

# **INTER AMERICAN UNIVERSITY OF PUERTO RICO**

Inter American University is proud to offer Florida graduate students distance education graduate degrees, licensed by the Florida Department of Education's Commission for Independent Education through its Orlando Cyber Study Center, including the Master in Sciences in Computer Sciences and the Master in Business Administration (General). Although graduate students will receive their distance learning instruction primarily in Spanish in Orlando at the Cyber Study Center and at home, they will be deemed regular students of and enroll in Fajardo Campus or Metropolitan Campus of the Inter American University of Puerto Rico.

**Orlando Cyber Study Center  
Supplement to the  
Graduate Catalog**

**2012-2013**

**Volume I February, 2012 Number II**

*Published by Inter American University of Puerto Rico, PO Box 363255, San Juan, Puerto Rico 00936-3255.*

*The University will make all reasonable efforts to maintain up-to-date information in this Supplement. However, after notice via email to students, the University reserves the right to change rules, revise tuition fees, service charges, requirements for programs of study, the requirements for degrees and academic distinctions, course content and any other arrangements that might affect students whenever it deems necessary or desirable.*

*Students are responsible for reading and understanding the academic, administrative and disciplinary policies and regulations, as well as the general requirements for the degree they hope to obtain, from the moment they register in the University. They are responsible for meeting the major requirements, once they declare said major including locating and completing internships (if required by the degree program) acceptable to the University. Students deciding to change their major will be responsible for complying with the requirements in effect at the time they declare the new major.*

*Graduation requirements, as well as academic curricula and programs may change while students are registered at the University. Normally, these changes will not be applied retroactively, but students have the option of completing the new requirements. Nonetheless, when professional certifying or licensing agencies require changes for the corresponding certification or license, the necessary changes to the curricula or programs will be applicable immediately. It is the University's policy to guarantee equal opportunity to all in its educational programs, services and benefits. The University does not discriminate against anyone because of race, color, religion, sex, national origin, handicap, age, marital status, physical appearance, political affiliation or any other classification protected by the dispositions of Title IX of the Amendments to the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act or any other applicable federal or state law or regulation.*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY  
REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**



Inter American University of Puerto Rico is Accredited by  
the Commission of Higher Education of the Middle States Association  
of Colleges and Schools  
3624 Market Street, Philadelphia, PA 19104-2680  
Tel. 215-662-5606 Fax 215-662-5501  
[www.msache.org](http://www.msache.org)

The Orlando Cyber Study Center is licensed by the Commission for Independent Education,  
Florida Department of Education. Additional Information regarding this Center may be obtained  
by contacting the Commission at 325 West Gaines St. Suite 1414, Tallahassee, FL  
32399-0400, toll-free telephone number (888) 224-6684.

A Publication of the Vice Presidency for Academic and Student Affairs  
and Systemic Planning  
February 2012

# Contents

	<b>Page</b>
Directory.....	5
Board of Trustees.....	7
Principal Officers of the University.....	8
Administrative Personnel.....	9
Academic and Administrative Calendars .....	19
Tuition, Fees and Other Charges Applicable to the Orlando Cyber Study Center .....	23
General Information .....	27
History of the University .....	27
Governance.....	27
Academic Degrees.....	28
Goals of the University.....	28
Religious Life Policy .....	30
University Anti-hazing Policy .....	32
Associations.....	33
Service members Opportunity College (SOC) .....	33
Educational Resources.....	34
Information Access Center (Library).....	34
Publications .....	34
Alumni Association .....	35
Description of the Orlando Cyber Study Center.....	35
Academic Information.....	35
Distance Learning.....	35
Objectives of Distance Learning.....	36
Technologies and Media Used in Distance Learning .....	36
Proctored Evaluations .....	36
Interactive Videoconference .....	37
Video Courses .....	37
Courses on Line .....	37
Internet Courses.....	37
Combined Study Courses .....	37
Service of the Registrar .....	38
Registration and Program Changes.....	38
University Policy Regarding Students and Alumni Directory .....	39
Student Records.....	40
Diplomas.....	40
Change of Address.....	40
Class Attendance .....	41
Withdrawal from the University.....	41
Discontinuation of Academic Offerings .....	41
Withdrawal of a Course from the Schedule .....	42
Course Load.....	42
Repeating Courses .....	42
Auditing Courses .....	43
Study in Other Institutions of Higher Education .....	43
Grading System .....	43
Change of Grades Request.....	44

Administrative Action Symbols .....	44
Grievance Policy .....	45
Student Services and Activities .....	45
Institutional Scholarships .....	45
Perkins Federal Loan (formerly NDLS) .....	45
Federal Stafford Loan .....	46
Federal Work Study Program .....	46
Study Benefit Time Limits for Veterans and Beneficiaries .....	46
Veterans' Service.....	46
Academic Information for Master Degree Programs.....	47
Admissions Procedure for Master Degree Programs .....	47
Conditional Admission .....	48
Admission of Undergraduates to Master Degree Courses .....	48
Expiration Norm for Graduate Courses .....	48
Readmission to Master Degree Programs.....	49
Maintenance of Active Status in Master Degree Programs .....	49
Admission of Transfer Students to Master Programs .....	49
Requirements for Satisfactory Academic Progress in Master Degree Programs.....	49
Internship Programs.....	52
Application for Graduation.....	52
Institutional Graduation Requirements for Master Degree Programs.....	52
Graduate (Master) Degree Programs .....	53
Master in Sciences (M.S.) in Computer Sciences-Code .....	53
Course Descriptions, Faculty & Learning Resources (Computer Sciences).....	55
Master Degree in Business Administration-Code .....	62
Course Descriptions, Faculty & Learning Resources (Business Administration) .....	64
Index .....	71

# Directory

## **CENTRAL OFFICE**

Inter American University  
Urb. Jardines Metropolitanos  
399 Calle Galileo  
San Juan, Puerto Rico 00927-4517  
\*PO Box 363255  
San Juan, Puerto Rico 00936-3255  
Tel. (787) 766-1912  
[www.inter.edu](http://www.inter.edu)

## **Orlando Cyber Study Center**

Inter American University  
\*Orlando Cyber Study Center  
13574 Village Park Dr. Suite 150  
Orlando, FL 32837  
[www.orlando.inter.edu](http://www.orlando.inter.edu)

## **INSTRUCTIONAL UNITS**

### **AGUADILLA CAMPUS**

Inter American University  
Barrio Corrales, Sector Calero  
Aguadilla, Puerto Rico  
\*PO Box 20000  
Aguadilla, Puerto Rico 00605-9001  
Tel. (787) 891-0925  
[www.aguadilla.inter.edu](http://www.aguadilla.inter.edu)

### **ARECIBO CAMPUS**

Inter American University  
Highway #2, Km. 80.4  
Bo. San Daniel, Sector Las Canelas  
Arecibo, Puerto Rico  
\*PO Box 144050  
Arecibo, Puerto Rico 00614-4050  
Tel. (787) 878-5475  
[www.arecibo.inter.edu](http://www.arecibo.inter.edu)

### **BARRANQUITAS CAMPUS**

Inter American University  
Barrio Helechal, Highway 156  
Intersection 719  
Barranquitas, Puerto Rico  
\*PO Box 517  
Barranquitas, Puerto Rico 00794-0517  
Tel. (787) 857-3600  
[www.br.inter.edu](http://www.br.inter.edu)

## **BAYAMON CAMPUS**

Inter American University  
Bo. Cerro Gordo  
\*500 Highway John Will Harris  
Bayamón, Puerto Rico 00957-6257  
Tel. (787) 279-1912  
<http://bc.inter.edu>

### **School of Aeronautics**

Inter American University  
Fernando L. Rivas Dominicci Airport  
Isla Grande, Puerto Rico  
Tel. (787) 724-1912  
<http://bc.inter.edu>

## **FAJARDO CAMPUS**

Inter American University  
Calle Unión-Batey Central  
Highway 195  
Fajardo, Puerto Rico  
\*PO Box 70003  
Fajardo, Puerto Rico 00738-7003  
Tel. (787) 863-2390  
<http://fajardo.inter.edu>

## **GUAYAMA CAMPUS**

Inter American University  
Barrio Machete  
Highway 744, Km. 1.2  
Guayama, Puerto Rico  
\*PO Box 10004  
Guayama, Puerto Rico 00785-4004  
Tel. (787) 864-2222  
<http://guayama.inter.edu>

## **METROPOLITAN CAMPUS**

Inter American University  
Highway 1, Km. 16.3  
Corner Francisco Sein St.  
Río Piedras, Puerto Rico  
\*PO Box 191293  
San Juan, Puerto Rico 00919-1293  
Tel. (787) 250-1912  
[www.metro.inter.edu](http://www.metro.inter.edu)

**Inter American University**  
**Trimester Program in English**  
Highway 1, Km. 16.3  
Corner Francisco Sein St.  
Rio Piedras, Puerto Rico  
\*PO Box 191293  
San Juan, Puerto Rico 00919-1293  
Tel. (787) 758-0837  
**www.metro.inter.edu**

**PONCE CAMPUS**  
Inter American University  
Turpo Industrial Park  
Mercedita, Puerto Rico  
\*Turpo Industrial Park  
Mercedita, Puerto Rico 00715-1602  
Tel. (787) 284-1912  
**http://ponce.inter.edu**

**SAN GERMAN CAMPUS**  
Inter American University  
\*PO Box 5100  
San Germán, Puerto Rico 00683-9801  
Tel. (787) 264-1912  
**www.sg.inter.edu**

**SCHOOL OF LAW**  
Inter American University  
170 Federico Costa  
Sector Tres Monjitas  
Hato Rey, Puerto Rico  
\*PO Box 70351  
San Juan, Puerto Rico 00936-8351  
Tel. (787) 751-1912  
**www.derecho.inter.edu**

**SCHOOL OF OPTOMETRY**  
Inter American University  
\*500 Highway John Will Harris  
Bayamón, Puerto Rico 00957  
Tel. (787) 765-1915  
**www.optonet.inter.edu**

\*Mailing address

# Board of Trustees

May, 2011

## Officers

Luis Plaza Mariota, J.D., LL.B., Chairman, Attorney; Resident of Guaynabo, Puerto Rico.  
Antonio C. Rosario Soto, M.B.A., Vice Chairman, Businessman (Retired); Resident of San Juan, Puerto Rico.  
Enrique Sigas Santa Cruz, B.B.A., J.D., Secretary, Attorney; Resident of Bayamón, Puerto Rico.  
Aida Nilda Molinary de la Cruz, J.D., Assistant Secretary, Judge of the Ethics Commission of the Supreme Court of Puerto Rico; Resident of San Juan, Puerto Rico.  
Antonio R. Pavía Biblióni, B.B.A., Treasurer, Businessman; Resident of San Juan, Puerto Rico.  
José R. Muñoz Ávila, B.B.A., M.B.A., Assistant Treasurer Senior Vice President Eurobank; Resident of Guaynabo, Puerto Rico.

