hours. Student Services staff are committed to addressing any questions, concerns, or support needs that may arise throughout the student's academic journey.

Students with Disabilities

CUC University is committed to providing equal educational opportunities to all qualified students. The institution does not discriminate on the basis of disability in the admission or access to, or operation of, its programs, activities, or services. CUC University also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided in compliance with Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Requesting Accommodations

Disclosure of a disability is voluntary. Students with documented disabilities who wish to request academic accommodations must:

- Submit a formal accommodation request to the Academic Director within the first two weeks of each semester;
- Provide appropriate documentation from a qualified, licensed professional that verifies the disability and supports the need for requested accommodations.

Documentation may be subject to review and verification. The institution reserves the right to request additional information if proper credentials are not provided, the professional is not currently treating the student, or if the diagnosis lacks sufficient supporting data.

All disability-related records are maintained as confidential in accordance with applicable federal and state privacy laws.

Accommodation Review and Implementation

Upon receipt and review of the required documentation, the Academic Director will:

- Issue a formal letter acknowledging the disability and outlining the approved accommodations;
- Notify the student's instructors of the authorized academic adjustments;
- Coordinate with the student and faculty to ensure accommodations are implemented effectively.

If the approved accommodations are not meeting the student's needs, the student must notify the Academic Director promptly to arrange alternative solutions.

Available Accommodations and Services

CUC University provides auxiliary aids and services on an individualized basis. These may include, but are not limited to:

- Registration assistance;
- Approval of a reduced course load;
- Letters to instructors outlining accommodation needs;
- Note-taking assistance;
- Testing accommodations, including extended time under the supervision of the Academic Director;
- Accessibility modifications within the Learning Management System;
- Assistance with other accessibility-related concerns.

Students requiring additional aids or educational materials should allow two to three weeks for processing.

Important Considerations

Accommodations are provided to support students in fulfilling course requirements and are not intended to excuse missed assignments or incomplete coursework. The institution will consider the timing of accommodation requests when evaluating grade appeals. All students retain the right to appeal grades in accordance with institutional policies.

External Grievance Process

Students who are not satisfied with the outcome of a disability-related grievance may file a complaint with:

Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 Toll-Free: 1-888-224-6684

Appeal Disability Documentation Decision

A student who disagrees with a decision regarding a requested accommodation or auxiliary aid may submit a formal written appeal to the Academic Director within ten (10) business days of receiving notification of the decision.

The appeal must clearly state the grounds for review and include any supporting documentation the student wishes to have considered, such as medical records or other relevant materials.

The Academic Director shall review the appeal and issue a written response within a reasonable timeframe, stating the final decision and the reasons for affirming, modifying, or reversing the original determination. The decision of the Academic Director shall be considered final.

Admissions

CUC University establishes the following criteria and procedures for evaluating and admitting applicants to its academic programs. This policy ensures that admitted students possess the academic preparation, competencies, and qualifications necessary to successfully complete the educational programs offered by the institution.

General Admission Principles

CUC University adheres to the following principles in its admissions process:

- Transparency and equity in the evaluation of all applicants;
- Verification of all admission requirements prior to formal admission;
- Documentation and retention of all admissions decisions;
- Compliance with applicable federal, state, and accreditation requirements.

Admission Requirements by Program Level

Undergraduate Programs (Associate and Bachelor's Degrees)

To be admitted to an undergraduate program, the applicant must:

- Possess a high school diploma or recognized equivalent (e.g., GED);
- Submit official high school transcripts or equivalent documentation;
- Provide a valid government-issued identification document;
- Complete the admissions application and pay the non-refundable application fee of $100.00;
- Participate in an admissions interview (conducted in Spanish);
- Complete and sign the Enrollment Agreement.

Graduate Programs (Master's Degrees)

To be admitted to a graduate program, the applicant must:

- Possess a bachelor's degree from an appropriately accredited institution;
- Submit official undergraduate transcripts;
- Provide a valid government-issued identification document;
- Complete the admissions application and pay the non-refundable application fee of $100.00;
- Participate in an admissions interview (conducted in Spanish);
- Complete and sign the Enrollment Agreement.

Language Proficiency Verification

CUC University delivers all academic programs in Spanish. Language proficiency is verified as follows:

- **Applicants with prior academic instruction in Spanish:** Official academic transcripts from institutions where Spanish was the primary language of instruction serve as evidence of language proficiency.
- **Applicants with prior academic instruction NOT in Spanish:** Spanish language proficiency is assessed during the admissions interview, which is conducted entirely in Spanish. Applicants must demonstrate proficient-level communication skills to be admitted.

Foreign Credential Evaluation

When academic transcripts are issued by institutions outside the United States, applicants must submit an official credential evaluation report prepared by an agency that is a current member of the National Association of Credential Evaluation Services (NACES). Approved evaluators include World Education Services (WES), Educational Credential Evaluators (ECE), SpanTran: The Evaluation Company, and Josef Silny & Associates, Inc. A complete list of NACES member organizations is available at www.naces.org.

Conditional Admission

The institution may allow students to begin enrollment on a conditional basis prior to receipt of official academic transcripts. Official documents must be received within one month after the student's academic start date. If official transcripts are not submitted within the defined period, the institution initiates an administrative withdrawal.

Admission Decision and Notification

Applicants are notified of their admission acceptance or denial through official written communication sent via email. Accepted applicants receive clear instructions outlining the next steps in the enrollment process. Denied applicants receive notification identifying the reason(s) for the decision.

Criteria for Denial of Admission

An applicant may be denied admission for the following reasons:

- Failure to meet minimum academic requirements for the program level;
- Failure to submit required documentation;
- Providing incomplete, incorrect, or unverifiable information;
- Inability to demonstrate sufficient Spanish language proficiency during the admissions interview;
- Credential evaluation indicating prior education does not meet program requirements.

Exceptions to Admissions Criteria

Exceptions to standard admissions criteria are granted only in limited circumstances and require written approval from the Academic Director. Requests must be submitted in writing with supporting documentation. All exceptions are documented in the student's admissions file, and the academic performance of students admitted under exceptions is tracked to evaluate policy effectiveness.

Scholarship Consideration

Admitted applicants may apply for institutional scholarships, including merit-based scholarships (awarded for academic achievement, leadership potential, and commitment to educational goals)

and need-based scholarships (awarded to students demonstrating financial need). Scholarship applications are reviewed by the Scholarship Committee. Detailed information on scholarship types, eligibility criteria, and renewal requirements is available in the Institutional Scholarship Policy.

Admissions Exceptions Policy

CUC University may grant exceptions to standard admissions criteria for applicants who do not fully meet published requirements but demonstrate the potential to succeed in their chosen program. Exceptions are granted only in limited circumstances, require documented justification, and are subject to formal review and approval by the Academic Director.

Criteria Eligible for Exception

Exceptions may be considered for applicants whose prior academic credentials are from unaccredited institutions, applicants unable to obtain official transcripts due to circumstances beyond their control (e.g., institutional closure, natural disaster), graduate applicants with significant professional experience in lieu of a related undergraduate degree, and applicants with non-traditional educational backgrounds who can demonstrate equivalent knowledge through professional certifications or documented evidence.

Exceptions are not granted for language proficiency requirements, identity verification requirements, or the requirement to sign an Enrollment Agreement.

Request Process

Applicants seeking an exception must complete the standard admissions application, submit a written Admissions Exception Request to the Academic Director, provide supporting documentation (such as professional resume, letters of recommendation, certifications, or evidence of relevant work experience), and participate in an admissions interview.

Conditions and Limitations

Students admitted under this policy must comply with all standard academic and administrative requirements, including maintaining satisfactory academic progress and the minimum cumulative GPA required for their program level. Admissions exceptions shall not exceed 10% of total admissions in any given enrollment period and are granted only when clearly justified.

For questions regarding this policy, please contact the Office of Admissions or the Academic Director.

Academic Registration and Regulations

Course Selection

A schedule of courses is published and distributed at the Office of the Registrar approximately one week prior to advance registration for each semester. Please note that the information contained in the schedule is subject to change at any time. Students should confirm the information prior to registration.

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

Students may register by completing the registration forms and delivering such forms in person to the Office of the Registrar.

Drop/Add Period

Students may make schedule changes by filing a drop/add request form with the Registration Department during the drop/add period. The end of the first week of classes is the last day for adding and changing courses. Please see the academic calendar for specific dates.

Tuition, Fees, and Other Expenses

Tuition and Fees – 2026 Academic Year

The following represents the estimated cost of attendance for each program offered at CUC University. All tuition and fees are subject to change without prior notice.

Master's Degree Programs

Program	Credit Hours	Cost per Credit	Tuition	Application Fee	Graduation Fee	Total Cost
Master of Science in Mass Media Communication and Media Technology	42	$320.00	$13,440.00	$100.00	$200.00	$13,740.00

| Master of Science in International Business | 42 | $320.00 | $13,440.00 | $100.00 | $200.00 | $13,740.00 |
| Master of Science in Marketing | 39 | $320.00 | $12,480.00 | $100.00 | $200.00 | $12,780.00 |

Undergraduate Programs

Program	Credit Hours	Cost per Credit	Tuition	Application Fee	Graduation Fee	Total Cost
Bachelor of Science in International Business Administration	120	$280.00	$33,600.00	$100.00	$200.00	$33,900.00
Associate of Science in International Business Administration	60	$280.00	$16,800.00	$100.00	$200.00	$17,100.00

Note: The application fee of $100.00 is non-refundable.

Payment Policies

Tuition and fees are due on or before the last day of registration for each semester. Students should consult the Academic Calendar for specific registration deadlines. The application fee is due at the time the initial application is submitted.

Students are responsible for the cost of textbooks and any additional course materials required for their program of study.

A student will not be considered officially enrolled at CUC University until all applicable fees have been paid in full. Students with outstanding financial obligations to the institution, regardless of the amount, will not be permitted to register for subsequent terms.

Graduate Admissions Evaluation

The admissions process for graduate programs considers the applicant's academic credentials in addition to all information provided in the application, including personal and professional background. Applicants are encouraged to submit letters of

recommendation to provide a comprehensive picture of their qualifications as both a student and a professional.

Admissions requirements may vary by program. Students should refer to the specific program descriptions in this Catalog for additional information.

Meeting the minimum admissions requirements does not guarantee acceptance into the institution. The applicant's complete undergraduate academic record, including grades, course patterns, educational objectives, and stated personal and professional goals, will be considered in the admissions decision.

Payment Methods

CUC University offers the following payment options to accommodate the financial needs of students:

Option	Description
Full Payment	Payment of all tuition and fees in full at the time of signing the enrollment agreement.
Deferred Payment (Option 1)	Payment of the application fee at the time of signing the enrollment agreement, with the remaining balance due prior to the program start date.
Deferred Payment (Option 2)	Payment of the application fee at the time of signing the enrollment agreement, with the remaining balance due prior to graduation.

Students selecting a deferred payment option should consult with the Office of Admissions or the Executive/Finance Director to establish a payment schedule. All financial obligations must be satisfied before a student may register for subsequent terms or receive official transcripts and diplomas.

CUC Scholarships

CUC University is committed to making higher education accessible to qualified students through institutional scholarship opportunities. Scholarships are offered each semester to students who meet eligibility requirements and comply with all scholarship terms and conditions. Each scholarship awarded covers the entire length of the student's program, subject to continued eligibility.

Scholarship Administration

The CUC Scholarship Committee is responsible for evaluating scholarship candidates and for the awarding, modification, and withdrawal of scholarships. Scholarship

eligibility is based on a combination of academic merit, admission qualifications, and, in some cases, demonstrated financial need.

The Director of Admissions collects all required documentation and submits the student's application to the Scholarship Committee for evaluation. A limited number of scholarships are available for each intake period.

Available Scholarships

Students may apply for only one of the following institutional scholarships through the submission of the scholarship application form:

Scholarship	Tuition Coverage
Founders Excellence Scholarship	Up to 100%
Founders Excellence Scholarship	90%
Founders Excellence Scholarship	85%
Crissien Visionary Merit Scholarship	80%
Maury Legacy Leadership Scholarship	70%

Institutional Financial Need Scholarship

The Institutional Financial Need Scholarship is awarded to students who, in addition to meeting all academic and admission requirements, demonstrate documented financial need. This scholarship:

- Is evaluated on a case-by-case basis by the Financial Aid Office;
- Is subject to the availability of institutional funds;
- Requires supporting documentation to substantiate financial need.

The award, renewal, or cancellation of this scholarship is subject to continued compliance with the academic, financial, and administrative requirements established by the institution.