## Other Members

Ramón Ayala Cuervos, J.D., Attorney and Ordained Minister; Resident of San Juan, Puerto Rico.  
Aurealis T. Báez Pizarro, Psy.D., M.P.H., Neuropsychologist; Resident of San Juan, Puerto Rico.  
Francisco A. Colón Cruz, M.S., LL.B., Attorney; Resident of San Juan, Puerto Rico.  
Gloria Cordero González, B.A., M.A., Ed.D., Educator (Retired); Resident of Toa Baja, Puerto Rico.  
Jorge Farinacci Graziani, B.A., Businessman; Resident of Guaynabo, Puerto Rico.  
Manuel J. Fernós López-Cepero, J.D., LL.M. President of the University; Resident of San Juan, Puerto Rico.  
Amadeo I. D. Francis Smith, M.Sc., M.P.A., Public Servant (Retired); Resident of San Juan, Puerto Rico.  
Jorge L. Fuentes Benejam, B.S.M.E., Contract Engineer; Resident of Dorado, Puerto Rico.  
Aníbal González Irizarry, B.B.A., J.D., Professor of Communications (Retired); Resident of Guaynabo, Puerto Rico.  
Dennis W. Hernández Santiago, B.S.C.E., M.S.C.E., Contract Engineer; Resident of Dorado, Puerto Rico.  
Pedro M. Mayol Serrano, M.D., Pediatric Pulmonologist; Resident of Guaynabo, Puerto Rico.  
Juan José Pérez Alda, B.A., M.Th., , Minister of Presbyterian Church (Retired), Resident of Bayamón, Puerto Rico.  
Felipe Piazza Vázquez, B.B.A., Minister, Businessman (Retired); Resident of Guaynabo, Puerto Rico.  
Víctor Rivera Hernández, M.A.P., J.D., Attorney; Resident of San Juan, Puerto Rico.  
Luis A. Rodríguez Pagán, B.B.A., Businessman; Resident of San Juan, Puerto Rico.

Gloria Santaella Parés de Figueroa, M.D., Anesthesiologist (Retired); Resident of San Juan, Puerto Rico.

Eneida Sierra Corredor, M.S., Consultant; Resident of Luquillo, Puerto Rico.

## **Emeriti Trustees**

Pedro Javier Boscio, M.P.A., H.D., Educator (Retired); Resident of Cabo Rojo, Puerto Rico

## **Office of the Board of Trustees**

\*Magdiel Narváez Negrón, B.A., M.A.R., J.D., D.E.A., Executive Director of the Office of the Board, San Juan, Puerto Rico.\*

\*The Executive Director is not a Trustee of the Institution.

# **Principal Officers of the University**

## **Central Office**

MANUEL J. FERNÓS, LL.M., President of the University

AGUSTÍN ECHEVARRÍA SANTIAGO, J.D., Vice President for Academic and Student Affairs and Systemic Planning

LUIS R. ESQUILÍN HERNÁNDEZ, M.B.A., Vice President for Financial Affairs, Administration and Services

NORBERTO DOMÍNGUEZ, M.Div., Vice President for Religious Affairs

TOMÁS M. JIMÉNEZ MENÉNDEZ, M.A., Executive Director of Office of the President

SONNYBEL ZENO DE RAMOS, B.A., Executive Assistant to the President

ROSA D. MELÉNDEZ CARTAGENA, M.S., Executive Director, Office of Promotion, Marketing and Student Recruitment

ROSA D. MELÉNDEZ CARTAGENA, M.S., Executive Director, Office of Press, Circulation and Public Relations

LORRAINE JUARBE SANTOS, J.D., Director of the Juridical Adviser's Office

VLADIMIR ROMÁN ROSARIO, J.D., A.S.C. Comparative Law, Executive Director Juridical Adviser's Office for Federal and Labor Affairs and Chief Compliance Officer

ELIZABETH SCALLEY, Ph.D., Executive Director of the Evaluation and Systemic Research Office

JOSSIE SALGUERO PECUNIA, B.S., Executive Director of Information and Telecommunications

MAGGIE COLÓN ORELLANO, M.B.A., Executive Director of Human Resources

## **Administrative Personnel**

### **Orlando Cyber Study Center**

LUIS R. SÁNCHEZ SANTIAGO, M.S., Executive Director

### **Aguadilla Campus**

ELIE AURELIEN AGÉSILAS, Ph.D., Chancellor  
NILSA ROMÁN FERRER, M.B.A., Acting Dean of Studies  
ISRAEL AYALA, M.S., Dean of Administration  
ANA C. MELÓN, M.A., Dean of Students  
NEREIDA RAMOS, M.B.A., Director of Evening and Saturday Program  
NAYDA SOTO, M.A., Assistant Dean of Students  
RAÚL JUAN RIVERA, M.B.A., Assistant Dean of Administration  
RAÚL MENDOZA, M.B.A., Executive Assistant to the Chancellor  
MYRIAM MARCIAL, M.B.A., Manager of Registration  
LUIS CORTÉS, M.B.A., Director of Continuing Education  
MONSERRATE YULFO, M.S., Director of the Information Access Center  
GLADYS ACEVEDO, M.A., Director of the Professional Orientation Center  
GLORIA CORTÉS, B.A., Financial Aid Director  
YANIRA GONZÁLEZ, B.B.A., Bursar  
DORIS PÉREZ, M.B.A., Director of Admissions  
MARÍA E. PÉREZ, M.B.A., Registrar  
NÉSTOR RAMÍREZ SOTO, M.B.A., Director of Promotion and Recruitment  
YAMILETTE PRÓSPER, M.A., Director of Education Program I  
FRANCISCO GONZÁLEZ, M.A., Director of Religious Life Office  
LISSETTE MORALES, M.A., Director of Certificate Programs  
JOSÉ R. AREIZAGA GARCÍA, M.B.A., Human Resources Director  
IVONNE ACEVEDO, M.A., Director of Educational Services Program  
MAYRA ROZADA, M.A., Director of Upward Bound Program  
SACHA RUIZ, M.Ed., Development Director

### **Academic Departments of the Aguadilla Campus**

ELIDINE GONZÁLEZ PÉREZ, M.A., Department Chair of Economic Sciences and Management  
ROSA GONZÁLEZ RIVERA, M.S., Department Chair of Sciences and Technology  
RAMONITA ROSA ROSARIO, M.A., Department Chair of Education and Humanistic Studies  
LOURDES OLAVARRÍA SOTO, Ph.D., Department Chair of Health Sciences  
ARIS ROMÁN SILVA, Ph.D., Director of Graduate Program  
RICARDO BADILLO GRAJALES, M.A., Department Chair of Social and Behavioral Sciences

### **Arecibo Campus**

RAFAEL RAMÍREZ RIVERA, Ed.D., Chancellor

ANNETTE VEGA RODRÍGUEZ, Ed.D., Dean of Studies  
WANDA BALSEIRO CHACÓN, M.A., Associate Dean of Studies  
WANDA I. PÉREZ RAMÍREZ, B.B.A., Dean of Administration  
ILVIS AGUIRRE FRANCO, M.A., Dean of Student Affairs  
MINERVA RIVERA NIEVES, B.B.A., Associate Dean of Administration  
ENID ARBELO CRUZ, M.P., Executive Assistant to the Chancellor  
CARMEN COSTA COLMENEROS, M.A.E., Executive Assistant for the Evening and  
Saturday Program  
SARA ABREU VÉLEZ, M.L.S., Director of the Information Access Center  
NYDIA DELGADO SERRANO, M.A., Director of the Guidance and Counseling Center  
JUAN C. RODRÍGUEZ RODRÍGUEZ, M.B.A., Promotion and Recruitment Officer  
AMÍLCAR S. SOTO QUIJANO, M. A., Director of Religious Life Office  
BRENDA ROMÁN UBIÑAS, M.P.A., Director of the Adult Higher Education Program  
GLORIA RODRÍGUEZ ROMERO, M.B.A., Director of External Resources

### **Registration Services Management**

CARMEN MONTALVO LÓPEZ, M.B.A., Manager of Student Services  
CARMEN L. RODRÍGUEZ MARTÍNEZ, M.B.A., Registrar  
RAMÓN O. DE JESÚS MARTÍNEZ, B.A., Financial Aid Director  
VÍCTOR MALDONADO DELGADO, B.B.A., Bursar  
PROVI MONTALVO BONILLA, M.A., Director of Admissions

### **Academic Departments of the Arecibo Campus**

ELBA TORO DE DÍAZ, M.B.A., Department Chair of Economic and Administrative  
Sciences  
LOURDES CARRIÓN PAGÁN, M.S.W., Department Chair of Social Sciences  
HÉCTOR PAGÁN ROMÁN, M.S., Department Chair of Sciences and Technology  
MAGDA VÁZQUEZ BRENES, M.S., Department Chair of Education  
FRANCES CORTÉS BELLO, Ed.D., Department Chair of Nursing  
MARÍA L. DELGADO FERNÁNDEZ, M.Ed., Director of the Department of Humanistic  
Studies  
JOSUÉ RAMOS GIRAUD, M.S., CRNA, Director of Graduate Program of Science in  
Anesthesia  
RAMONITA DE LOURDES DÍAZ JIMÉNEZ, Ed.D., Director of Graduate Program in  
Education

### **Barranquitas Campus**

IRENE FERNÁNDEZ APONTE, Ph.D., Chancellor  
PATRICIA ÁLVAREZ SWIHART, Ed.D., Dean of Studies  
ARAMILDA CARTAGENA SANTIAGO, M.A., Dean of Students  
JOSÉ E. ORTIZ ZAYAS, M.S., Dean of Administration  
LYDIA ARCE RODRÍGUEZ, M.A., Registration Manager  
ISRAEL RIVERA MONTESINOS, M.A., Director of Extracurricular Activities

JOSÉ E. RODRÍGUEZ GARCÍA, M. Div., Director of the Religious Life Office  
ANA I. COLÓN ALONSO, B.A., Director of Promotion and Recruitment  
AIXA SERRANO FEBO, M.B.A., Director of Education Extension Program  
CLARIBETTE RODRÍGUEZ RIVERA, Ed. D., Director of the Information Access Center  
VÍCTOR SANTIAGO ROSADO, M.B.A., Director of Human Resources and Finance  
ALEX ABRIL TORRES, M.S., Director of the Information System

### **Management of Registration Services**

EDUARDO FONTÁNEZ COLÓN, M.B.A., Financial Aid Director  
EDGARDO CINTRÓN VEGA, B.A., Director of Admissions  
SANDRA MORALES RODRÍGUEZ, B.A., Registrar  
ANTONIO J. ROSARIO RIVERA, B.A., Bursar

### **Academic Departments of the Barranquitas Campus**

CARMEN I. GONZÁLEZ GONZÁLEZ, M.A., Department Chair of Business Administration  
WILSON LOZANO ROLÓN, M.S., Department Chair of Sciences and Technology  
DAMARIS COLÓN RIVERA., M.S.N., Department Chair of Health Sciences  
FILOMENA CINTRÓN SERRANO, Ph.D., Department Chair of Education, Social Sciences and Humanistic Studies

### **Bayamón Campus**

JUAN MARTÍNEZ RODRÍGUEZ, M.E., Chancellor  
CARLOS J. OLIVARES PACHECO, Ph.D., Dean of Studies  
IRMA L. ALVARADO ZAYAS, Ph.D., Associate Dean of Studies  
GEMA C. TORRES SÁNCHEZ, J.D., Dean of Students  
LUIS M. CRUZ, M.B.A., Dean of Administration  
SERAFÍN RIVERA TORRES, M.A., Associate Dean of Administration  
ARMANDO RODRÍGUEZ, Ph.D., Dean of Research  
ANTONIO L. PANTOJA SERRANO, M.B.A., Executive Assistant to the Chancellor  
JAIME COLÓN BARRIOS, M.B.A., Director of Development  
EDWIN RIVERA CORDERO, B.S., Director of the Information and Telecommunications Center  
MAGALI PALMER, M.Ed., Director of the Orientation Program  
SANDRA ROSA, M.A., Director of the Information Access Center  
CARMEN I. PÉREZ, M. Div., Director of the Religious Life Office

### **Management of Registration Services**

IVETTE NIEVES, M.P.A., Manager of Registration Services  
CARLOS ALICEA, M.Ed., Director of Admissions  
EDDIE AYALA, M.A., Registrar  
LOURDES ORTÍZ, M.B.A., Bursar

## **Schools and Academic Departments of Bayamon Campus**

### **SCHOOL OF AERONAUTICS**

JORGE CALAF CLOUTHIER, M.B.A., Dean

### **SCHOOL OF ENGINEERING**

JAVIER QUINTANA MÉNDEZ, Ph.D., Dean

RUBÉN FLORES FLORES, M.S., Department Chair of Electric Engineering

HERIBERTO BARRIERA VIRUET, Ph.D., Department Chair of Industrial Engineering

AMÍLCAR RINCÓN CHARRIS, M.E., Department Chair of Mechanical Engineering

### **ACADEMIC DEPARTMENTS**

JOSÉ A. RODRÍGUEZ ORTEGA, M.S., Department Chair of Information Technology

ESTHER MOURE Y DE ARMAS, M.B.A., Department Chair of Business Administration

RUTH HERNÁNDEZ RÍOS, M.A., Department Chair of Communications

OMAR CUETO TORO, Ph.D., Department Chair of Natural Sciences and Math

LAURA RÍOS RODRÍGUEZ, M.A., Department Chair of Humanistic Studies

EVELYN CROUCH RUIZ, Ph.D., Department Chair of Health Sciences

## **Fajardo Campus**

ISMAEL SUÁREZ, Ed.D., Chancellor

PAULA SAGARDÍA OLIVERAS, Ed.D., Dean of Studies

LYDIA E. SANTIAGO ROSADO, M.B.A., Dean of Administrative Affairs

HILDA VELÁZQUEZ DIAZ, M.A., Dean of Student Affairs

RAFAEL HIRALDO, M. Div., Ph.D., Director of the Religious Life Office

ANGIE E. COLÓN PAGÁN, M.L.S., Director of the Information Access Center

BETZAIDA COLÓN DÍAZ, M.A., Director of Upward Bound Program

HILDA L. ORTIZ BARBOSA, M.A., Director of Planning and External Resources

YOLANDA RAMOS ALVARADO, M.A., Director of Continuing Education

### **Management of Registration Services**

VERÓNICA VELÁZQUEZ SANTIAGO, M.A., Manager of Registration Services

ABIGAÍL RIVERA RIVERA, B.A., Register

ADA CARABALLO CARMONA, B.A., Director of Admissions

MARILYN MARTÍNEZ ALICEA, B.B.A., Director of Financial Aid

PORFIRIO CRUZ CHONG, B.B.A., Bursar

### **Academic Departments of Fajardo Campus**

WILFREDO DEL VALLE, M.B.A., Department Chair of Business Administration

IRMA L. MORALES, M.A., Department Chair of Sciences and Technology

LOURDES PÉREZ DEL VALLE, M.A., Department Chair of Humanities

PORFIRIO MONTES OLMEDA, Ed.D., Department Chair of Education and Social Sciences

## **Guayama Campus**

CARLOS E. COLÓN, M.A., Chancellor  
ÁNGELA DE JESÚS ALICEA, Ph.D., Dean of Studies  
NÉSTOR A. LEBRON TIRADO, M.A., Director of Administration  
ROSA J. MARTÍNEZ, Ph.D., Dean of Students  
JOSÉ A. ROMERO, M.A., Director of Distance Learning Program  
NITZA J. TORRES SÁNCHEZ, J.D., Director of the Office of Evaluation and Development  
ESTEBANÍA BÁEZ MARRERO, M. Div., Acting Director of the Religious Life Office  
LUZ A. ORTIZ RAMÍREZ, M.B.A., Director of Marketing and Promotion  
EDNY SANTIAGO, M.L.S., Director of the Information Access Center  
CARMEN G. RIVERA DE JESÚS, J.D., Director of the Adult Higher Education Program  
MARIA MARES, M.B.A., Director of Human Resources

### **Management of Registration Services**

EILEEN RIVERA RIVERA, M.B.A., Manager of Registration Services  
LUIS A. SOTO RIVERA, B.B.A., Registrar  
LAURA E. FERRER SÁNCHEZ, M.A., Director of Admissions  
JOSÉ A. VECHINI RODRÍGUEZ, M.B.A., Financial Aid Director  
TERESSA MANATU, M.B.A., Bursar

### **Academic Departments of the Guayama Campus**

RAY ROBLES TORRES, Ph.D., Department Chair of Education, Social Sciences and Humanistic Studies  
ROSALÍA MORALES COLÓN, Ed.D., Department Chair of Business Administration  
MINERVA MULERO LÓPEZ, Ed.D., Department Chair of Health Sciences  
CARMEN J. TORRES TORRES, M.S., Department Chair of Natural Sciences and Technology  
MAYRA E. LABOY RODRÍGUEZ, M.S.N., Associate Director of Ryder Extension Project.