Eligibility Requirements

To be considered for a CUC University scholarship, applicants must:

- Be admitted to CUC University and meet all academic and admission requirements as established in the institutional Catalog;
- Complete a separate University scholarship application, available through the Financial Aid Office;
- Participate in a scholarship interview, if selected;
- Submit a 300-word essay on a topic to be assigned at the time of the interview.

Academic Requirements for Renewal

Scholarships are awarded on a semester basis and are renewable based on satisfactory academic progress. To remain eligible for scholarship renewal, recipients must maintain the following minimum cumulative GPA:

Student Level	Minimum GPA
Undergraduate Students	2.0
Graduate Students	3.0

All recipients must renew their commitment to the terms of the scholarship each semester by signing the "Terms for Institutional Scholarships" form. Application deadlines for each semester will be published by the Financial Aid Office.

Duration of Scholarship

The duration of the scholarship corresponds to the length of the student's program of study, subject to the maintenance of all eligibility requirements.

Changes in Academic Status

Scholarship recipients must notify the Financial Aid Office of any significant changes in their academic status, including course withdrawals, leave of absence, or program changes.

Recipients who withdraw from courses or suspend their enrollment will forfeit their scholarship and will be financially responsible for the full tuition for the current semester.

Renewal and Reevaluation

Scholarships are reviewed periodically to evaluate the student's academic progress and continued eligibility. CUC University reserves the right to revoke a scholarship in the event of noncompliance with any of the terms and conditions set forth in this policy.

Changes to Scholarship Terms

CUC University reserves the right to modify the terms and conditions of any scholarship. Recipients will be notified in writing of any changes to scholarship policies or requirements.

Registration Cancellation for Nonpayment

Failure to remit tuition payment in full or to submit scheduled installment payments by the established due dates may result in the administrative cancellation of the student's enrollment for the applicable semester. Students are responsible for ensuring that all financial obligations are satisfied in accordance with their individual payment schedules.

Withdrawal Refund Policy

Students whose registration is cancelled for non-payment, may: (i) request a refund of all partial payments made to the University according to the withdrawal schedule below; or (ii) the student may petition for reinstatement (if approved, the student must immediately pay all tuition and fees plus a $25 late fee and reinstatement fee of $100.00.) For more information regarding reinstatement please contact the Registration Department.

For those students who elect the Payment Plan, failure to make timely payments on the Installment Due Dates in one semester will result in the reduction of the number of installments the student will be eligible for by one installment for any subsequent semester that the student elects the Payment Plan.

Cancellation and Refund Policy

In the event that a student's enrollment is terminated or cancelled for any reason, refunds will be issued in accordance with the following schedule. All refunds will be processed within thirty (30) days of the date of withdrawal or cancellation.

Refund for Dropping Individual Courses

Students who drop individual courses by the last day of the Drop/Add period will receive a full tuition refund for those courses. Courses dropped after the Drop/Add period are subject to the refund schedule outlined below. The Drop/Add period is defined as the first week (five business days) of the term.

Refund for Withdrawal from Registration

Withdrawal is defined as the complete discontinuation of a student's enrollment in all courses for a given term, as distinguished from dropping individual courses while remaining enrolled in others. Application fees are non-refundable under any circumstances.

Note: A student is considered registered until the date on which the institution receives official written notice of withdrawal. A student who has three consecutive absences without communication to the institution will be administratively dropped from the course.

Refund Schedule

The following refund schedule applies to tuition based on the week of withdrawal:

Week of Withdrawal	Tuition Refund	Fees Refunded
Week 1 (Drop/Add Period)	100%	None

Week 2	90%	None
Week 3	80%	None
Week 4	70%	None
Week 5	60%	None
Week 6	50%	None
Week 7	40%	None
After Week 7	0%	None

All institutional fees, including application fees, are non-refundable.

Sample Refund Calculations

The following examples illustrate how tuition refunds are calculated when a student withdraws from CUC University. Refunds are based on the week of withdrawal and are calculated in accordance with the institution's Cancellation and Refund Policy. Application fees are non-refundable under all circumstances.

Example 1: Withdrawal During Week 1 (Drop/Add Period)

Scenario: A student enrolled in the Master of Science in International Business program withdraws during the first week of classes (Drop/Add Period).

Item	Amount
Term Tuition (6 credit hours × $320)	$1,920.00
Week of Withdrawal	Week 1
Refund Percentage	100%
Tuition Refund ($1,920.00 × 100%)	**$1,920.00**
Application Fee (Non-Refundable)	$0.00
Total Refund to Student	**$1,920.00**

Example 2: Withdrawal During Week 3

Scenario: A student enrolled in the Bachelor of Science in International Business Administration program withdraws during the third week of classes.

Item	Amount
Term Tuition (6 credit hours × $280)	$1,680.00
Week of Withdrawal	Week 3
Refund Percentage	80%
Tuition Retained by Institution ($1,680.00 × 20%)	$336.00
Tuition Refund ($1,680.00 × 80%)	**$1,344.00**
Application Fee (Non-Refundable)	$0.00
Total Refund to Student	**$1,344.00**

Example 3: Withdrawal During Week 5

Scenario: A student enrolled in the Associate of Science in International Business Administration program withdraws during the fifth week of classes.

Item	Amount
Term Tuition (6 credit hours × $280)	$1,680.00
Week of Withdrawal	Week 5
Refund Percentage	60%
Tuition Retained by Institution ($1,680.00 × 40%)	$672.00
Tuition Refund ($1,680.00 × 60%)	**$1,008.00**
Application Fee (Non-Refundable)	$0.00
Total Refund to Student	**$1,008.00**

Example 4: Withdrawal After Week 7

Scenario: A student enrolled in the Master of Science in Marketing program withdraws during the eighth week of classes.

Item	Amount
Term Tuition (6 credit hours × $320)	$1,920.00
Week of Withdrawal	Week 8
Refund Percentage	0%
Tuition Retained by Institution ($1,920.00 × 100%)	$1,920.00

Total Refund to Student	$0.00

1. Refunds are calculated based on the date the institution receives official written notice of withdrawal from the student.
2. All refunds will be processed within thirty (30) days of the date of withdrawal or cancellation.
3. Application fees and other institutional fees are non-refundable under any circumstances.
4. Students who are administratively withdrawn due to disciplinary action are subject to the same refund schedule.
5. For questions regarding refund calculations, please contact the Executive/Finance Director.

Add/Drop Policy

Cancellation and Settlement Policy

A student may cancel this Enrollment Agreement within five (5) calendar days after the date of signing, provided that written notice of cancellation is submitted to the institution. If cancellation occurs within this period, CUC University will issue a full refund of all tuition and fees paid pursuant to the Enrollment Agreement. Refunds will be processed no later than thirty (30) days from the date of cancellation.

This provision does not apply to students who have already commenced academic coursework.

Refund Policy

Students who elect to make monthly tuition payments must complete all payments for the current semester before subsequent registrations will be accepted. Students who wish to drop a course or withdraw from all courses must notify the Office of the Registrar by submitting the appropriate form.

In the event of termination or cancellation of enrollment for any reason, refunds will be issued in accordance with the following schedule:

Cancellation Prior to Start of Classes

Circumstance	Refund
Cancellation within five (5) calendar days of signing the Enrollment Agreement	100% of all tuition and fees paid

Cancellation after the third (3rd) business day but before the first day of class	100% of tuition; registration fee is non-refundable
Non-acceptance of enrollment by the institution	100% of all monies paid; both parties released from further obligation

Withdrawal After Classes Begin

Circumstance	Refund
Withdrawal during the Drop/Add period (first five business days of classes)	100% of tuition
Withdrawal after the Drop/Add period	No refund
Withdrawal due to class cancellation by the institution	100% of tuition for the cancelled course

Important Information

- The Drop/Add period is defined as the first five (5) business days of the term (Monday through Friday), concluding at close of business on the fifth day.
- All cancellation requests must be submitted in writing, either in person or via certified mail, to the Office of the Registrar.
- Refunds will be processed within thirty (30) days of the date of termination or receipt of the cancellation notice.
- Students who are administratively withdrawn due to disciplinary action are subject to the refund schedule outlined above.

Grounds for Termination

CUC University reserves the right to terminate a student's enrollment at the discretion of the institution for any of the following reasons:

- Failure to maintain satisfactory academic progress as defined by institutional standards;
- Non-payment of tuition, fees, or other financial obligations to the institution;
- Failure to comply with the rules, regulations, and policies established by the institution as outlined in the Catalog, Student Handbook, and Enrollment Agreement.

Students whose enrollment is terminated will be notified in writing and may be subject to the refund schedule outlined in this Catalog. Students may appeal the termination decision in accordance with the institution's grievance and appeals procedures.

Employment Assistance

Although placement assistance may be offered, the institution does not guarantee employment.

Units of Credit

This policy establishes the institutional guidelines governing the definition, calculation, assignment, and review of academic measurement units for all programs at CUC University, ensuring coherence with learning outcomes and delivery modality. It applies to all undergraduate and graduate programs and courses.

Definitions

- **Academic Credit (Credit Hour):** A unit that expresses academic workload based on instructional interaction time and student preparation/study time, aligned with verifiable learning outcomes.
- **Clock Hour:** An instructional hour defined as 50 minutes of instruction within a 60-minute period.
- **Learning Outcomes:** Measurable statements describing what a student knows, understands, and is able to do upon completing a course or program.
- **Preparation Time:** Estimated time for independent study and academic work required to achieve learning outcomes.

Principles

- Alignment with learning outcomes, academic level, modality, and assessment.
- Evidence and traceability through verifiable documentation of time and academic rigor.
- Transparency in the catalog and syllabi.

Credit Hour Assignment

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

Credit Type	Clock Hours
Lecture Credit	15 hours
Laboratory Credit	30 hours

Credit Type	Clock Hours
Internship/Externship or Practicum Credit	45 hours

Asynchronous Work Ratio

CUC University establishes a 1:2 ratio, indicating that for every hour of asynchronous work, students are expected to complete double the amount of independent work. Additionally, one synchronous meeting per week is provided to strengthen the achievement of learning outcomes.

Credit Determination Procedure

The Faculty Committee is responsible for overseeing program content, quality, and effectiveness, as well as determining the number of credits assigned to each course. When determining credits, the following factors are considered:

- General education courses required to obtain the corresponding degree;
- Introductory courses open to all students;
- Expected learning outcomes that students must achieve to earn credit.

Attendance Policy

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

Tardiness Policy

A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardies or having left the class early three times, the student accumulates one full absence. If the student leaves early and misses half of the class period, it is considered a full absence. When a student has more than 6 tardies or has left class early 6 times, the instructor will contact the Academic Director   to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

System of Evaluation

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

Transferability of Credits

Students seeking to transfer credits earned at another postsecondary institution should note that the transferability of credits is at the discretion of the accepting institution. Approximately three-fourths (75%) of the course content must match the content of the equivalent CUC University course to be accepted for transfer.

For evaluation purposes, students must provide a copy of the course description and the school catalog from the time period during which the course was taken. A non-refundable evaluation fee of $350 is required before transfer credits can be processed. Decisions regarding transferability of credits are made prior to enrollment.

CUC University recognizes credits from accredited higher education degree-granting institutions and will not transfer credits for courses below college level. A grade of C or higher is required to receive transfer credit. No more than 25% of total program credits may be transferred. For graduate students, no more than 9 credits may be transferred. Transfer credits are shown as "TR" on the transcript and are not calculated in the student's cumulative grade point average.

Prior Learning Assessment Policy

Prior Learning Assessment (PLA) refers to the evaluation and recognition of college-level knowledge and skills acquired outside of traditional academic settings. This may include learning gained through professional work experience, military training, corporate training programs, independent study, volunteer activities, or other non-collegiate experiences.

CUC University does not currently award academic credit through Prior Learning Assessment. Currently, the institution does not accept portfolios, challenge examinations, or other PLA methodologies as a means of earning credit toward degree completion.

The institution recognizes the value of experiential learning and remains open to evaluating the implementation of a Prior Learning Assessment program in the future should institutionally needs, student demand, or accreditation considerations warrant such development. Any future PLA policy would be designed to maintain academic rigor and ensure that credit awarded through assessment is equivalent to credit earned through traditional coursework.

Students with questions regarding this policy or the transferability of prior academic credits earned at other institutions should contact the Office of the Registrar for guidance.

Change of program major

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

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

Leave of Absence

Students may request a leave of absence (up to 180 days) from their academic program in cases where personal circumstances temporarily disable them from achieving progress. Leave of absences are granted with the reasonable expectation that the student will return from the leave. CUC University may grant leave of absences to a student who did not provide a request earlier due to unforeseen circumstances. In these cases, CUC University will determine the beginning date for the approved leave of absence and will collect the request from the student at a later date.