## **Metropolitan Campus**

MARILINA WAYLAND, M.S., Chancellor  
MIGDALIA TEXIDOR, M.A., M.T. (ASCP) Dean of Studies  
CARMEN A. OQUENDO, Ph.D., Dean of Students  
JIMMY CANCEL, M.B.A., Dean of Administration  
DÉBORA HERNÁNDEZ, Ph.D., Dean of the Research and Institutional Studies Center  
EDUARDO ORTIZ, M.S., Director of the Information and Telecommunications Center  
REINALDO ROBLES, M.B.A., Director of Marketing and Student Promotion  
RAMON AYALA DIAZ, M.B.A., Director of International Relations of Office  
BEATRICE RIVERA, M.A., Director of the University Guidance Program  
JANIES OLIVIERI CAMPOS, M.B.A., Director of Admissions  
ROSA M. PIMENTEL, M.L.S., Director of the Information Access Center

ARELIS CARDONA, M.Div., Director of the Religious Life Office  
DALIANA MURATTI, Ed.D., Director of Trimester Program in English  
WILMA TORRES FIGUEROA, M.B.A., Director of the Office of Human Resources

### **Registration Services Management**

LUIS ENRIQUE RUIZ, B.A., Manager of Registration Services  
LISETTE RIVERA, M.A., Registrar  
GLENDA DÍAZ, M.A., Financial Aid Director  
CARMEN B. RIVERA, M.B.A., Bursar

### **Academic Divisions of the Metropolitan Campus**

#### **DIVISION OF ECONOMIC AND ADMINISTRATIVE SCIENCES**

FREDERIK VEGA, LL.M., Dean  
MYRNA M. REYES, M.B.A., Director of the School of Management

#### **DIVISION OF HUMANISTIC STUDIES**

OLGA SÁNCHEZ DE VILLAMIL, Ph.D., Dean  
DYALMA GONZÁLEZ, M.A., Department Chair of the Liberal Arts Department  
PEDRO GONZÁLEZ, Ph.D., Department Chair the History Department  
LUIS MAYO, Ph.D., Director of the School of Languages  
MIGUEL CUBANO MERCADO, Ed.D., Department Chair of Popular Music

#### **DIVISION OF SCIENCE AND TECHNOLOGY**

IZANDER ROSADO LOZADA, Ph.D., Dean  
AGNES DUBEY, Ed.D. Department Chair of Natural Sciences  
MARTA ROSAS DE CANCIO. M.S., Department Chair of Computer Sciences and Math  
IDA MEJÍAS, Ph.D., MT(ASCP), Department Chair of Medical Technologist

#### **DIVISION OF EDUCATION AND BEHAVIORIAL PROFESSIONS**

CARMEN COLLAZO, Dean

#### **SCHOOL OF CRIMINAL JUSTICE**

LUIS A ACEVEDO, J.D., Director

#### **SCHOOL OF NURSING**

AUREA AYALA, D.N.Sc., Director

#### **SCHOOL OF THEOLOGY**

ÁNGEL VÉLEZ, Ed.D, Ph.D, Director

## **SCHOOL OF EDUCATION**

MARÍA DELIA RUBERO, Ph.D., Directora

## **ESCUELA DE PSYCOLOGY**

JAIME SANTIAGO, Ph.D., Director

## **SCHOOL OF SOCIAL WORK**

ELIZABETH MIRANDA, Ph.D., Directora

## **Ponce Campus**

VILMA COLÓN, Ed.D., Chancellor

DIANA RIVERA, M.B.A., Executive Assistant

JACQUELINE ÁLVAREZ, Ph.D., Dean of Studies

OMAYRA CARABALLO, Ed.D., Associate Dean of Studies

VÍCTOR FELIBERTY, B.S.I.E., Dean of Administration

DIOSDADA COLÓN, M.A., Assistant Dean of Administration

EDDA R. COSTAS VÁZQUEZ, M.A., Dean of Students

MARÍA GALARZA, M.B.A., Associate Dean of Educational Extension Program

IVONNE COLLAZO, M.B.A., Assistant Dean of Administration

DILIA RODRÍGUEZ, M.Ed., Assistant Dean of Development and Student Welfare

ALMA I. RÍOS, M.B.A., Assistant Dean of the Resource Learning Center

EVELYN CASTILLO, M.H.R., Assistant Dean of Licensing and Accreditation

RAFAEL SANTIAGO, M.B.A., Manager of Academic Services

ANSELMO ÁLVAREZ, M.P., Director of Evaluation and Strategic Planning

YINAIRA SANTIAGO, M.B.A., Director of Marketing

LUCY I. ROSARIO, M.Div., Director of the Religious Life Office

HÉCTOR MARTÍNEZ, M.Ed., Director of Guidance Center

MARÍA M. SILVESTRINI, M.L.S., Director of the Information Access Center

ROLANDO J. MÉNDEZ, B.B.A., Public Relations Officer

## **Registration Services Management**

MIRIAM MARTÍNEZ CORREA, M.A., Manager of Registration

FRANCO L. DÍAZ, M.B.A., Director of Admissions

MARÍA DEL C. PÉREZ, M.A. Registrar

NILDA RODRÍGUEZ, B.B.A., Bursar

DEBRA M. MARTÍNEZ, B.S., Financial Aid Director

## **Directors of Academic Departments of the Ponce Campus**

ORLANDO GONZÁLEZ CHÈVERE, Ed.D., Department Chair of Humanistic and Pedagogical Studies

MANUEL BAHAMONDE, Ph.D., Department Chair of Social and Behavioral Sciences

LOURDES DÍAZ, M.S., Department Chair of Science and Technology  
MARÍA P. GALARZA, M.B.A., Department Chair of Business Administration  
NAHIR E. SOTO, O.D., Health Sciences Academic Coordinator  
KATHERINE RIVERA, D.P.T., Health Sciences Academic Coordinator  
BENJAMÍN LÓPEZ, Ph. D., Health Sciences Academic Coordinator  
LILLIAM LABOY, D.B.A., Director of Graduate Studies  
MARÍA A. VÉLEZ, M.A., Director of Educational Program

## **San Germán Campus**

AGNES MOJICA, M.A., Chancellor  
NYVIA ALVARADO, Ph.D., Dean of Studies  
FRANCES CARABALLO, M.B.A., Dean of Administration  
EFRAÍN ANGLERÓ, M.A., Dean of Student Affairs  
LIGIA ARCE, M.A., Director of Guidance  
SARA SALIVA GUILLOT, M.Div., Director of Religious Life Office and Spiritual Welfare  
MARÍA MORALES, M.B.A., Director of Research and Planning  
DORIS ASECIO, M.A.L.S., Director of the Information Access Center  
EVA GARCÍA, M.A., Director of the Continuing Education Program  
CELIA GONZÁLEZ, M.B.A., Director of Promotion, Recruitment and Marketing  
ENID CRUZ, M.A., Coordinator of the Adult Higher Education Program  
MILDRED DE SANTIAGO, M.A., Director of Development and External Resources  
MARÍA G. MARTÍNEZ, M.A., Manager of Students Services  
CARLOS E. IRIZARRY GUZMÁN, D.B.A., Director of the Center for Graduate Studies  
MILDRED ORTIZ, M.A., Director of Technical Studies  
ROGELIO TORO, M.B.A., Director of Information Technology Center  
CARMEN JUSINO PONCE, M.A., Director of the Center for Technological Studies  
MILDRED DE SANTIAGO, M.A., Director Office of Evening and Saturday Services  
ENID CRUZ, M.A., Director of the Adult Higher Education Program  
EVA GARCÍA, M.A., Director of Continuing Education Program  
EVELYN TORRES, Human Resources Manager

## **Registration Services Management**

MARÍA G. MARTÍNEZ, B.A., Manager of Registration Services  
MILDRED CAMACHO, M.A., Director of Admissions  
AIDA COLLAZO DE CINTRÓN, B.A., Registrar  
MARÍA INÉS LUGO, B.B.A., Financial Aid Director  
CARLOS SEGARRA, B.A., Bursar

## **Academic Departments of the San German Campus**

ZAYRA GUASP, Ph.D., Department Chair of Social Sciences and Liberal Arts  
MARTA VIADA, Ph.D., Department Chair of Languages and Literature  
MILSA MORALES, Ph.D., Department Chair of Entrepreneurial and Management Sciences  
MIRIAM PADILLA, Ed.D., Department Chair of the Education and Physical Education

ELBA T. IRIZARRY, Ed.D., Director of Graduate Program  
ANGELA M. GONZÁLEZ, Ph.D., Department Chair of Biology, Chemistry and  
Environmental Sciences  
PEDRO J. JAVIER, Ph.D., Department Chair of Math and Applied Sciences  
ILEANA ORTIZ, M.S.N., Department Chair of Health Sciences  
SAMUEL ROSADO NAZARIO, M.S., Department Chair of Arts

## **PROFESSIONAL SCHOOLS**

### **School of Law**

LUIS M. NEGRÓN PORTILLO, LL.M., Dean  
EVELYN BIENVENUTTI TORO, LL.M., Dean of Studies  
HERIBERTO SOTO, J.D., Dean of Administration  
MARILUCY GONZÁLEZ, J.D., Dean of Student Affairs  
MARÍA DE LOURDES RIVERA, M.B.A., Registrar  
ROSYVEE GUZMÁN, M.A., Professional Counselor  
SAMUEL SÁNCHEZ ESTRADA, B.B.A., Bursar  
RICARDO J. CRESPO NEVÁREZ, B.B., Financial Aid Director  
ÁNGELA RIVERA, B.A., Admissions Officer  
SHEILA TORRES, M.B.A., External Resources Officer  
LUIS BORRI, M.Div., M.R.E., Director of the Religious Life Office  
CARMEN PILAR LÓPEZ ARGÜELLES, J.D., Director of the Legal Continuing  
Education Program  
HECTOR R. SÁNCHEZ FERNÁNDEZ, J.D., Director of the Information Access Center  
ROSABELLE PADÍN BATISTA, J.D., Director of the Legal Assistance Clinic

### **School of Optometry**

ANDRÉS PAGÁN FIGUEROA, O.D., M.P.H., Dean  
JOSÉ DE JESÚS, O.D., M.A., Ph.D., Dean of Studies  
IRIS CABELLO RIVAS, O.D., Associate Dean of Student Affairs  
FRANCISCO RIVERA, M.B.A., Dean of Administration  
DAISY RAMPOLLA, O.D., Executive Assistant to the Dean/Director of Continuing  
Education  
JOHN MORDI, Ph.D., Director of Basic Sciences  
DAMARIS PAGÁN O.D. M.P.H., Director of Clinical Sciences  
ÁNGEL ROMERO, O.D., Director of Academic Affairs  
MANUEL CONDE SEIJO, O.D., Director of the Department of Patient Care  
ILEANA VARGAS, Director of Religious Life Office and Spiritual Welfare  
DAMARIS SÁNCHEZ, Administrative Affairs Official  
HÉCTOR SANTIAGO CHAMORRO, O.D., Ph.D., Research Director  
LOURDES M. NIEVES PÉREZ, B.B.A., Director of Financial Aid  
JOSÉ COLÓN PAGÁN, B.A., Director of Admissions  
JUAN L. GALARZA, O.D., Director of the Residency Program  
WILMA MARRERO ORTIZ, M.L.S., Director of the Information Access Center

MARÍA JULIA AULET, M.S., Director of Development  
DORIS ANTUNEZ O.D., Director of Continuing Education

## Academic and Administrative Calendars

The following calendar applies with exceptions not relevant to the Orlando Study Center to all University campuses, schools and centers. These calendars are subject to change if extraordinary situations occur. For news concerning any such circumstances and additional information, students must visit [www.inter.edu](http://www.inter.edu).