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

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

Satisfactory Academic Progress

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and a maximum time frame requirement to successfully complete all required credit hours for the program.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn a degree.

Maximum Time Frame

Program	Credential	Credit Hours	Maximum Time Frame (MTF)
International Business Administration	Associate of Science	60	90
International Business Administration	Bachelor of Science	120	180
International Business Administration	Master of Science	42	63
Marketing	Master of Science	39	58.5
Mass Media Communication and Media Technology	Master of Science	42	63

Note: Maximum Time Frame (MTF) is calculated as 150% of the published program length in credit hours.

Students who adhere to the assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete their degree in the normal time. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is listed above.

The MTF, which is 1.5 times the normal completion time, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the   program within the MTF cannot earn a degree.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the degree program will be multiplied by 1.5 to determine that student's MTF.

Satisfactory Academic Progress (SAP) Evaluation

CUC University ensures that all students maintain satisfactory academic progress toward the successful completion of their educational objectives. This policy defines the academic standards, evaluation criteria, and monitoring mechanisms used to consistently and systematically assess student performance. It applies to all students enrolled in Associate, Bachelor's, and Master's degree programs.

Minimum GPA Requirements

To maintain satisfactory academic progress, students must meet the minimum cumulative grade point average (CGPA) corresponding to their academic level:

- **Undergraduate Programs (Associate and Bachelor's):** Minimum CGPA of 2.0
- **Graduate Programs (Master's):** Minimum CGPA of 3.0

Failure to meet these GPA requirements triggers institutional academic monitoring and intervention processes.

Maximum Time Frame

The institution establishes a maximum time frame for completing each academic program:

- **Master's Programs:** Up to 14 months
- **Bachelor's Programs:** Up to 120 weeks
- **Associate Programs:** Up to 60 weeks

Compliance with these time limits is a required component of satisfactory academic progress evaluation.

Evaluation Frequency

Satisfactory academic progress is evaluated every two (2) months, at the close of each academic period, allowing for continuous and timely monitoring of student performance.

Monitoring and Responsible Parties

Academic progress monitoring is coordinated among the following areas:

- **Academic Direction:** Oversees compliance with academic standards and validates academic decisions.
- **Academic Coordination:** Evaluates student performance and manages intervention and appeal processes.
- **Student Services:** Monitors student performance using institutional tools and coordinates academic support.
- **Program Tutors:** Provide direct academic support and personalized follow-up.

The institution utilizes LMS Reports, a Student Traffic Light/Early Alert System, and final grades to monitor academic progress.

Academic Standing Classifications

- **Satisfactory Academic Progress:** Student meets GPA, completion rate, and time frame requirements.
- **Academic Alert / Academic Probation:** Academic risk is identified and requires monitoring and support.
- **Pass:** Student successfully completes a course.
- **Withdrawal:** Student formally withdraws from a course in accordance with institutional policy.
- **Leave of Absence (LOA):** Authorized temporary suspension of academic activity for a maximum of 180 days.

Academic Support Services

Students experiencing academic difficulties receive comprehensive institutional support, which may include:

- Personalized academic tutoring
- Ongoing faculty and tutor support
- Academic advising and synchronous support sessions
- Use of digital tools and artificial intelligence applied to learning
- Reduced academic load, when appropriate
- Individualized academic follow-up

This process is led by Student Services in coordination with Academic Direction.

Appeals and Extensions

Students may request appeals or extensions when justified academic difficulties exist. Supporting documentation is required, and extensions are granted based on individual case review. Appeals are reviewed by Academic Coordination, with an institutional response time of 24 to 48 hours.

Communication

The institution communicates students' academic standing through institutional email, academic monitoring platforms, and Microsoft Teams for advising and support.

This policy is reviewed annually to ensure continued effectiveness and relevance.

Academic Progress Monitoring and Student Support

CUC University is committed to the systematic, continuous, and documented monitoring of student academic performance to promote retention, appropriate academic advancement, and successful program completion. This policy applies to all undergraduate and graduate students enrolled in the institution's online programs.

Academic progress monitoring is activated from the first academic period in which the student is formally enrolled and remains in effect throughout the student's institutional enrollment.

Responsible Parties

- **Faculty Members:** Evaluate student academic performance within each course and report academic concerns in a timely manner.
- **Tutors:** Conduct active academic follow-up, generate early alerts, and support student academic accompaniment.
- **Student Services Coordination:** Leads intervention processes when a student is identified as being in academic alert status.
- **Academic Coordination:** Receives and reviews academic progress reports for institutional decision-making.

Academic Traffic-Light Monitoring System

The institution utilizes an automated traffic-light monitoring system as the official tool for continuous academic progress monitoring. The system is updated daily, with formal reviews conducted weekly.

Status	Description	Institutional Response
Green	Satisfactory progress; more than 90% of academic activities completed	Congratulatory and motivational communications; positive reinforcement
Yellow	Partial progress; approximately 50% of course activities completed	Early alert communications; academic support and guidance provided
Red	Academic alert; low or no participation	Immediate personalized intervention; academic advising; continuous follow-up until improvement is demonstrated

Monitoring Schedule

- The academic traffic-light system is reviewed weekly.
- Mandatory personalized follow-ups are conducted during Weeks 2, 4, 6, and 8 of each academic period to identify academic risks and address specific student needs.
- An institutional start-of-week message is delivered every Monday to reinforce academic commitment and student persistence.

Documentation and Compliance

The institution maintains documented evidence including traffic-light system reports, records of communications, and documentation of academic support actions. Information generated through academic progress monitoring is periodically analyzed to evaluate institutional indicators related to student retention, academic progress, and program completion.

This policy is reviewed and updated annually based on academic outcomes and institutional effectiveness data.

Academic Dismissal

Any student who has been academically dismissed will not be considered for readmission to CUC University until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

Grading system

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student´s cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted.

Letter Grade	Percentage	Grade Points	Description
A	94–100%	4.00	
A-	90–93%	3.70	
B+	87–89%	3.33	
B	83–86%	3.00	
B-	80–82%	2.70	
C+	77–79%	2.30	
C	73–76%	2.00	

C-	70–72%	1.70	
D+	67–69%	1.30	
D	60–66%	1.00	
F	0–59%	0.00	Failing
I	—	—	Incomplete*
TR	—	—	Transfer Credit**
W	—	—	Withdrawal**
WP	—	—	Withdrawal Passing**

* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

**These designations are not calculated in the student's cumulative grade point average (GPA).

Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

TR Grade

A grade of TR is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

W Grade

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not

included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WP Grade

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.0/3.0 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WF Grade

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.0/3.0 or higher by the time of the withdrawal will be assigned a grade of WF for the course.

The WF grade is included in the calculation of the CGPA and the credits for the course are included in the determination of total credits attempted.

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

Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program

Establish and maintain at least a 2.0/3.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another CUC University are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

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

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the course sequence recommended
- Withdrawal from classes
- Repeated courses
- Grades of "Incomplete"
- Changing the major or the program
- Probation or suspension
- Grade appeal process
- Earning more than one degree at a time

Academic Probation

Definition of Satisfactory Academic Progress:

Each student enrolled at CUC University must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who 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.

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 2.0 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 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 2.0 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 Director.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

Restricted Course Load

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 University's determination of the lack of Satisfactory Academic Progress in writing to the Academic Director. The Academic Director may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the University.
2. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following, unless the student appeals CUC University's determination of the lack of Satisfactory Academic Progress in writing to the Academic Director.
3. The Academic Director 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 at CUC University.

Incomplete Grade in a Course

If a student receives a grade of A, B, C, or D 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".

Repeat Courses

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

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

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

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

Readmission after Suspension for Unsatisfactory Academic Progress

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the University's determination to the Academic Director (as provided below in the Appeal section) and the Academic Director grants the student's appeal.

The Academic Director will consider mitigating circumstances in addressing the appeal. If the Academic Director grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Academic Director discretion, as appropriate) during the student's next semester of attendance in any program of study at CUC University.

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

Appealing a Determination of Unsatisfactory Progress

If CUC University determines that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal CUC University's determination in writing to the Academic Director. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the University's decision to terminate or not to readmit the student into his or her program of study at CUC University.

The Academic Director will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study at CUC University despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will made by the discretion of the Academic Director in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Academic Director decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study at CUC University.

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 Director and two faculty members. The Grades Committee members are proposed every semester by the Academic Director and approved by the President. The Committee establishes its internal decision-making procedure that will be made public.

The faculty member responsible for the course is the only person who may make a grade change and he or she must notify the Registration Department when and if 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 faculty member 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 Director.

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 Director will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation.

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

If the student wishes to appeal the decision of the Director, 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 faculty member.

The Committee will reach a decision within thirty (30) calendar days and notify the student, the faculty member, and the Academic Director 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 Director no later than five (5) working days after the Committee's decision.

The Academic Director decision shall be final.

Students not satisfied with the outcome of their grievances may appeal to the Commission of Independent Education at 325 W. Gaines Street Suite 1414, Tallahassee, Florida 32399-0400, toll free (888) 224-6684.

Graduation Policy

Graduate students who have maintained at least a 3.0 GPA and have completed all the required coursework for their major are eligible for graduation. Undergraduate students who have maintained at least a 2.0 GPA and have completed all the required coursework for their major are eligible for graduation.

Application for graduation must be made to the University Registrar by the end of the fifth week of classes in the student's final term. The University Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within ten (10) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

Transcripts Requests

Provided a hold does not exist, a student may request a transcript from the Registration Department by completing and delivering a transcript request form. CUC University will release the transcript to the student. Transcript requests may be made in person or by mail. CUC University will charge $10.00 for each transcript. Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

Student's Right to Know

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

Amendment of Records

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the University official who maintains the records amend them. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains

the records has a responsibility to consult with appropriate officials of CUC University for further determination or confirmation.

If the University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal and advise the student of the right to a hearing.

Hearing Procedures

If the request for a change in the student's records is denied, the student may appeal the decision to the Academic Director within thirty (30) days and ask for a hearing. The Academic Director shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of CUC University. The decision of the Hearing Committee shall be final, except that final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective CUC University file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

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

Maintenance of Student Records

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

Course Numbering System

The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The following digits are reserved for departmental use in indicating sequence of courses.
Concentration Courses per Program:

MAR	Marketing
MBA	Master's in business administration
BU	Business
MIB	Master International Business

First number indicates if the course belongs to an upper or lower division:

- 1 = Lower division Courses
- 2 = Lower division Courses
- 3 = Upper Courses
- 4 = Upper Courses
- 5 = Upper Division Course in Masters ☒
- 6 = Upper Division Course in Masters

Credentials Awarded

Program	Credential	Credit Hours
International Business Administration	Associate of Science	60
International Business Administration	Bachelor of Science	120
International Business Administration	Master of Science	42
Marketing	Master of Science	39
Mass Media Communication and Media Technology	Master of Science	42

Programs

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

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

Each program of study will provide a sequence of appropriate courses that lead to the attainment of the degree. A detailed description of the curriculum for each of these programs is contained herein. Students can choose on campus or online instruction when they register.

Master of Science in International Business

Admissions Requirements

Hold a bachelor's degree from an accredited college or university (official sealed transcripts required)
Submit a completed Admissions Application
Submit a one-time Application Fee of $100.00 (non-refundable)
Submit a current professional resume or curriculum vitae
Submit three (3) letters of professional recommendation from non-family members
Submit a personal statement describing the applicant's professional accomplishments and goals
Provide a copy of a valid government-issued identification

Program Objectives

In an increasingly interconnected world, the evidence of globalization is unmistakable. The Master of Science in International Business Administration provides rigorous academic content and managerial development opportunities to prepare students for active leadership in a global business environment. Instruction emphasizes cultural competency, inclusion, and the ability to function effectively within diverse communities regardless of background.

Program Description

The program is designed to develop and enhance the student's ability to think and act strategically within an international business environment. Students will strengthen their analytical and decision-making skills across the functional areas of international marketing and finance, multinational operations, and human resource management. The program prepares graduates to become effective global leaders in the international business arena.

Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:

PLO 1.   Analyze the political, economic, legal, and cultural factors that shape global business environments and formulate strategies for effective multinational operations.

PLO 2.   Apply quantitative analytical methods and research techniques to support evidence-based decision-making in international business contexts.

PLO 3.   Evaluate international financial markets and instruments to manage foreign exchange risk, international investments, and cross-border capital allocation.

PLO 4.   Demonstrate effective cross-cultural communication and leadership competencies essential for managing diverse, geographically dispersed teams.

PLO 5.   Design global supply chain and information management systems that optimize organizational efficiency and competitive advantage.

PLO 6. Synthesize knowledge across functional business areas to develop and implement comprehensive global strategic plans.

PLO 7. Apply ethical reasoning and principles of corporate social responsibility to international business decisions and practices.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
MAR 640	ENTREPRENERIAL MARKETING	3
MAS 690	CAPSTONE	3
MBA 550	HUMAN RESOURCES MANAGEMENT	3
MBA 580	BUSINESS LAW	3
MIB 510	FOUNDATIONS OF GLOBAL BUSINESS	3
MIB 520	CROSS CULTURAL BUSINESS COMMUNICATION	3
MIB 540	INTERNATIONAL BUSINESS ENVIRONMENT	3
MIB 570	LEADERSHIP AND ORGANIZATION	3
MIB 580	QUANTITATIVE ANALYTICAL METHODS	3
MIB 610	INTERNATIONAL FINANCE	3
MIB 620	INTERNATIONAL COMPETITIVENESS	3
MIB 630	GLOBAL INFORMATION AND SUPPLY CHAIN MANAGEMENT	3
MIB 650	GLOBAL STRATEGIC MANAGEMENT	3
STA 530	RESEARCH	3
	TOTAL	42

Master of Science in Marketing

Admissions Requirements

Hold a bachelor's degree from an accredited college or university (official sealed transcripts required)
Submit a completed Admissions Application
Submit a one-time Application Fee of $100.00 (non-refundable)
Submit a current professional resume or curriculum vitae
Submit three (3) letters of professional recommendation from non-family members
Submit a personal statement describing the applicant's professional accomplishments and goals Provide a copy of a valid government-issued identification

Program Objectives

The Master of Science in Marketing program prepares individuals for careers as marketing professionals. This program addresses the career needs of those currently employed in marketing fields as well as those with little or no prior experience in marketing. Students acquire the knowledge, skills, and credentials needed to advance their careers through focused instruction. Teaching emphasizes cultural competency and inclusion of all groups.

Program Description

Marketing management plays a critical role in the function of any business organization, utilizing concepts from the behavioral sciences, economics, and quantitative methods. The challenge facing marketing managers is to develop strategies that achieve organizational objectives by delivering customer satisfaction more effectively than competitors. This program prepares students for careers in marketing management, product management, sales management, advertising, and related professional positions.

Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:

PLO 1.   Develop comprehensive marketing strategies that align with organizational objectives and effectively respond to competitive market dynamics.

PLO 2.   Apply consumer behavior theories and psychological principles to analyze, predict, and influence customer decision-making and purchasing patterns.

PLO 3.   Utilize database marketing techniques and analytics tools to segment markets, target customers, and measure marketing campaign effectiveness.

PLO 4.   Create and manage brand equity through strategic positioning, identity development, and integrated brand communication.

PLO 5.   Design and execute new product development processes from ideation and concept testing through market launch and lifecycle management.

PLO 6.   Implement customer relationship management strategies that enhance customer acquisition, retention, and lifetime value.

PLO 7.   Evaluate ethical considerations in marketing practices and demonstrate commitment to socially responsible and inclusive marketing.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
MAR 520	MARKETING MANAGEMENT	3
MAR 540	CONSUMER BEHAVIOR	3
MAR 550	DATABASE MARKETING	3
MAR 560	ETHICS IN MARKETING	3
MAR 570	NEW PRODUCT DEVELOPMENT	3

MAR 580	BRAND MANAGEMENT	3
MAR 590	CUSTOMER RELATIONSHIP MANAGEMENT	3
MAR 620	COMPETITIVE MARKETING STRATEGY	3
MAR 640	ENTREPRENEURIAL MARKETING	3
MAS 690	CAPSTONE	3
MBA 550	HUMAN RESOURCES MANAGEMENT	3
MBA 580	BUSINESS LAW	3
STA 530	RESEARCH	3
	TOTAL	39

Master of Science in Mass Media and Information Technology

Admissions Requirements

Hold a bachelor's degree from an accredited college or university (official sealed transcripts required)
Submit a completed Admissions Application
Submit a one-time Application Fee of $100.00 (non-refundable)
Submit a current professional resume or curriculum vitae
Submit three (3) letters of professional recommendation from non-family members
Submit a personal statement describing the applicant's professional accomplishments and goals Provide a copy of a valid government-issued identification

Program Objectives

This program prepares students for careers in news reporting and editing for digital media, newspapers, television, public relations, and other mass media platforms. Graduates typically pursue positions with businesses, government agencies, professional organizations, and non-profit entities. Other graduates enter advertising or specialized communication fields such as writing about medicine, technology, or business. Additionally, many graduates pursue careers in new media, including interactive computer systems and information distribution.

Program Description

This program is designed to provide students with a comprehensive understanding of electronic media from both theoretical and practical perspectives. The curriculum prepares students for professional careers in mass media communication, equipping them with the knowledge and skills necessary to succeed in a rapidly evolving media landscape.

Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:

PLO 1.   Apply communication theories to analyze media effects and create compelling content across traditional and digital media platforms.

PLO 2.   Design and implement integrated marketing communication campaigns that effectively leverage multiple media channels to reach target audiences.

PLO 3. Analyze consumer behavior and media consumption patterns to develop data-driven communication strategies.

PLO 4. Utilize interactive marketing technologies and digital tools to engage audiences and build brand communities.

PLO 5. Apply statistical methods and business analytics to measure communication effectiveness and inform strategic decisions.

PLO 6. Evaluate the ethical implications of media practices and demonstrate professional responsibility in mass communication.

PLO 7. Develop strategic management and leadership skills to guide media organizations through technological change and industry disruption.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
MAR 500	BRAND MANAGEMENT	3
MAR 510	COMMUNICATION THEORY	3
MAR 525	INTERACTIVE MARKETING COMMUNICATION	3
MAR 530	MARKETING COMMUNICATIONS	3
MAR 540	CONSUMER BEHAVIOR	3
MAR 550	DATABASE MARKETING	3
MAR 560	ETHICS IN MARKETING	3
MAR 570	NEW PRODUCT DEVELOPMENT	3
MBA 510	ORGANIZATIONAL BEHAVIOR	3
MBA 530	BUSINESS STATISTICS	3
MBA 550	HUMAN RESOURCE MANAGEMENT	3
MBA 580	BUSINESS LAW	3
MBA 590	STRATEGIC MANAGEMENT	3
MAS 690	CAPSTONE	3
	TOTAL	42

Bachelor of Science in International Business Administration

Admissions Requirements

Submit a high school diploma, GED certificate, or proof of postsecondary education
Submit a completed Admissions Application
Submit a one-time Application Fee of $100.00 (non-refundable)
Provide a copy of a valid government-issued identification

Program Objectives

The objective of the Bachelor of Science in International Business Administration is to provide students with a comprehensive, career-oriented business education. The program emphasizes personal and professional integrity, as well as social

Program Objectives

responsibility. Students will develop competencies in written and oral communications, quantitative analysis, critical and creative thinking, and management skills. Instruction focuses on social and corporate responsibility within a global context.

Program Description

Graduates of the Bachelor of Science in International Business Administration program will be prepared with a thorough knowledge of business theories, policies, and procedures, and will be equipped to assume professional positions within the world of business. Graduates will have acquired skills in decision-making, problem-solving, and leadership, in addition to fundamental business and management practices. The program cultivates a commitment to personal values, moral excellence, and professional competence.

Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:

PLO 1.   Apply foundational principles of accounting, finance, marketing, and management to analyze and solve business problems.

PLO 2.   Analyze international business environments, including economic, political, legal, and cultural factors, to evaluate global market opportunities and challenges.

PLO 3.   Demonstrate effective written and oral communication skills appropriate for professional business contexts.

PLO 4.   Apply quantitative reasoning, statistical analysis, and research methods to support evidence-based business decision-making.

PLO 5.   Utilize management information systems and technology tools to enhance organizational performance and efficiency.

PLO 6.   Evaluate ethical dilemmas in business contexts and demonstrate commitment to corporate social responsibility and professional integrity.

PLO 7.   Apply critical thinking and creative problem-solving skills to address complex, multifaceted business challenges.

PLO 8.   Demonstrate leadership, teamwork, and interpersonal skills necessary for effective organizational management.

Course Number	Course Title	Credit Hours
SLS100	STRATEGIES FOR SUCCESS SEMINAR	3
ENC101	COLLEGE COMPOSITION I	3
CAP101	COMPUTER LITERACY	3
GEB101	INTRODUCTION TO INTERNATIONAL BUSINESS	3
MAC105	COLLEGE ALGEBRA I	3
ENV101	ENVIRONMENTAL SCIENCE	3
WHO104	WORLD HISTORY	3

MAC114	COLLEGE ALGEBRA II	3
ACG200	ACCOUNTING I	3
MAR200	INTERNATIONAL MARKETING	3
ECO200	ECONOMICS	3
ENC202	COLLEGE COMPOSITION II*	3
ACG210	ACCOUNTING II*	3
PHI210	CRITICAL THINKING	3
MAN215	BUSINESS ETHICS	3
FIN224	BUDGET ANALYSIS	3
BUI224	INTERNATIONAL BUSINESS LAW	3
ETH216	ETHICS AND SOCIAL RESPONSIBILITY	3
MAN250	HUMAN RESOURCE MANAGEMENT	3
STA275	INTRODUCTION TO STATISTICS	3
PSY201	PSYCHOLOGY	3
SOC201	SOCIOLOGY	3
FIN250	FINANCE FOR BUSINESS	3
SPC260	ORAL COMMUNICATION*	3
ACG250	CORPORATE ACCOUNTING	3
ARH250	ART HISTORY	3
MAN301	INTERNATIONAL BUSINESS	3
ISM310	MANAGEMENT INFORMATION SYSTEMS	3
MAN310	QUALITY MANAGEMENT	3
MAN312	ORGANIZATIONAL BEHAVIOR	3
MAN317	PRINCIPLES OF MANAGEMENT	3
MAN319	OPERATIONS MANAGEMENT	3
ECO380	PRINCIPLES OF MICROECONOMICS	3
QMB400	QUANTITATIVE BUSINESS RESEARCH	3
ACG415	ACCOUNTING INFORMATION SYSTEMS	3
MAN415	ADMINISTRATION AND SUPERVISION	3
MAN419	PROJECT MANAGEMENT	3
MAN420	GLOBAL BUSINESS STRATEGIES	3
ECO424	COST ANALYSIS	3
MAN450	CAPSTONE	3
	TOTAL	**120**

- General Education Courses

Associate in International Business Administration

Admissions Requirements

Submit a high school diploma, GED certificate, or proof of postsecondary education
Submit a completed Admissions Application
Submit a one-time Application Fee of $100.00 (non-refundable)
Provide a copy of a valid government-issued identification

Program Objectives

The Associate of Science in International Business Administration serves as a foundational step toward completing a bachelor's degree. The program provides students with a comprehensive understanding of management principles, international business practices, and interpersonal skills necessary for success in a global business environment.

Program Description

This program offers coursework designed to prepare students for entry-level positions in the workplace while establishing a strong academic foundation for those who wish to pursue a bachelor's degree. Students will develop essential knowledge and skills in business fundamentals, communication, and professional development.

Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:

PLO 1. Explain foundational concepts and principles in business administration, including accounting, marketing, finance, and management.

PLO 2. Describe the key components of international business environments and the factors that influence global market dynamics.

PLO 3. Demonstrate competency in written and oral communication skills appropriate for entry-level professional settings.

PLO 4. Apply basic mathematical and statistical concepts to interpret business data and support routine business decisions.

PLO 5. Identify ethical considerations in business practices and articulate the importance of social responsibility in organizations.

PLO 6. Utilize computer applications, information systems, and digital tools to perform common business tasks.