### FIRST SEMESTER 2012-2013 (2013-10)

June 1–September 6	Disbursement Memo
March 1– August 11	Course selection and registration payment
August 11	Last day for dropping courses (partial withdrawal) with 100% tuition refund (not including fees)
August 11	Last day for dropping all courses (total withdrawal) with 100% tuition refund (including fees)
August 13	Classes begin
August 13-16	Late registration and class changes
August 20	Cancellation of courses for students that have not paid registration
August 20	Last day for dropping courses (partial withdrawal) with 75% tuition refund
August 27	Last day for dropping courses (partial withdrawal) with 50% tuition refund
September 3	Holiday: Labor Day
September 5	Last day for Administration to do registration changes
September 7	Initial accreditation of aid to students
September 8	Second accreditation and reimbursement
September 11-12	Checks delivered to students
October 12	Holiday: Columbus Day
October 15	Midterm, last day for the faculty to report the removal of incompletes from the previous semester or summer sessions
November 9	Last day to apply for graduation at the end of this semester
November 9	Last day for the administration of Graduated Comprehensive Examination
November 12	Holiday: Veterans' Day
November 22-24	Thanksgiving Recess
December 8	Last day to withdraw from individual or all courses with "W" and to report errors in previous term grades
December 8	Last day of class
December 9	Study period
December 10-15	Final examinations
December 19	Last day for faculty to enter final grades in the "Interweb Roll book"
December 22 - January 9	Christmas Recess

### SECOND SEMESTER 2012-2013 (2013-30)

October 1-February 12	Disbursement Memo
October 1-January 19	Course selection and registration payment
January 21	Holiday: Martin Luther King's Birthday
January 18	Last day for dropping courses (partial withdrawal)

January 18	with 100% tuition refund (not including fees) Last day for dropping courses (total withdrawal) with 100% tuition refund (including fees)
January 21	Holiday: Martin Luther King's Birthday
January 22	Classes begin
January 22-29	Late registration and class changes
January 29	Cancellation of courses for students that have not paid registration
January 29	Last day for dropping courses (partial withdrawal) with 75% tuition refund
February 5	Last day for dropping courses (partial withdrawal) with 50% tuition refund
February 12	Last day for faculty to enter AW to the "Interweb Rollbook"
February 13	Last day for the Administration to do registration changes
February 15	Initial award of financial aid to students
February 15	Second accreditation
February 18	Third accreditation and reimbursement
February 20	Holiday: President's day
February 19-20	Check delivery to students and Direct Deposit
March 15	Midterm. Last day for the faculty to report the removal of incompletes from the previous semester or summer sessions
March 15	Last day to apply for graduation at the end of the next semester
April 22 Examination	Last day for the administration of Graduated Comprehensive Examination
May 18	Last day to withdraw from individual or all courses with "W" and to report errors in the previous term grades
May 18	Last day of class
May 19	Study period
May 20-25	Final examinations
May 27	Holiday: Memorial Day
May 29	Last day for the faculty to enter final grades in the "Interweb Roll book"
June 3-14	Graduation ceremonies. These dates are subject to change.

**TRIMESTER I 2013-13**  
**August-October 2012**

June 1-August 22	Disbursement Memo
March 1-July 31	Registration
July 31	Last day to withdraw from individual courses with a refund of 100% of tuition cost before classes begin (fees not included)
July 31	Last day to withdraw from all courses with a refund of 100% of tuition cost before classes begin (fees included)
August 1	Classes begin
August 1-7	Late registration and class changes
August 7	Cancellation of courses for students who have not paid registration
August 7	Last day to withdraw from individual courses with

August 14	a refund of 75% of tuition cost (fees not included) Last day to withdraw from individual courses with a refund of 50% of tuition cost (fees not included)
August 22	Last day for faculty to enter AW to the "Interweb Rollbook"
August 23	Last day for the Administration to do registration changes
August 23	Initial accreditation of aid to students
August 24	Second accreditation of financial aid
August 24	Third award of financial aid and reimbursement
August 27-28	Checks delivered to students and Direct Deposit
September 3	Holiday: Labor Day and Santiago Iglesias Pantin's Birthday
September 4	Last day for the administration of Graduate Comprehensive Examinations
September 7	Last day for faculty to report the removal of incompletes from previous trimester or summer sessions
September 7	Last day to apply for graduation for next trimester
October 12	Holiday: Columbus Day
October 24	Last day of classes. Last day to withdraw from individual or all courses with "W"
October 25-31	Final examinations
November 2	Last day to enter grades in the "Interweb Roll Book"

**TRIMESTER II 2013-23**  
**November 2012 - February 2013**

October 1-November 27	Disbursement Memo
October 1-November 1	Registration
November 1	Last day to withdraw from individual courses with a refund of 100% of tuition cost before classes begin (fees not included)
October 31	Last day to withdraw from all courses with a refund of 100% of tuition cost before classes begin (fees included)
November 1	Classes begin
November 1-7	Late registration and class changes
November 7	Cancellation of courses for students who have not paid registration
November 8	Last day to withdraw from individual courses with a refund of 75% of tuition cost (fees not included)
November 12	Holiday: Veteran's Day
November 15	Last day to withdraw from individual courses with a refund of 50% of tuition cost (fees not included)
November 19	Holiday: Discovery of Puerto Rico
November 23	Last day for faculty to enter the AW to the "Interweb Rollbook"
November 22-24	Thanksgiving Recess
November 26	Last day for the Administration to do registration changes
November 28	Initial accreditation of aid to student
November 29	Second Accreditation
November 30	Third accreditation and reimbursement process
December 3-4	Check Delivery to student & Direct Deposit
December 13	Last day for the administration of Graduated Comprehensive Examinations
December 22	Christmas Recess begins

January 10	Classes continue
January 14	Holiday: Eugenio Maria de Hostos Birthday
January 21	Holiday: Martin Luther King's Birthday
January 22	Last day for faculty to report the removal of incompletes from previous trimester or summer sections
January 22	Last day to apply for graduation for next trimester
February 13	Last day of classes. Last day to withdraw from individual or all courses with "W"
February 14-21	Final examinations
February 18	Holiday: President's Day
February 25	Last day the faculty to enter grades to "Interweb Rollbook"

**TRIMESTER III 2013-33**  
**Late February-May 2013**

October 1-March, 16 2013	Disbursement Memo
February 4-23	Registration
February 22	Last day to withdraw from individual courses with a refund of 100% of tuition cost before classes begin (fees not included)
February 22	Last day to withdraw from all courses with a refund of 100% of tuition cost before classes begin (fees included)
February 18	Holiday: President's Day
February 23	Classes begin
February 23-March 4	Late registration and class changes
March 1	Last day to withdraw from individual courses with a refund of 75% of tuition cost (fees not included)
March 4	Cancellation of courses for students who have not paid registration
March 8	Last day to withdraw from individual courses with a refund of 50% of tuition cost (fees not included)
March 15	Last day for the Administration to do registration changes
March 16	Last day for faculty to enter the AW to the "Interweb Rollbook"
March 16	Initial accreditation of aid to students
March 19	Second accreditation and reimbursement process
March 22	Holiday: Abolition of Slavery in Puerto Rico
March 20-21	Check Delivery to Students and Direct Deposit
March 25-30	Easter Recess
April 12	Last day for faculty to report the removal of incompletes from previous trimester or summer sessions
April 12	Last day to apply for graduation for next trimester
April 16	Holiday: José de Diego's Birthday
April 22	Last day for the administration of Graduated Comprehensive Examinations
May 22	Last day of classes. Last day to withdraw from individual or all courses with "W"
May 23-30	Final examinations
May 27	Holiday: Memorial Day
May 31	Last day to enter grades to the "Interweb Rollbook"

## Tuition, Fees and Other Charges Applicable to the Orlando Cyber Study Center

### ADMISSION APPLICATION

All Students \$31.00 with application

### TUITION

Masters Degree Courses \$202.00 per credit  
Auditing without credit 50% of regular cost per credit

### GENERAL AND OTHER FEES

#### Fees Applicable to all Campuses

General and Other Fees	Semester	Trimester	Summer Session
General Fee	\$60.00	\$40.00	\$28.00
Center for Access to Information	\$25.00	\$17.00	\$12.00
Technological Infrastructure	\$64.00	\$47.00	\$40.00

### OTHER FEES

#### Applicable to All Campuses

Late Registration \$50.00 upon registration  
Partial or Total Withdrawal from Courses \$6.00 upon withdrawal  
Additions of courses or changes of one course for another \$6.00 upon change  
Deferred Payments Arrangement \$6.00 upon arrangement  
Late Payment of Deferred Payment 5% of total debt when lateness occurs  
Late Final Examination \$19.00 per examination  
Removal of Incomplete \$19.00 upon application per course  
Graduation \$100.00 all degrees  
Transcript of Credits \$3.00 per transcript  
Change of Major \$13.00 with application starting with second change  
Bank Returned Checks \$25.00 each time  
Identification Card Replacement \$7.00 with each request

#### Applicable to All Campuses

Internship or Practice Teaching \$19.00 per credit  
Proficiency Examinations 50% of regular cost per credit  
Portfolio Evaluation 50% of regular cost of a 3 credit course  
Laboratories \$90.00 per hour laboratory  
Open Laboratories \$30.00 per course

### CHANGES IN TUITION AND FEES

The University reserves the right to change tuition fees and other charges when:

1. There is an increase in educational and general fees and/or mandatory transfers.
2. Budget projections require a possible increase in these costs.
3. After careful analysis of any particular situation, the University administration determines that such changes are reasonable and justified.