PLO 7. Demonstrate interpersonal and teamwork skills necessary for collaboration in diverse workplace environments.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
SLS100	STRATEGIES FOR SUCCESS SEMINAR	3
ENC101	COLLEGE COMPOSITION I	3
CAP101	COMPUTER LITERACY	3
GEB101	INTRODUCTION TO INTERNATIONAL BUSINESS	3
MAC105	COLLEGE ALGEBRA I	3
ENV101	ENVIRONMENTAL SCIENCE	3
WHO104	WORLD HISTORY	3
MAC114	COLLEGE ALGEBRA II	3
ACG200	ACCOUNTING I	3
MAR200	INTERNATIONAL MARKETING	3
ECO200	ECONOMICS	3

ENC202	COLLEGE COMPOSITION II*	3
ACG210	ACCOUNTING II*	3
PHI210	CRITICAL THINKING	3
MAN215	BUSINESS ETHICS	3
FIN224	BUDGET ANALYSIS	3
BUI224	INTERNATIONAL BUSINESS LAW	3
FIN250	FINANCE FOR BUSINESS	3
MAN250	HUMAN RESOURCE MANAGEMENT	3
STA275	INTRODUCTION TO STATISTICS	3
	TOTAL	**60**

- General Education Courses

Course Descriptions

COURSE NUMBER	COURSE DESCRIPTION	CREDIT HOURS
ACG 200	ACCOUNTING I In this course in Business Administration students learn to record the operations carried out by the economic unit in terms of its capital, and the results obtained by said unit, demonstrated by means of different account statements that provide the possibility of evaluating the administration of the business by means of Generally Accepted Accounting Principles and legal provisions.	3
ACG 210	ACCOUNTING II Integrates the accounting process with the planning, coordinating, and control functions of the business organization. Topics include strategic planning, tactical and operational decision-making, budgeting, responsibility accounting, and performance measurement. PREREQUISITE ACG 200	3
ACG 250	CORPORATE ACCOUNTING Applies financial management to organizations. Topics include ratio analysis, leverage, cash budgeting, and capital structure.	3
ACG 415	ACCOUNTING INFORMATION SYSTEMS This course is designed to provide accounting students with the proper mix of technical information and real-world applications. Areas of study include fundamental concepts and technologies (what computers can do for business), the Internet, intranets, electronic commerce, information systems development, basic project management principles, decision	3

	support systems, and the benefits of computer and human synergy.	
ARH 250	ART HISTORY * The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.	3
BUI 224	INTERNATIONAL BUSINESS LAW General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code.	3
CAP 101	COMPUTER LITERACY This course provides an overview of Business Information Systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries.	3
ECO 200	ECONOMICS This course provides students with a general overview of the following aspects of economics: the role of profit and loss in business, price controls, investments, speculation, and the banking system.	3
ECO 380	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.	3
ECO 424	COST ANALYSIS This course teaches students the fundamental elements and tools for measuring the effect of inflation on a company's financial statements, a phenomenon that currently affects the entire economy and, as such, should be understood, studied and analyzed by an administrator or public accountant in order to make logical decisions in the business environment.	3
ENC 101	COLLEGE COMPOSITION I* ENC 101is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to	3

	readings and other prompts. ENC 101 introduces students to process-writing techniques, library research and APA documentation procedures. The primary focus of ENC 101 is to help students acquire the writing skills they need to succeed in an academic environment.	
ENC 202	COLLEGE COMPOSITION II* ENC 202 is the sequel to ENC 101. This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in ENC 121, argumentation remains the major focus of study. PREREQUISITE: ENC 101	3
ENV 101	ENVIRONMENTAL SCIENCE* This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.	3
ETH 216	ETHICS AND SOCIAL RESPONSIBILITY This course is designed to provide students with insights into the complex environment that organizations of any size operate. Organizational leaders' and organizational members' responsibility to use ethical thinking to balance stakeholder interests with organizational duty are examined. Modern managers and leaders face increasing demands in local, regional, national and global environments with competing value expectations. The values and beliefs of organizational members fundamentally impact the success of the organization. In this course, students will gain appreciation for and understanding of social responsibility of the organization under such conditions.	3
FIN 224	BUDGET ANALYSIS This course provides students with basic theoretical and practical knowledge of budget organization, drafting and control. The course covers the origin of budgets and the differences between commercial and public budgets, as well as the different factors that affect the drafting of profit, sales,	3

	production, purchasing, costs, labor and industrial costs, capital expenditures and cash budgets.	
FIN 250	FINANCE FOR BUSINESS This course provides an overview of business financial management. Emphasis is on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.	3
GEB 101	INTRODUCTION TO INTERNATIONAL BUSINESS This course covers the initial trends in administrative thought and the basic and modern concepts in the various areas applicable to organizations. These concepts facilitate the management process and provide a notion of the company as an administrative unit. This course aims to give students a sense of coordination and gradual integration into administrative practice.	3
ISM 310	MANAGEMENT INFORMATION SYSTEMS Discusses the use of computers in business, as well as database management and information system fundamentals.	3
MAC 105	COLLEGE ALGEBRA I* This course provides a general introduction to college algebra. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivate of a function and integral.	3
MAC 114	COLLEGE ALGEBRA II* This course provides students with the methodologies required to understand the role played by the inductive method in this field of Algebra. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.	3
MAN 215	BUSINESS ETHICS Business ethics is an important part of any industry. Students or managers, unfamiliar with many ethical challenges, behaviors, or regulations will find themselves struggling in business industries that include finance, accounting or human resource management, marketing and retail.	3
MAN 250	HUMAN RESOURCES MANAGEMENT While many of the tasks associated with human resource management are centered in the HR Department, all managers have HR responsibilities. This course will cover	3

	the broad range of topics associated with HR management from the perspective of the HR professional, the manager, and the employee. It will also serve to familiarize students who hope to become managers or team leaders during their careers with some of the issues they will have to deal with, such as staffing, motivating, and developing team members.	
MAN 301	INTERNATIONAL BUSINESS Surveys the legal and cultural environment of international business; the international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; and international accounting.	3
MAN 310	QUALITY MANAGEMENT The pressures of change, resulting from the market, technology, competition and capital markets appear to affect all businesses with accumulative impact. A small part of the pressure that comes from each of the many factors of change could result in a significant total affect. When the pressures consistently come from the same direction, they produce a permanent change in the way business is done. This course provides ample coverage of the Quality Management required in order to use change as a challenge and as an asset to improve business competitiveness.	3
MAN 312	ORGANIZATIONAL BEHAVIOR The class material will include both theory and practical application of Organizational Behavior in organizations. OB is the study of how individuals and groups impact the behavior within an organization. It is a field of systematic study that focuses on improving productivity, quality, and assisting practitioners to develop methods to empower people as well as to design and implement to change programs. We live in a world characterized by rapid change, globalization, and diversity. OB offers insights in these areas while providing guidance for managers in creating an ethically healthy work climate.	3
MAN 317	PRINCIPLES OF MANAGEMENT Provides an overview of management history and theory, schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.	3
MAN 319	OPERATIONS MANAGEMENT This course approaches Operations Management from the inside out. It develops the student's personal understanding of processes, process capabilities and results and then transfers those into the business environment. The course	3

	builds on an understanding of applied statistics to develop an understanding of the planning and the processes involved in the creation of value both through provision of services and manufacture of goods. Topics include process flow and capability, operations strategy, total quality management (TQM), supply chain and capacity management, process improvement, project management.	
MAN 415	ADMINISTRATION AND SUPERVISION This course helps students identify the different supervisory techniques and phases of the administrative process. Students learn the importance of leadership in the personnel supervision process. In addition, students learn about group dynamic processes and their usefulness in managing the personnel of an organization.	3
MAN 419	PROJECT MANAGEMENT This course examines project management roles and environments, the project life cycle, and various techniques of work planning, control, and evaluation for project success.	3
MAN 420	GLOBAL BUSINESS STRATEGIES The manager's perspective in the fields of international payments, international trade, and investment are analyzed. Emphasis is given to the materials and concepts that illuminate the strategies, structure, practices, and effects of multinational enterprises.	3
MAN 450	CAPSTONE The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations.	3
MAR 200	INTERNATIONAL MARKETING Provides an understanding of the roles of marketing in the economy and the firm, and develops a rationale for a marketing perspective as a guide to organizational and individual actions. Topics covered are the marketing environment, strategic planning, market segmentation, product development, pricing, distribution, promotion, consumer decision-making, control, and marketing management.	3
MAR 520	MARKETING MANAGEMENT	3

	Overview of marketing management methods, principles and concepts including product, pricing, promotion and distribution decisions as well as segmentation, targeting and positioning.	
MAR 540	CONSUMER BEHAVIOR An exposition of the theoretical perspectives of consumer behavior along with practical marketing implications. Study of psychological, sociological and behavioral findings and frameworks with reference to consumer decision-making. Topics will include the consumer decision making model, individual determinants of consumer behavior and environmental influences on consumer behavior and their impact on marketing.	3
MAR 550	DATABASE MARKETING Techniques to analyze, interpret, and utilize marketing databases of customers to identify a firm's best customers, understanding their needs, and targeting communications and promotions to retain such customers.	3
MAR 560	ETHICS IN MARKETING This course examines a range of ethical issues facing marketing managers as seen through the viewpoints of various comprehensive ethical theories. The goal is for students to develop their own ethical framework for making marketing decisions within the knowledge of the various ethical theories and U.S. marketing laws. Traditional topics such as ethics in marketing research, product liability, selling, advertising, and pricing are covered. Emerging ethical issues such as international marketing, competitive intelligence, socially controversial products, privacy, and corporate policies are also examined. However, topics may change to reflect current business concerns. The course is taught using a seminar format utilizing cases and readings.	3
MAR 570	NEW PRODUCT DEVELOPMENT Development and introduction of new products. Topics include product positioning, screening, concept development, test marketing, and branding strategies. Further students will learn to use conjoint analysis for new product development, measurement of brand equity, product line extensions, and management of services.	3
MAR 580	BRAND MANAGEMENT To study the role and philosophy of brand management in the strategic marketing process and the resulting effects on strategic and marketing decisions. Topics will include the strategic brand building process, segmentation and positioning for building brands, consumer behavior, brand	3

	information systems, building brand equity and the application of brand management using marketing principles.	
MAR 590	CUSTOMER RELATIONSHIP MANAGEMENT Increasing emphasis on customer relationship management makes it imperative for managers to understand the methods and metrics (including the tools and software) that are used to measure customer lifetime value, acquire and manage profitable customers. This course highlights the profit implications of different acquisition and retention strategies. The focus is on implementing a complete customer relationship management strategy.	3
MAR 620	COMPETITIVE MARKETING STRATEGY Students learn how firms develop their marketing strategy to compete effectively in different situations. Using game theory principles, they will be exposed to competitive strategies in new emerging markets, mature markets, and on the Internet.	3
MAR 640	ENTREPRENEURIAL MARKETING Addresses the marketing challenges facing the entrepreneurial firm, including the introduction and marketing of new products and services without the benefit of an established channel infrastructure or customer base. Topics include the development of marketing strategies, channel selection and design, product positioning, competitive pricing strategies, advertising and promotion within the framework of the resource limitations inherent in an entrepreneurial startup.	3
MAS 690	CAPSTONE The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations	3
MBA 510	ORGANIZATIONAL BEHAVIOR Students will describe, discuss, and apply knowledge in 12 business topical areas necessary to address a wide variety of business-related situations. The course focuses on demonstrating core proficiencies in the following business areas: Marketing, Business Finance, Accounting, Management, Legal Environment of Business, Economics, Business Ethics, Global Dimensions of Business, Information	3