## **PAYMENTS**

The total cost of tuition fees and other charges is payable at the time of registration.

The difference between the total cost of tuition, fees and other charges and the total amount of financial aid a student receives (except aid received under the Federal Work-Study Program) is payable at the time of registration.

Payments may be made by means of money orders, checks drawn to the order of Inter American University of Puerto Rico or in cash. Payment may also be made by MasterCard, Visa, American Express or ATM debit cards. In addition, payments may be made through Banco Popular de Puerto Rico at any of its branches, by mail or electronically.

### **Deferred Payment Arrangements**

The University grants students the privilege of a deferred payment for 50% of the total cost of registration per semester or trimester upon signing a promissory note. To be eligible for deferred payment, students must have liquidated any debts from previous academic terms. In no case shall the total amount deferred exceed the balance of the debt after discounting the financial aid benefits or loans.

The chief executive officers of the academic units may, in exceptional cases, increase the percentage of the deferral if it is understood to be beneficial for the Institution after an analysis that indicates, with a reasonable degree of assurance, that the debt will be paid.

No deferred payment will be given for amounts less than \$50.00.

The payment of the deferred total cost of tuition, fees and other charges becomes due seventy-five (75) days after the first day of class in a semester calendar. The deferred payment under a trimester or bimester calendar becomes due thirty (30) days after the first day of class. The deferred amount for semesters is due in a maximum of three equal installments, and in the case of trimesters and bimesters in one payment at the end of thirty (30) days of the deferral.

The award of a deferred payment carries a fee to cover part of the administrative expenses of this service. There will be a charge of 5% on an installment that is not paid by its due date.

It is the responsibility of each student to know when payments are due and make arrangements accordingly.

Students who do not meet their financial commitments by the due date may be suspended and will not receive a grade in courses in which they have enrolled. Students who have not met their financial commitment will lose their rights to receive University service until their debts are removed in accordance with the Federal, Puerto Rico, and Florida regulations.

**THERE IS NO DEFERRED PAYMENT PLAN DURING THE SUMMER SESSIONS** except by authorization of the Vice-President for Financial Affairs, Administration and

Services. This deferred amount must be paid within thirty (30) days from the last day of classes of the summer session in which the aid was awarded.

**Debts for other Reasons**

When students or former students of the University are in debt to the University for any cause other than that of a deferred payment as explained in the Catalog, independently of any payment plan granted or any collection procedure that may be initiated or has been initiated, they lose their rights to receive University services until the debt is paid in full.

Students transferred from another educational institution who have debts with any of the federal financial aid programs will not be eligible for financial aid at this University.

**ADJUSTMENTS AND REIMBURSEMENTS**

**Partial Withdrawal**

**Per Semester and Trimester:**

100% of the cost of the credits and laboratory fees (not including other fees) that are dropped before classes begin.

75% of the cost of the credits and laboratory fees (not including other fees) dropped during the first week of class.

50% of the cost of the credits and laboratory fees (not including other fees) dropped during the second week of class.

**Per Summer Session:**

100% of the cost of the credits and laboratory fees (not including other fees) that dropped before classes begin.

75% of the cost of the credits and laboratory fees (not including other fees) dropped during the first and second day of class.

50% of the cost of the credits and laboratory fees (not including other fees) dropped during the third and fourth day of class.

**THERE WILL BE NO REIMBURSEMENT AFTER THE FOURTH DAY OF CLASS**

These adjustments will apply to students that pay the total cost of registration in cash.

**Institutional Policies and Procedures of Return of Funds Applicable to Students with a Total Withdrawal**

The Policy for Return of Funds is applicable to all students who pay their registration in cash, with financial aid from Title IV Programs, or from other state or institutional programs or from health allied programs or with any other payment method and who officially withdraw from all courses, stop attending class, never attended class or are expelled from the University.

### **Return of Funds to Title IV Programs**

Students who officially withdraw: To determine the applicable percentage the last date of withdrawal up to 60% of the term.

Students who stop attending class: The Policy for Return of Funds will be applied up to 60% of the term with a refund equivalent to 50% of the assigned funds.

Students who never attended class: One hundred percent (100%) will be refunded.

### **Return of Funds to State or Institutional Programs, Health Allied Programs or for Payments made in Cash or any other Method of Payment**

For students who officially withdraw from all courses, stop attending class or never attended class, the return of funds previously accredited will be as follows:

#### **Per Semester and Trimester:**

100% return of funds before classes begin.

75% return of funds during the first week of class.

50% return of funds during the second week of class.

#### **THERE WILL BE NO RETURN OF FUNDS AFTER THE SECOND WEEK OF CLASS**

#### **Per Summer Session:**

100% return of funds before classes begin.

75% return of funds during the first and second day of class.

50% return of funds during the third and fourth day of class.

#### **THERE WILL BE NO RETURN OF FUNDS AFTER THE FOURTH DAY OF CLASS**

#### **Per Intensive Session:**

100% return of funds on or before the first day of class.

75% return of funds during the second day of class.

50% return of funds during the third day of class.

#### **THERE WILL BE NO RETURN OF FUNDS AFTER THE THIRD DAY OF CLASS**

Students who pay with financial aid will be responsible for the difference resulting between registration costs and the financial aid award. In case a balance remains, this will be returned to the student.

# **General Information**

## **History of the University**

Inter American University of Puerto Rico is a private institution with a Christian heritage and an ecumenical tradition. It is a non-profit organization that provides college instruction to youth of both sexes. It was originally founded in 1912 as the Polytechnic Institute of Puerto Rico by the Reverend J. William Harris and offered elementary and secondary education on the land occupied today by the San Germán Campus. The first college level courses were started in 1921. In 1927, the first group of students graduated with Bachelor's degrees. In 1944, the Institution was accredited by the Middle States Association of Colleges and Schools. It was the first four-year liberal arts college to be so accredited outside the continental limits of the United States. This accreditation has been maintained since. The University is approved to provide educational services to veterans intending to pursue studies under the rules of the Veterans' Administration. The programs of the University are authorized by the Council on Higher Education of the Commonwealth of Puerto Rico and by the Commonwealth's Department of Education, which certifies teachers for the public school system of Puerto Rico. The Orlando Cyber Study Center's programs are licensed by the Florida Commission for Independent Education. Inter American University's School of Law is accredited by the American Bar Association and the School of Optometry, inaugurated in 1981, by the Council on Optometric Education. In March 1982, the first doctoral program was initiated.

Inter American University is the largest private university in Puerto Rico. Enrollment, in recent years, has been maintained at approximately 43,000 students. At the present time, about 21 percent of all the Island's college students and 35 percent of the students who go to the Island's private colleges attend Inter American University.

Inter American University's tradition of public service, the geographical location of its instructional units and its continuing attention to student needs make it especially attractive and accessible to students.

## **Governance**

The highest governing body of Inter American University is a self-perpetuating Board of Trustees, whose members are elected by the Board itself without any outside intervention or tutelage of any kind.

The President is the chief executive and academic officer of the Institution. The Managerial Systemic Council is composed of the President of the University, Vice-Presidents, Chancellors, the Deans of the Schools of Law and Optometry, an Executive Secretary appointed by the President, the Executive Director of the Information System, the Director of the Office of the Juridical Advisor and the Director of the Office of Evaluation and Systemic Research. In addition, when affairs relevant to their functions are being considered by the Council, the following persons will attend as advisors: the President of the University Council, the Director of the Human Resources Office, the Director of the Office of Promotion and Recruitment and the Director of Planning and Systemic Development of Physical Plant.

Subject to the approval of the President of the University and of the Board of Trustees, the faculties of the School of Law and of the School of Optometry are responsible for their

own academic programs and standards. Nevertheless, in all other respects, these professional schools are also subject to university-wide policies, norms and procedures.

The Academic Senates of the instructional units and the University Council, heirs of the Academic Senate created in 1966, and succeeded by the University Senate in 1973, are primarily concerned with the academic well being of the University through the process of academic articulation among the Campuses. The Academic Senates establish academic norms subject to the ratification of the University Council and the concurrence of the President. Both bodies formulate recommendations on affairs related to educational, administrative and research policy.