	Systems, Quantitative Techniques and Statistics, Leadership, and Business Applications. The intent of this course is not to introduce these core business concepts, but rather to verify a bachelor-degree-level threshold competency within each topical business core area. The course includes a comprehensive case study that will allow the students to demonstrate their competency with all 12 common professional components.	
MAR 500	BRAND MANAGEMENT Brand Management. A presentation of the concepts and techniques for creating and selecting marketing strategies for an organizational unit that survives on its ability to provide products and services to other organizations. Discussion covers trends toward a "marketing culture" in both public and private institutions and the implications that this change has for all managers and administrators. Emphasis is on the role of brand equity in achieving a sustainable competitive advantage.	3
MBA 530	BUSINESS STATISTICS This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.	3
MBA 550	HUMAN RESOURCES MANAGEMENT This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human resource practices and exposure to a balanced scorecard approach to human resources management.	3
MAR 510	COMMUNICATION THEORY Examines origins, nature, and consequences of human communication. Reviews nature of verbal, nonverbal, and other types of group communication issues. Traces the development of speech, writing, printing, broadcasting, and	3

	digital media. Reviews theories of the process and effects of mass communication and how these theories apply to the work of media professionals.	
MBA 580	BUSINESS LAW This course focuses on the theory and application of business regulations and the laws of contracts, agency, and property and business organizations.	3
MBA 590	STRATEGIC MANAGEMENT Examination of organizational theory and managerial concepts of human behavior in organizations. Topics include theoretical and practical application of motivation, leadership, power, and reward systems. Provides a balanced view of the structural and human sides of organization design.	3
MAR 525	INTERACTIVE MARKETING COMMUNICATION An overview of the theories, practices and techniques in the emerging field of interactive marketing communications (IAMC). Students gain an understanding of the strategy and tactics of IAMC and its place in the more comprehensive business of marketing communications. in addition students review IAMC's relationship to and its effect on society, culture and the economic system	3
MAR 530	MARKETING COMMUNICATIONS Addresses basic marketing and promotion principles used to increase awareness of and change in attitudes and buyer behavior about products, services, and organizations. Students learn to evaluate appropriate promotional mixes, examine the role of communications, and develop marketing communications strategies through the use of case studies and classroom discussion.	3
MBA 550	HUMAN RESOURCES MANAGEMENT This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human	3

	resource practices and exposure to a balanced scorecard approach to human resources management.	
MIB 510	FOUNDATIONS OF GLOBAL BUSINESS The primary objective of this course is to effectively and systematically analyze the various institutional facets of the global business environment and their effect on the operations of firms. Globalization remains one of the most criticized and visible phenomena in recent decades. What problems do managers face while trying to exploit opportunities and address challenges in the global business environment? This course examines the institutional environment of global business, trade theory particularly in the light of political relations, foreign direct investment, supranational institutions that influence trade and investment, exchange rates and monetary systems. Attention is also devoted to country analysis, political risk and contemporary issues such as off shoring, corporate social responsibility and sustainability.	3
MIB 520	CROSS CULTURAL BUSINESS COMMUNICATION This course provides the theoretical and experiential framework for examining the meaning of culture in global business. By focusing on the analysis of national and organizational cultures, it aims to increase the student's awareness of cultural values and communication differences and similarities. This course facilitates student learning about diversity in a professional and ethical manner, by providing knowledge, sensitivity, and respect for the values of others, but equally important, with knowledge of and respect for their own values. Additionally, the course provides students practical means of managing cultural differences and negotiating across cultures. The course is interdisciplinary, drawing from studies of communication, anthropology, and sociology.	3
MIB 540	INTERNATIONAL BUSINESS ENVIRONMENT This course deals with the environmental variables that affect the conduct of business across borders. It covers both economic and socio-political analyses in terms of how they affect and shape the conduct of international trade and investment. You also are exposed to the major global and regional institutions that regulate trade and finance and the major climatic, geographic, demographic, and social movements that are shaping the business world.	3
MIB 570	LEADERSHIP AND ORGANIZATION Students learn about the interrelation of leadership, organizational behavior, change, and economic success. They learn about theories of human interactions in	3

	organizations and broaden their view of management by adding components of organizational psychology.	
MIB 580	QUANTITATIVE ANALYTICAL METHODS The course gives an overview and stresses the application of intermediate mathematical and statistical methods to business cases. This enables the students to design and test their own research theses. In general, the course strengthens their knowledge of analytical research and provides them with the tools needed for analytical work in the future.	3
MIB 610	INTERNATIONAL FINANCE International Finance covers the broad scope of the international monetary system, examining financial markets and financial instruments. Investigating the interrelationship of foreign exchange operations with corporate financial management decisions leads students to understand the intricacies of finance, contiguous with international operations. Attention is paid to capital management and investment analysis.	3
MIB 620	INTERNATIONAL COMPETITIVENESS Develop knowledge about different concepts, modes and evaluations of competitiveness at firm, industry and country level. Develop competences of competition and comparative advantages analysis at different levels of measurement. Develop competences of critical thinking and creative upgrading of existing models and concepts of competitiveness. Develop knowledge about relations between competitiveness and firm performance in international markets. Develop competences and skills of teamwork, individual research work and presentations.	3
MIB 630	GLOBAL INFORMATION AND SUPPLY CHAIN MANAGEMENT The competitive environment in today's global markets has forced manufacturing and service firms to integrate internal operations, outsource non-critical and even critical activities, establish strategic partnerships with suppliers, and develop integrated systems that link these separate activities into a seamless electronic organization capable of developing products and services, when, where, and how a customer desires. Without new technologies and new organizational forms, building and managing these complex global systems would be impossible. With them, however, the management of these internal and external supply chains is a formidable task. In recognition of this strategic challenge, this course explores the development and management of strategic global supply chains.	3

MIB 650	GLOBAL STRATEGIC MANAGEMENT This course will help you to develop an understanding of and appreciation for the concepts of strategic management in the perspective of global markets. The course will also introduce you to a set of analytical tools, and help you to develop skills in analyzing, evaluating, formulating, and implementing competitive strategies. The format emphasizes case analyses and class discussion. These activities will provide you with opportunities to enhance your critical abilities on strategic management topics. You will learn how to communicate both verbally and in writing critical evaluations and ideas of strategic issues within real firms.	3
PHI 210	CRITICAL THINKING * This course helps students develop strategies for "learning to think" and "thinking for learning", using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.	3
PSY 201	PSYCHOLOGY * This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.	3
QMB 400	QUANTITATIVE BUSINESS RESEARCH This course integrates applied business research and descriptive statistics. Students will learn to apply business research and descriptive statistics in making better business decisions. Other topics include examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques, and interpretation of statistical findings in business and research.	3
SLS 100	STRATEGIES FOR SUCCESS SEMINAR * SFS100 is designed to assist students with learning skills that are essential for academic success in college. Students will be taught a variety of learning skills and strategies that will enable them to experience success in college classes and beyond. By applying principles taught throughout the semester, students will become independent learners and will maximize their educational experience.	3

SOC 201	SOCIOLOGY * Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.	3
SPC 260	ORAL COMMUNICATION* This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions. PREREQUISITE: ENC 202	3
STA 275	INTRODUCTION TO STATISTICS Statistics is about improved decision-making. We achieve this through a thorough understanding of the data. We want to leave our pre-conceived notions at the door, and let the data tell us what is going on in a situation. The analytical techniques should inform our decision-making. As such, it plays an important role in management decision processes. The objective of this course is to introduce basic concepts in statistics that have wide applicability in business decision making. As such, the focus will be more practical than theoretical. Because statistical analysis informs the judgment of the ultimate decision-maker—rather than replaces it—we will cover some key conceptual underpinnings of statistical analysis to insure we understand its proper usage.	3
STA 530	RESEARCH Participants learn about academic standards and ethical questions in research, their application in desk and field research and writing papers. In particular, the role of description and analysis, the application of statistics and figures, citing and referencing are explained and trained in small exercises. Moreover, the course provides them with an overview of libraries and other sources for academic research. Students also learn to apply different interviewing techniques and questionnaire designs to several research interests (for example, explorative versus representative studies) and to typical business-related research topics. In addition, academic writing skills are further developed.	3
WHO 104	WORLD HISTORY This course provides students with a general understanding of the changes that have taken place in the world since the appearance of human kind. This course covers the breakup of the Old World, the events of the Middle Ages in Europe, the rise of industrialization, the growth of imperialism, the two world wars, the changes in the post war world, and	3

globalization. This course also introduces students to the economic, political and social processes in the world of today.

Distance Learning Methods of Delivery

Students

At the beginning of the semester, all distance learning course participants will participate in an online introductory lecture on how our distance-learning platform works to help learners solve any queries they may have about strategies or approaches teachers will use. This introductory lecture is mandatory, and Students are able to choose from 6 sessions held at different times.

Tutorials:

Video tutorials and student guide will be uploaded for everyone.

Orientation Program:

The Moodle platform has been implemented in our institution, and it provides our learners with a tutorial that guides them on the different ways they can interact online.

Uses will be shown a wide variety of activities they could complete once the course starts.

Online class material:

Online class material is prepared before the semester begins teacher's work collaboratively with instructional designers. Students are informed about the different aspects of the distance-learning course (requirements hardware and technical skills) by means of a "guidebook" sent out at the beginning of the course.

Students must have technical skills to know how to use web browsers and Windows XP.

Students undergo an online trial test to make sure they meet the institutional technological standards.

HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:

      A. **Minimum Computer Specifications**

Student Computer Guidelines

For specific recommendations for the various academic divisions and departments, view the academic computer recommendations. Our top five guidelines for your purchase:

      1. Purchase the best computer your budget affords

The demands on the computer tend to accelerate as you approach the end of your degree program and if you purchase a new computer today, consider that you are really purchasing the capabilities for four years from now.

      2. Purchase an Apple or Dell

Our ability to provide service and support greatly diminishes if you purchase another brand of computer like Lenovo, Chromebooks, or other manufacturers.

3. Purchase a commercial-grade device

College life is hard on a laptop, so make sure you have a model with durability to withstand the pressures of the typical campus experience. For Apple, we recommend the MacBook Pro line of laptops. For Dell, we recommend the Latitude or Precision line of laptops.

4. Include a 3 or 4-year warranty

Out-of-warranty repairs often run around half of the purchase price of a new equivalent laptop and repair times are significantly longer.

5. Include accidental damage coverage

Things happen. Liquid and technology are still mortal enemies. Make sure your laptop is protected from drops and spills.

The specs provided below are recommended minimum guidelines from the various university divisions and departments. We recommend purchasing a laptop that meets or exceeds these specifications. If you have any questions regarding what technology is recommended by an individual department, please reach out to that department directly, or contact your academic advisor.

Students struggling to purchase a computer that meets the minimum requirements can request a consultation to review their particular needs.

- Platform: Windows 11 or macOS 14 (Sonoma) or later
- Processor: i5 or M3 (or greater)
- RAM: 16GB (or greater)
- Storage: 512GB (or greater)
- Specs Prioritization: 1) RAM 2) processor 3) storage

Laptop FAQs

1. **Is an iPad, Chromebook, or similar device an appropriate substitute for a laptop?**

No. Although one of these platforms could get you by over the short term, there is software that is needed for certain classes and programs that will not run on a tablet-type device.

2. **Is there a set of universal, minimum specs?**
- Platform: Windows 11 or macOS 14 (Sonoma) or later
- Processor: i5 or M3 (or greater)
- RAM: 16GB (or greater)
- Storage: 512GB (or greater)
- Specs Prioritization: 1) RAM 2) processor 3) storage

3. **Does the Graduate School make any recommendations?**

There are no general specifications for the Graduate School. Please refer to the divisional specs listed above.

B. **Internet and Browser Requirements**

A high-speed connection will help you be successful in your online courses, but a reliable internet connection of 512 kbps minimum is acceptable. If you can access a wired

connection, it's best to use that for quizzes, exams, media recordings, and large file submissions.

To download a web browser or update your browser to the most recent version, try one of these options:
- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari (only available for Mac computers and iOS devices)

Use the most recent version of your preferred browser that supports JavaScript and cookies. Have at least two browsers installed in case one browser is unavailable. Update the browsers regularly.

CUC University recommends that you use a specific web browser for your academic experience exclusively. That way, you might avoid inconvenient with your CUC University credentials and/or account.

C. **Moodle Resources and Support**

Moodle is the learning management system (LMS) used to facilitate the delivery of courses at all CUC University campus. You can access all online courses through Moodle. As a CUC University student, you also have access to many digital resources to connect you with your courses.

How to Access Moodle

Students can access Canvas through:
- CUC University website (www.cucusa.org)
- Campus virtual website (www.campus.cucusa.org)

Take time to look at the information found on the portal page, especially the section titled "Getting Started with Moodle".

D. **Proctoring for Moodle (Quilgo)**

Quilgo Proctoring for Moodle is a highly scalable plugin that allows you to include a camera, screen, track activity, and receive reports on test completion. Online assessments become easier and more reliable. Easy to use, no API customization or maintenance required.

Installation

Scroll to the top of this page and click the Download button to download the zip file.

Upload the zip file via Site Administration → Plugins → Install Plugins → Upload the zip file.

Configuration

Navigate to your quiz Settings page.

Expand the "Extra restrictions on attempts" section.

Enable the desired proctoring methods and click "Save."

Testing

Access your quiz page and click the "Preview test" button.

Carefully read the instructions and grant access to the camera and/or screen.

Provide consent to start the attempt.

E. **Technology Best Practices**

To ensure a positive online experience and avoid unnecessary stress throughout the course, it is important to have and use a technology plan for success in the online learning environment.

1. Review the Canvas guide for browser and computer system requirements.
2. Locate a microphone and webcam if needed for your course. Test your setup.
3. Use an updated computer/laptop with high-speed internet access.
4. Identify a second computer to be used in case your primary computer has a functionality issue such as software, hardware, Internet access, etc. Local libraries are a great resource for free computer and internet access.
5. Contact the Technology Services Department if you have technical questions or need assistance.
6. Install and maintain an antivirus software application and regular computer updates to protect the functionality of your workstation.
7. Confirm technical and software requirements for all courses at the beginning of the term, well before they are needed for coursework.
8. Make sure to give yourself adequate time to complete assignments and tests. It is important when working with time-sensitive online activities to set aside extra time to allow for upload, download, or submission prior to assignment deadlines.
9. Set a location where you store your coursework, as well as a secondary backup location (ie, flash drive, Google Drive, etc). Remember to save your digital work frequently.