## **Academic Degrees**

Inter American University offers two graduate degree programs licensed by the Florida Department of Education's Commission for Independent Education at the Orlando Cyber Study Center through the University's Fajardo Campus and Metropolitan Campus located in Puerto Rico. Although students enrolled in these programs will receive their distance learning instruction primarily in Spanish in Orlando at the Cyber Study Center and at home, they will be deemed regular students of and enrolled in one of these two campuses. The graduate programs offered at the Orlando Cyber Study Center include a Master in Sciences of Computer Sciences and the Master in Business Administration. The undergraduate degree programs offered at the Orlando Cyber Study Center include: Criminal Justice, Human Resources Management, Industrial Management, Management, Marketing and Education, Office System Administration and Religion. These degree programs are presently the exclusive ones offered at the Orlando Cyber Study Center, notwithstanding that the Inter American University offers other pre-university, undergraduate, graduate, and professional academic programs leading to Associate, Bachelors, Masters and Doctoral degrees in Puerto Rico end elsewhere.

## **Vision**

Inter American University of Puerto Rico is a top quality higher education institution in pursuit of academic excellence, with emphasis on the formation of people with democratic and ethical values, framed in an ecumenical Christian context.

## **Goals of the University**

The University faculty and the administration strive to achieve the following institutional goals:

1. To provide and maintain a positive atmosphere in the university community that will foster intellectual, social, and moral development based on the fundamental values of Christianity.
2. To promote a liberal education that will lead to the development of an educated person, well-versed in the different fields of human knowledge through the development of critical thinking, moral and civic responsibility, skills in social integration, scientific and mathematical knowledge and a sensibility for the arts that enhance a full life.

3. To succeed in having the student become functionally proficient in the use of Spanish or English and in developing an acceptable level of competency in the other language.
4. To stimulate student understanding and appreciation of Puerto Rico's cultural heritage, its origins, development, contributions and relations with the Caribbean, the Americas and the rest of the world and to foster the commitment to preserve it.
5. To offer a non-proselytizing cultural, ecumenical and moral religious education to increase student awareness of the place of religion in all civilizations and their understanding of its relationship to other disciplines.
6. To offer a variety of programs and services at the undergraduate, graduate, occupational and professional level in accordance with the changing necessities of the student population and of society in its global context.
7. To foster the ongoing growth and commitment of the faculty in the application of teaching methods, in the mastery of the subject matter and in their personal and professional development.
8. To foster the continuous development and improvement of the support personnel of the teaching process.
9. To succeed in having the support programs for the faculty and student services and activities work in harmony with the academic program so as to enhance the total education of the student.
10. To achieve constant progress, properly planned, in the field of new technology in support of the academic program, educational strategy, teaching, student services and administration.
11. To stimulate research and creativity in the entire academic community to enrich the Institution's educational endeavors, to increase human understanding of the environment and of the world and to generate new knowledge and technology.
12. To create an awareness of the social, cultural, economic, environmental, and political problems that confront Puerto Rican society and to stimulate the search for solutions to these problems by defining and discussing them.
13. To promote maximum coordination and cooperation with educational institutions, professional agencies and institutions in Puerto Rico and abroad that foster educational improvement at all levels.
14. To stimulate the members of the communities the Institution serves to recognize the value of continuing personal and professional development through a variety of University programs that will enrich their lives and increase their knowledge.
15. To assume a leadership role in promoting the cultural and social enrichment and the prosperity of the communities the Institution serves.
16. To develop an educational philosophy based on education for peace.

## **Religious Life Policy**

Inter American University of Puerto Rico is an ecumenically oriented institution, but does not adhere to any one particular theology or ecclesiastical body. Founded by Dr. John William Harris, a minister of the Presbyterian Church, Inter American University maintains a historic, friendly and enriching association with that communion as well as with other Christian groups in accordance with its ecumenical spirit.

Inter American University of Puerto Rico is a community of higher education dedicated to a comprehensive search for truth within an environment of responsible freedom and through the encouragement of a mature academic life which guarantees true freedom of investigation. Within this context, religion is studied in the University as an academic discipline designed to engage in fruitful dialog with other university disciplines.

In affirming its commitment to the Christian ecumenical ideal, the University dedicates itself to the renewal and reaffirmation not only of its own Christian heritage, but also the culture within which it is situated and which it serves. This does not oblige the acceptance of all the details of our Christian past nor of all the elements of modern Christianity. Nevertheless, the University has fostered and will continue to foster the convergence of all Christians in the one faith centered about the person of Jesus Christ as He is made known to us in the apostolic tradition of the Scriptures as the One whom Christians regard as decisive, definite and normative in man's relations with God and his fellow men and society. The University affirms its conviction that to be a Christian today implies, on the one hand, knowledge of and obedience to the Gospel and, on the other hand, identification with the Universal church by means of an individual commitment to a particular Christian communion.

The ecumenical posture of the University involves openness to society, science, technology and a plurality of faiths; it involves an integral education of each individual so he or she may exercise a vocation within his or her community in a responsible and productive way; it involves a commitment to serve though not to dominate society; and it involves the development of friendliness, fellowship and understanding to bridge human barriers.

The University promotes the following Christian-ecumenical principles and values:

#### **WE BELIEVE IN GOD AS A SUPREME BEING**

God is the Supreme Being who created all that exists. His power and presence are revealed in the person of his Son Jesus, the Savior, and in the Holy Spirit, that guides the community of faith.

#### **WE BELIEVE IN JESUS**

We accept that the apostolic tradition of the Scriptures recognizes and accepts Jesus as decisive, definite and normative for humans' relations with God, their fellow men, family and society. Since He is the Savior and Mediator of Humanity, it is our commitment to continue fostering the convergence of all Christians through the one faith around the person of Jesus.

#### **WE BELIEVE IN LIFE**

We affirm that life is a gift of God. We urge that all human beings value their life so they may be able to give their best to the country, family and society. We promote the preservation of life, and therefore promote a Christian consciousness in education.

**WE BELIEVE IN THE FAMILY**

We believe that the family is the essential social nucleus where the initial values that shape the person are developed. We commit ourselves to reinforce these values, from their Biblical foundation, to help each human being to achieve the complete life and extend it to others.

**WE BELIEVE IN SERVICE**

We affirm our ecumenical Christian ideal and devote our efforts to renew and reaffirm service to our country, society, family and fellow men.

**WE BELIEVE IN THE IDENTITY OF THE CHRISTIAN COMMUNITY OF FAITH**

We affirm that the conviction of being Christian implies knowledge of and obedience to the Word of God and, also, identification and commitment to the Church and to the person's particular Christian community.

**WE BELIEVE IN INTEGRAL EDUCATION**

Our Christian ecumenical position provides openness to society, science and technology, with an integral mentality, an attitude of respect and a moral conduct in harmony with our values.

We promote the integral education of each person for carrying out his vocation in a responsible way and with moral conduct to improve the community.

We are a community of higher education in an integral search of the truth, within an environment of freedom, through the encouragement of a mature academic life that guarantees the true freedom of investigation.

**WE BELIEVE IN SERVING OUR FELLOW MEN**

We believe that to be Christian it is to have and show a commitment to serve others based on love and not on the dominion of society, but rather on promoting friendship, solidarity, tolerance and understanding to bridge human barrier.

**WE BELIEVE IN THE STUDY OF THE CHRISTIAN RELIGION**

We promote the study of the Christian religion as an academic discipline in which a fruitful dialog with the other academic disciplines is maintained.

We will continue to strengthen the development of the religion studies program by providing all students the opportunity to acquire an understanding of the Christian faith and its implications for our culture.

To achieve this, Inter American University of Puerto Rico will continue and strengthen the development of its programs of religious studies and will provide to all its students an opportunity to understand the Christian faith and its implications for our culture; the University will furnish information about the most important aspects of the world's major religions to its students and will encourage them to appreciate these religions within their historic, theological and philosophic context. In this way, the search for faith and for the

means to humanize mankind may be seen as a relevant option in a world striving for greater understanding and happiness.

The commitment of Inter American University to its Christian Heritage, as well as to its academic mission, will manifest itself through the development of an ecumenical program of religious life.

In accordance with this basic religious philosophy for the academic study of religion and for the development of religious activities, Inter American University, by its act and works, will:

1. Encourage the expression of the Christian principles set forth here,
2. Require the academic study of fundamentals of the Christian faith,
3. Require each instructional unit to establish an Office of Religious Life, which will serve the entire University community.

## **University Anti-hazing Policy**

Inter American University of Puerto Rico is committed to promoting a safe and healthy environment for its students, faculty, staff and visitors. In addition, it is dedicated to promoting an environment that fosters respect for the dignity and rights of the entire University community and the community in general. In harmony with this vision, the University hereby establishes the following anti-hazing policy for its Cyber Study Center located in Orlando, Florida to ensure that the search for knowledge can be carried out in the Center with the highest standards of integrity, free from conduct that could result in harm to any individual of the internal or external communities.

Inter American University will not tolerate hazing activities by any individual, group, team, or recognized student organization. The subjecting of any person to and/or encouraging any person to commit an act that violates human dignity, the General Student Regulations, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or victims will not be a defense.

The University will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy. The internal sanctions or remedial actions imposed on offenders will be those established in the policy and will be appropriate to the circumstances. For more information, call the Orlando Cyber Study Center at 407-218-4164.

As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other

similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition, Inter American University defines hazing to include any action that intentionally or recklessly causes or poses a substantial risk of harm to the mental or physical health or safety of one or more persons.

Pursuant to s. 1006.63(2), Florida Statutes, a person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes , when he or she intentionally or recklessly commits any act of hazing as defined above upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

Pursuant to s. 1006.63(3), Florida Statutes, a person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes , when he or she intentionally or recklessly commits any act of hazing as defined above upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

To make a report of hazing, or to determine whether a proposed activity constitutes or will constitute hazing, contact the Cyber Study Center at 407-218-4164.