ACADEMIC SUPPORT:

By accessing our Virtual Classroom, students are in constant contact with teachers and this communication is provided by means of 3 tools:

Forums: All online courses have an enquiry forum to address students' questions about different academic topics

Web Conference Moodle: by using this tool our teachers can provide synchronous tutoring to our learners about any course queries.

Moodle Instant Messaging: chatting with teachers and peers provides synchronous interaction. In addition, here students can ask individual questions to teachers and/or tutors regarding some academic or non-academic issues that could be affecting their performance.

STUDENT ASSESSMENT:

The courses syllabi are designed as follows:

1. Every course has a specific assessment system and a time frame that is given once they are registered. This timeframe includes the dates and hours the tasks are due and the weight each task has in the final score. Proctored evaluations are also included and specified in the student's calendar of activities.

2. Interactive activities and autonomous learning projects or assignments designed by the teacher are evaluated and approved by the program coordinators before they are included in the syllabus.

To evaluate the students' success in achieving the online learning goals, they are asked to:

Pass multiple exams.
Submit term papers or assignments online
Conduct research and work collaboratively
Participate in forums / Virtual Classroom (real time) / chat programmed by teacher in advanced

Mid-term and final exams are proctored and take place at the college premises in order to verify the identity of the students who are enrolled in the distance learning courses.

Teachers are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' performance along the course.

Student progress is evaluated by using our virtual classroom tools provided by our Moodle platform.

Warning System: it enables the teachers to create rules / policies or warning about evaluations due dates and to be informed the latest students log in.

Performance chart: it allows teachers to have student's roll, grades, previous warnings and teachers' general idea of students' performance throughout the course.

The students will have access to Library Information Resource Network (LIRN), which provides access to books, journals, periodicals, and other online resources.

Faculty

Faculty Name	Qualifying Credential or Degree(s) Earned (Degree Title and subject area)*	Course(s) Assigned (Including Course code and title)
Zarahi Maza	Master's degree in business administration (MBA) Miami Business Technological University; Miami, FL Master's degree in law and international Relations Caribbean International University ; Curaçao, 2018	MAN215 – Business Ethics

	Bachelor's degree in international studies Central University of Venezuela; Caracas, Venezuela, 2015	
Uiliam Hahn Biegelmeyer	Doctorate in *Doutorado em Administração* Universidade de Caxias do Sul (UCS); Brasil, 2017

Master's Degree in Administration Universidade de Caxias do Sul (UCS), Caxias do Sul; Brazil, 2017

MBA in Business Logistics Universidade de Caxias do Sul (UCS), Caxias do Sul, Brazil; 2010

Bachelor's Degree in Business Administration Universidade de Caxias do Sul (UCS), Caxias do Sul, Brazil; 1992 | MIB520 – Cross Cultural Business Communication |
| Ubaldo Martinez | Master of Engineering with Emphasis in Systems and Computing Universidad Tecnológica de Bolívar, Cartagena, Colombia – 2021

Specialization in Information Technology Project Management Servicio Nacional de Aprendizaje (SENA), Colombia – 2012

Specialization in Information Systems Auditing Universidad de la Costa (CUC), Barranquilla, Colombia – 2010

Bachelor of Science in Systems Engineering Universidad de la Costa (CUC), Barranquilla, Colombia – April 23, 2010 | CAP101 – Computer Literacy |
| Oscar Andres Restrepo C. | Doctor of Technology and Innovation Management (Summa Cum Laude) Pontificia Universidad Bolivariana, Medellín, Colombia – _April 2014 to 2019 | MAR590 - Customer Relationship Management |

	Master of Engineering (Industrial Emphasis) Pontificia Universidad Javeriana, Cali, Colombia – _June 2012	MIB650 - Global Strategic Management
	Specialization in Engineering Management Systems Pontificia Universidad Javeriana, Cali, Colombia – _October 2010	
	Bachelor of Science in Computer Engineering Corporación Universitaria de Ciencia y Desarrollo, Cali, Colombia – _December 2004	
Pamela Obando	MBA – MIU City University Miami Miami, FL; 2025 Healthcare MBA– Florida International University (FIU) | Miami, FL; 2022 Medical Doctor– Universidad de los Andes Bogota, COL; 2018	FIN250 – Finance -for Business
Quevin Zapata Taborda	Master of Business Administration (MBA) Northern Illinois University, United States – 2024 Master of Laws (LL.M.) in International Business Law Universidad Externado de Colombia – 2021 Master's Degree in Digital Innovation and Entrepreneurship Universidad Sergio Arboleda – 2023 Bachelor of Laws (Attorney-at-Law) Universidad de Medellín – 2015	BUI224 - International Business Law PHI 210 - Critical Thinking
Reynier Israel Ramirez Molina	Postdoctoral Fellowship in Organizational Management Universidad Privada Dr. Rafael Belloso Chacín – November 2015 Doctor of Education Sciences Universidad Privada Dr. Rafael Belloso Chacín – November 2013 (Degree under Colombian recognition process, file no. 2023EE050750)	MBA550 – Human Resource Management

	Master of Science in Human Resources Management Universidad Privada Dr. Rafael Belloso Chacín – November 2007 (Officially recognized in Colombia, Resolution No. 017141 of December 27, 2019) Bachelor's degree in social communication Universidad Privada Dr. Rafael Belloso Chacín – May 2004 (Officially recognized in Colombia, Resolution No. 002874 of March 20, 2019) Bachelor of Science (High School Diploma) U.E. Colegio Nuestra Macarena – July 1999 (Officially recognized in Colombia, Resolution No. 26439 of November 27, 2017)	
Ricardo Enrique Peña Ruiz	Ph.D. in Innovation – Universidad de la Costa (2025) Diploma in Open Innovation – Universidad Argentina (2024) Diploma in International Management – SLADE (2022) Innovation Manager – Vertical i (2022) Startup Operations – Miami SoftBank Operator School (2021) Business Accelerator Manager – 500 Startups / iNNpulsa (2021) Design Thinking Professional Certificate – CertiProf (2020)	MAR570 - New Product Development MIB620 - International Competitiveness

	Scrum Master Professional Certificate – CertiProf (2020) Master's Degree in Administrative Engineering (Innovation Track) – Universidad del Norte (2020) Specialization in Innovation Project Design and Evaluation – Universidad del Norte (2018) Specialization in Logistics – Colombian Navy School (2005) Industrial Engineer – Universidad Autónoma del Caribe (2001)	
Ruben Dario Baena Peña	Doctor of Philosophy (PhD) in Administration Atlantic International University (AIU), United States Master of Business Administration (MBA) Tecnológico de Monterrey (ITESM), Mexico Specialization in Marketing Management (1999–2000) Universidad Tecnológica de Bolívar, Colombia Diploma in Strategic Management (2001) CESA / INCOLDA, Colombia Strategic Marketing (2001) Pontificia Universidad Javeriana, Colombia Diploma in Marketing and Sales (1998) EAFIT / Universidad Tecnológica de Bolívar, Colombia	MIB540 - International Business Environment MAR620 - Competitive Marketing Strategy

	Bachelor of Science in Pharmaceutical Chemistry Universidad de Cartagena, Colombia (1989)	
Sonia Rodrigues	Doctor of Philosophy (PhD) in Digital Transformation, Data Science, and Artificial Intelligence *(In Progress)* Isabel I University, Spain — 2021–2025 (OEA Scholarship) Master of Business Administration (MBA) EIDHI University, Spain — 2020–2022 (OEA Scholarship) Postgraduate Diploma in Quality and Innovation Processes EAN University, Colombia — 2017–2018 Bachelor of Science in Systems Engineering EAN University, Colombia — 2012–2016	STA530 - Research MBA530 – Business Statistics
Silvia Charris	Master of Business Administration (MBA) Pontificia Universidad Católica Argentina – 2011 Bachelor's Degree in Business Administration Universidad del Norte – 2010	ACG200 – Accounting I
Sophia Valenzuela	Doctor of Philosophy (Ph.D.) in Business Economics University of Salamanca (USAL), Spain – 2022 Master's Degree in Research Administration and Business Economics University of Salamanca (USAL), Spain – 2019 (33 of 60 ECTS credits completed) Master's Degree in International Cooperation and Development Policies University of Málaga (UMA), Spain – 2017	MAR550 – Database Marketing MIB620 – International Competitiveness MAR540 – Consumer Behavior

	Specialization in Marketing for International Trade Rafael Landívar University (URL), Guatemala – 2015	
Stefany Palacio de la Cruz	Master in Administration Universidad de la Costa – 2015–2017 Specialization in Marketing Management Universidad de la Costa – 2011–2012 Bachelor of Finance and International Relations Universidad de la Costa – 2005–2010	GEB101 - Introduction To International Business
Stiven Enrique Díaz Noguera	Doctor of Natural Sciences Universidad del Norte, Barranquilla, Colombia – 2021 Master of Science in Mathematics Universidad del Norte, Barranquilla, Colombia – 2014 Bachelor's Degree in Mathematics Education Universidad del Atlántico, Barranquilla, Colombia – 2010	MAC105 - College Algebra I MAC114 - College Algebra II
Sebastian Cotes	Master of Science (MSc) in Finance Northeastern University, Boston, Massachusetts, United States — 2013–2014 Bachelor of Engineering (BEng) in Industrial Engineering Universidad de los Andes, Bogotá, Colombia — 2008–2012	MAN317 - Principles of Management GEB101 – Introduction to International Business
Maria Teresa Romero	Master of Education Nova Southeastern University, Florida, USA *(in progress)* Doctor of Philosophy (Ph.D.) in Political Science and International Relations Universidad Central de Venezuela, Caracas, Venezuela – 2004	MAR510 – Communication Theory

	Master of Arts in Political Science University of Pittsburgh, Pennsylvania, USA – 1986 Bachelor's Degree in Social Communication Universidad Central de Venezuela, Caracas, Venezuela – 1982 Diploma in Writing Metropolitan University, Caracas, Venezuela – 2008 Graduate Certificate in Latin American Studies University of Pittsburgh, Pennsylvania, USA – 1987	
Marco Antonio Muralles Ortiz	Certificate in Public Administration National Institute of Public Administration (INAP) – 2018 Certificate in Measuring Results of Trade Promotion Agencies Inter-American Development Bank (IDB) – 2018 Master's Degree in Higher Education Teaching Universidad Rafael Landívar, Guatemala – 2015–2016 Postgraduate Specialization in University Learning and Teaching Universidad Rafael Landívar – 2009–2010 Bachelor's Degree in Business Administration Universidad Rafael Landívar – 1989–1997 Teaching Certificate in Art History Universidad Francisco Marroquín – 1993–1996 (10 courses completed) Accounting Technician (Perito Contador) Colegio Católico San Pablo – 1986–1988	PHI 210 - Critical Thinking SLS100 - Strategies For Success Seminar PSY201 - Psychology

Marcela Lopez Ponce	Doctor of Communication University of Seville, Spain – 2018 Master of Digital Marketing Business Spanish International Institute of Digital Marketing – 2024 Master of Communication *(New Technologies and Digital Citizenship Track)* Universidad del Norte, Barranquilla, Colombia – 2015 Specialization in Marketing Universidad Autónoma del Caribe, Barranquilla, Colombia – 2010 Bachelor's Degree in Social Communication and Journalism Universidad Autónoma del Caribe, Barranquilla, Colombia – 2007	MIB570 - Leadership And Organization MAR580 - Brand Management SPC260 - Oral Communication
Luis Quiroga	Master in Finance (MF) Instituto Tecnológico Autónomo de México – 2008 Corporate Finance Diploma Instituto Tecnológico Autónomo de México – 1992 Master in Business Administration (MBA) Instituto Tecnológico Autónomo de México – 1990 Bachelor's Degree in Accounting Instituto Politécnico Nacional – 1981	ACG250 - Corporate Accounting
Luis Felipe Polo	Ph.D. in Social Theology Atlantic International University, Honolulu, HI, USA – 2019–2020 Master of Business Administration (MBA) Atlantis University, Miami, FL, USA – 2018–2019 Gender and Conflict Workshop USAID, Washington, D.C., USA – 2016	MBA580 – Business Law MIB 570 – Leadership and Organization

	Advanced Conflict Assessment (ACA) USAID, Washington, D.C., USA – 2016	
	Immigration Law Catholic Legal Immigration Network, Inc. (CLINIC), Los Angeles, CA, USA – 2015–2016	
	Strategic Human Resource Management Harvard University, Business School, Boston, MA, USA – 2004	
	Management of Managers University of Michigan, Business School, Ann Arbor, MI, USA – 2004	
	Evaluation, Structure, and Financing of Projects INCAE, Nicaragua – 2004	
	Finances for Non-Financiers INCAE, Honduras – 2004	
	International Humanitarian Law Graduate Institute of International Studies, Geneva, Switzerland – 2000	
Lina Marcela Martinez Durango	Doctoral Candidate in Legal and Political Sciences Universidad Pablo de Olavide, Seville, Spain – 2020–2023	MAN215 – Business Ethics
	Master of Laws (LL.M.) in Administrative Law *(Research Track)* Universidad Simón Bolívar, Barranquilla, Colombia – 2017–2019	
	Specialization in Administrative Law Universidad Simón Bolívar, Barranquilla, Colombia – 2016–2017	
	Bachelor of Laws (LL.B.) Universidad Simón Bolívar, Barranquilla, Colombia – 2012–2016	

Laura Posso Menco	Doctor of Communication Universidad del Norte, Barranquilla, Colombia – May 2021	MAR530 - Marketing Communications
	Master of Communication Universidad del Norte, Barranquilla, Colombia – September 2014	
	Bachelor's Degree in Social Communication and Journalism Universidad del Norte, Barranquilla, Colombia – September 2010	
	High School Diploma *(Academic Track, Natural Sciences Emphasis)* Colegio Colón, Barranquilla, Colombia – 2005	
Julio Cesar Henriquez Toro	Doctor of Political Science Universidad Central de Venezuela – 2017	WHO104 – World History
	Master of Theology Universidad Católica Santa Rosa, Venezuela – 2012	
	Specialist in the Origins of Christianity Universidad de Valladolid, Spain – 2012	
	Specialization in Electoral Processes and Systems Universidad Central de Venezuela – Coursework completed *(Thesis in progress)*	
	Attorney-at-Law Universidad Libre de Barranquilla, Colombia – 2004	
	Diploma in Criminalistics and Forensic Sciences Universidad Central de Venezuela – 2011	
	Diploma in Online Teaching Methodologies Universidad Católica Santa Rosa, Venezuela – 2013	

Judith Josefina Hernandez Garcia de Velazco	Postdoctoral Studies in State, Public Policies, and Social Peace Universidad Privada Rafael Belloso Chacín – 2017 Doctor of Social Sciences *(Management Concentration)* Universidad del Zulia (LUZ) – 2010 Master of Science in Business Administration Universidad Rafael Urdaneta – 1993 Bachelor's Degree in Political and Administrative Sciences Universidad Rafael Urdaneta – 1986	MBA580 – Business Law
Joseph Livingston Crawford Visbal	Ph.D. in Communication *(Government Scholarship, Ministry of Science)* Del Norte University – 2022 Master in Communication Del Norte University – 2016 Bachelor in Interactive Media Design Icesi University – 2013	MAR510 - Communication Theory MBA510 - Organizational Behavior MAR540 - Consumer Behavior MAR525 - Interactive Marketing Communication MAR580 - Brand Management MAR520 - Marketing Management
Jhon Eric Rhenals Turriago	Specialist in Civil Procedural Law Universidad Autónoma de Bucaramanga (UNAB) – 1996 Master of Laws (LL.M.) *(Research Track)* Universidad del Norte (UNINORTE), Barranquilla, Colombia – 2012 Doctor of Philosophy (PhD) in Social and Legal Sciences Universidad Rey Juan Carlos (URJC), Madrid, Spain – 2015–2020	MAR560 - Ethics in Marketing

	Doctoral thesis awarded the highest distinction, Cum Laude, with maximum evaluation. Doctoral Candidate in Education *(Second Cohort)* Universidad de la Costa (CUC) – 2022 to Present	
Jhon Victor Vidal Durango	Doctor of Philosophy (PhD) in Technology and Innovation Management Universidad Pontificia Bolivariana – 2014–2020 *Doctoral dissertation awarded the distinction Magna Cum Laude.* Master of Science in Environmental Sciences Universidad de Cartagena – 2007–2009 Bachelor of Science in Chemical Engineering Universidad del Atlántico – 1997–2002	MAS690 - Capstone
Jey Escorcia	Bachelor's degree in public accounting Universidad de la Costa (CUC) January 2007 – November 2012 Master's degree in business administration (MBA) Universidad de la Costa (CUC) September 2018 – November 2021	ACG210 – Accounting II
Javier Sandoval	Doctor of Philosophy (PhD) in Systems and Computing *Focus: Computational Intelligence Applied to Finance* Universidad Nacional de Colombia – 2011–2016 Master of Science (MSc) in Applied Mathematics Universidad Nacional de Colombia – 2006–2008 Master's Thesis: "Evaluation of European Option Pricing Models Using Wong–Zakai Approximations"	MIB 610 – International Finance

	Master of Science (MSc) in Finance London School of Economics (LSE), London, United Kingdom – 2004–2005 *Focus: Financial Risk Modeling and Derivatives* Certificate Program: Econometrics and Derivatives London School of Economics – Summer School – 2002 Bachelor's Degree in Finance and International Relations Universidad Externado de Colombia, Bogotá, Colombia – 1997–2002	
Javier Cifuentes	Doctor of Philosophy (PhD) in Business Sciences University of Murcia, Spain *Honors: Cum Laude, with international mention*	MAR570 - New Product Development MAR640 - Entrepreneurial Marketing ECO 200 - Economics MAR550 - Database Marketing MAR525 - Interactive Marketing Communication MAR540 - Consumer Behavior MAR530 - Marketing Communications
Jairo Rafael Coronado	Doctor of Engineering and Industrial Production Polytechnic University of Valencia, Spain September 2009 – January 2016 Doctoral Thesis: *Analysis of the Effect of Complexity and Uncertainty Factors on Supply Chain Performance: Proposal of a*	MIB630 - Global Information And Supply Chain Management

	Simulation-Based Assessment Tool Distinction: Cum Laude Master of Industrial Engineering Universidad de los Andes, Bogotá, Colombia March 2006 – 2008 Master's Thesis: *Methodology for Determining Lot Sizes in Small and Medium Plastic Injection Companies* Bachelor of Industrial Engineering Universidad Tecnológica de Bolívar, Cartagena, Colombia Graduated: June 2006 Computer Engineering Corporación Universitaria de Cataluña, Bogotá, Colombia Graduated: August 2025 Master of Business Administration (MBA) *(THEPOWER)* The Power Business School, Spain March 2022 – March 2023 Entrepreneurship Program Universidad de los Andes, Colombia May 2023 Specialized Program in Prompt Engineering Vanderbilt University Issued: April 2024 Credential ID: WVRBXZNA8RVK Prompt Engineering for ChatGPT Vanderbilt University Issued: April 2024 Credential ID: UU38HQR5WWPS Diploma in Teaching Skills Universidad Tecnológica de Bolívar June – August 2008	
Jader Enrique Igirio Tesillo	Master's degree in social sciences *(Specialization in Sociology)*	SOC201 - Sociology

	Pontifical Gregorian University, Rome, Italy Degree Awarded: Master in Social Sciences Graduation Date: November 7, 2019 Bachelor's degree in biblical sciences Universidad Minuto de Dios, Colombia Degree Awarded: Biblical Scholar Graduation Date: October 21, 2017 Bachelor's degree in theology Pontificia Universidad Javeriana, Bogotá, Colombia Degree Awarded: Theologian Graduation Date: May 22, 2015	
Ivan Portnoy	Bachelor of Mechanical Engineering Universidad del Norte, Barranquilla, Colombia – 2012 Master of Science in Mechanical Engineering Universidad del Norte, Barranquilla, Colombia – 2014 Doctor of Philosophy (PhD) in Mechanical Engineering Universidad del Norte, Barranquilla, Colombia – 2020	MIB580 - Quantitative Analytical Methods

Ivan Mutis	Master of Business Administration (MBA)
	ESADE Business & Law School
	Barcelona, Spain
	
	Electrical Engineer
	Pontificia Universidad Católica de Valparaíso (PUCV), Chile
	
	Complementary Education
	
	- Business Administration
	  Faculty of Economic Science, PUCV, Chile
	- Macroeconomics
	  Faculty of Economic Sciences, PUCV, Chile
		GEB101 - Introduction To International Business
		
		MAN301 - International Business

	• Investment Project Evaluation Chilectra V Región, Chile	
Gabriela Geron Pinon	Doctor of Business Administration (Ph.D.) – *Summa Cum Laude* Universidad de Cantabria, Santander, Spain – 2012–2017 Master of Science in Quality Systems Tecnológico de Monterrey, Monterrey, NL, Mexico – 1997–2000 Bachelor of Science in Industrial and Systems Engineering – *Honorable Mention* Tecnológico de Monterrey, Monterrey, NL, Mexico – 1992–1997	MIB620 - International Competitiveness
Francisco Murdoch	Doctor of Business Administration (DBA) *(in progress)* Salem University, School of Business, West Virginia, United States – *Expected April 2026* Master of Business Administration (MBA) Fresno Pacific University, School of Graduate and Professional Studies, California, United States – 2025 Bachelor of Business Administration Dordt University, Department of Business, Iowa, United States – 2023	FIN224 – Budget Analysis
Emperador Perez	Postdoctoral Studies in Financial Engineering Atlantic International University, Honolulu, Hawaii, United States – 2024–2025 Doctorate in Business Administration (DBA) MIU City University of Miami / Marconi International University (Università degli Studi Guglielmo Marconi), Miami, Florida, United States / Rome, Italy – 2017–2019 Doctor of Philosophy (PhD) in Business Economics	MIB580 - Quantitative Analytical Methods MAR580 – Brand Management

	Atlantic International University, Honolulu, Hawaii, United States – 2014–2017 Master of Business Administration (MBA) *(Leadership for Managers concentration)* Keiser University, Fort Lauderdale, Florida, United States – 2011–2013 Bachelor of Business Administration (BBA) *(Management concentration)* Keiser University, Fort Lauderdale, Florida, United States – 2009–2011	
Elio Acosta	Doctor of Business Administration (DBA) in Marketing San Ignacio University, Miami, Florida, United States – 2023 Master of Business Administration (MBA) Nova Southeastern University, Miami, Florida, United States – 2004 Bachelor of Science in Industrial Engineering Technology Florida International University, Miami, Florida, United States – 1985	MIB510 - Foundations of Global Business
Diva Liceth Mendoza Ocasal	Doctor of Philosophy (PhD) Candidate in Applied Cognitive Neuroscience Universidad de la Costa (CUC), Barranquilla, Colombia – *In Progress* Master of Business Administration (MBA) Universidad del Norte, Barranquilla, Colombia – 2016–2019 Specialization in Organizational Psychology (Human Management) Universidad de San Buenaventura, Medellín, Colombia – 2008–2010 Bachelor's Degree in Psychology Universidad Metropolitana, Barranquilla, Colombia – 1995–2000	MAN250 – Human Resource Management
Diego Alberto Baez Palencia	Doctor of Philosophy (PhD) in Administrative Science	STA530 - Research MAR520 - Marketing Management

	Autonomous University of Occident, Mexico – 2017–2023 Master of Business Administration (MBA) National University of Colombia, Colombia – 2016–2018 Master in Marketing Management Viña del Mar University, Chile – 2011–2012 Postgraduate Degree in Econometrics Externado University of Colombia, Colombia – 2021–2022 Bachelor's degree in business administration National University of Colombia, Colombia – 2003–2009	MAR500 - Brand Management MBA530 - Business Statistics STA275 - Introduction To Statistics
Diana Margarita Garcia Leyva	Bachelor's Degree in Spanish and Literature University of the Atlantic, Barranquilla, Colombia — 2013 Master's degree in education (Emphasis in Language and Pedagogical Practices) University of the North, Barranquilla, Colombia — 2017	ENC101 – English Composition I ENC202 – English Composition II WHO 104 – World History
Danielle Nunes Pozzo	Doctor of Philosophy (PhD) in Business Administration Pontifical Catholic University of Rio Grande do Sul (PUCRS), Brazil / NEOMA Business School, France — 2013–2017 Master's degree in business administration Pontifical Catholic University of Rio Grande do Sul (PUCRS), Brazil — 2010–2012 Bachelor's degree in international business administration Southern Methodist University (Universidade Metodista do Sul), Brazil — 2006–2010	MIB510 - Foundations of Global Business MIB520 - Cross Cultural Business Communication MIB540 - International Business Environment MIB630 - Global Information and Supply Chain Management MIB650 - Global Strategic Management MIB620 - International Competitiveness

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