## **Associations**

Inter American University is member of the following professional organizations:

- American Council on Education (ACE)
- American Institute of Certified Public Accountants (AICPA)
- Asociación de Colegios y Universidades Privadas de Puerto Rico (ACUP)
- Asociación de Industriales de Puerto Rico
- Association of American Colleges and Universities (AACU)
- Association of Governing Boards of Universities and Colleges (AGB)
- Association of Presbyterian College and Universities (APCU)
- Broadcast Music, Inc.(BMI)
- College Board
- Council of Graduate Schools (CGS)
- Hispanic Association of Colleges and Universities (HACU)
- Hispanic Educational Telecommunications System (HETS)
- National Association of College and University Attorneys (NACUA)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Student Financial Aid Administrators (NASFAA)
- Inter-American Organization for Higher Education
- Florida Association of Postsecondary Schools and Colleges

## **Service Members Opportunity College (SOC)**

The University participates in the network of colleges and universities in the United States and abroad known as Service members Opportunity College (SOC). Member institutions are open to men and women on active duty in any of the military services and to their dependents. Information regarding the SOC program at Inter American University may be obtained from the Registrar Office.

## Educational Resources

The University stresses the importance of developing educational resources that complement the teaching function. As a result, several programs have been implemented to integrate the latest technological advances to the University's educational services.

## Information Access Center (Library)

Each academic unit has an adequately staffed and equipped Information Access Center. These Centers are organized to function as a coordinated system. An on-line catalog provides access to all University bibliographical resources, as well as audiovisual and electronic resources that are made available for computer based research.

The Centers provide remote access to electronic databases through the Internet to students, faculty and administrators of the University. The system collection contains more than one million volumes of printed, audiovisual and electronic resources.

## Publications

Inter American University has a variety of publications to facilitate communication within the University community, with alumni and with other academicians and academic communities.

*Interamericana* is the official publication of Inter American University. It is published four times a year and its approximately 30,000 copies are distributed to students, faculty, administration, alumni and friends of the Institution. This publication covers activities from all instructional units and features special interviews and current events affecting education or the development of the Institution, as well as general information regarding the faculty and administration.

*Videoenlace Interactivo* is a publication of the Vice-Presidency for Academic and Student Affairs and Systemic Planning. Its objective is to share the experiences of professors and students in the field of distance learning. It serves as a forum for dialog and the exchange of ideas in the use of technology in the educational process.

The *Law Review*, edited by students, is the official publication of the School of Law. Its articles are written by professors and students from the School of Law, judges and practicing lawyers. Because of the careful selection of its articles, the *Law Review* of Inter American University's School of Law is highly esteemed in the field of law.

*Homines* is published by the Metropolitan Campus. It contains critical analyses of current thoughts and events relevant to national and international affairs in the vast field of the social sciences. It is published twice a year.

*Prisma* is published annually by the Arecibo Campus. It has an interdisciplinary focus for the purpose of fomenting research and literary creativity in the University community. Essays, critiques, poems and short stories are published.

*Surisla* is published annually by the Ponce Campus. It transmits the literary works of the University community, as well as the extramural contributions through an interdisciplinary focus.

## **Alumni Association**

The Alumni Association Poly-Inter is an organization of graduates and former students who attended Inter American University or Polytechnic Institute. The Association keeps its members informed of University activities and involves them in its development. The Association is governed by a Board of Directors composed of 29 members, nine of which correspond to the alumni chapters of the different campuses and two members to the professional schools. In addition, the Association is represented on the Board of Trustees of the University by an Alumni Trustee. Each year the Alumni Association holds two primary activities: the celebration of Founders Day and the honoring of distinguished alumni.

## **Description of the Orlando Cyber Study Center**

The Cyber Study Center's floor plan consists of 3,120 square feet of learning space at the Village in Hunters Creek in Orlando. Students enter the Center through the reception area and then proceed to the orientation and enrollment section which consist of four study areas where assistance can be provided and questions answered. There are also three additional study areas located toward the rear of the Center where students can study or take their proctor exams. There are three classrooms that accommodate 10 students each. One of the rooms is equipped with 10 computers and a video conferencing system; the other two are equipped with a projector. A nine person seminar/conference room outfitted with a video conferencing system is available where students will have the ability to conduct meetings and virtual classroom interaction with their online instructors. Other amenities include a small library which compliments students' on-line course studies and resources and a Cyber Café offering wireless internet accessible throughout the Center and outside courtyard area where students can relax while conducting learning activities.

## **Academic Information**

### **Distance Learning**

Inter American University of Puerto Rico recognizes that technology and information systems are essential in the transformation of experiences that promote learning. Likewise, they are strategic components of the institutional infrastructure for supporting academic development and facilitating management. In harmony with Vision 2012, Inter American University is moving toward the transformation of the teaching and learning processes by developing new educational emphases through the incorporation of technology. Students will assume more responsibility for their learning, the faculty will become facilitating agents and the curriculum will be made more flexible with multiple modalities.

In this way, the Institution increases the extent of its academic programs, maximizes its resources, reaches beyond the limits of the traditional classroom and promotes and provides new alternatives for continuous education.

Distance learning is conceived as a formal educational process in which the major part of the instruction occurs in Spanish when the student and the instructor are not in the same place at the same time. This is a planned experience in which the variety of synchronic and asynchronic technologies such as Internet, videoconferences, interactive videoconferences

in audio and in video, and other modalities are used to promote learning when the student is at a different location from that of the professor. These experiences are designed to stimulate interaction and verification of learning.

### **Objectives of Distance Learning**

1. To utilize technology as an instrument to increase and strengthen the University mission in its global context.
2. To develop new approaches, so that students may assume greater responsibility for their learning and faculty may become better facilitating agents of the learning process.
3. To share and maximize academic programs and institutional resources beyond the limits of the Campuses.
4. To promote equal opportunity for information access beyond the limits of time and space.
5. To increase the student population to which Inter American University offers academic programs.
6. To facilitate the establishment of collaborative agreements and consortia with other educational institutions in and outside Puerto Rico with the purpose of strengthening and sharing academic offerings.
7. To strengthen and enrich developmental and professional programs.
8. To meet the particular needs of students with disabilities.
9. To meet the multiple needs of a heterogeneous student population.
10. To meet the particular needs of the adult population.
11. To extend institutional services beyond geographic frontiers.

### **Technologies and Media Used in Distance Learning**

Distance learning uses diverse technologies for the transmission of video, voice and data; thus, making possible a teaching and learning process beyond the limits of time and space. There are a variety of courses using these technologies as the basis for the learning experience; for example, interactive video conference courses, televised courses, radio courses, video courses, online courses, courses recorded on CD-ROM, desktop conferencing and courses on the Internet. All courses differ in the means used to achieve teaching objectives: the teaching process for promoting the development of concepts and skills, the degree of interaction between faculty-student and student-student, and the assessment and certification of learning.

Inter American University has incorporated various technologies and media into its teaching and learning process. These include interactive videoconference, video courses, courses on-line, and Internet courses.

### **Proctored Evaluations**

Proctored evaluations are the evaluations administered by authorized personnel other than the course professor in the distance learning modality. The evaluations are administered in a locality accessible to the student. Each campus will establish the rules and procedures for the administration of proctored evaluations in distance courses.

## **Interactive Videoconference**

Interactive videoconference courses are courses offered by the synchronic modality involving interactive transmission of video, voice and data. The course originates in one place with participating students in remote localities. The faculty-student and student-student interaction occurs in a simultaneous or synchronic manner. The instructor may make use of electronic presentations and other computerized materials, as well as segments of video and other educational materials. This implies previous and extensive planning and development of such materials. In addition, the prior sending of materials for each session by means of fax, Web, or e-mail is required. Also, the presence of a facilitator or official in charge of the discipline (for example, a teaching assistant or graduate student in an internship) and compatible videoconference equipment are required at the remote sites.

## **Video Courses**

Video courses are courses prerecorded in video for loan, rent or sale to distance learning students. The faculty-student interaction is accomplished by telephone, fax, e-mail or other means designated by the faculty.

## **Courses on Line**

Courses on line are offered through the World Wide Web. Students have computers with access to the Internet where they will receive materials and send their assignments and other work. The communication and interactivity between faculty-student and student-student is attained primarily through Internet, e-mail, discussion forums and chats in Spanish. This modality requires the development of all materials and their inclusion in a Web server prior to the initiation of the course offering. If students desire to access the courses from outside the University, the Institution guarantees them remote access to information resources from the Cyber Study Center, but students are responsible for having their own computers to gain access from home.

## **Internet Courses**

The internet courses are courses for which students are given the course syllabus, course materials and an e-mail account. Students have computers with access to the Internet to communicate with the instructor. The communication and interactivity between faculty-student and student-student is attained primarily by e-mail. If students desire to have access to the Internet from outside the University, the Institution guarantees them remote access to information resources, but it will be the responsibility of the students to have their own computer to gain access from home.

In summary, the combination of media and technology and their complementary use in the traditional classroom promise to enrich learning experiences at the University.

## **Combined Study Courses**

Combined study courses are courses in which the student combines the modalities of class attendance and study on-line. The combined study modality offers students the

opportunity to take fifty percent of the teaching-learning process through direct contact (faculty-students) and fifty percent of this process through the World Wide Web in each academic term. Each student has access to a computer with connection to the Internet, where the student receives the materials and sends the assignments and other class work. The communication and interaction (faculty-students) take place primarily in the class attendance sessions. For this reason, class attendance is fundamental and obligatory in order to give continuity to the works assigned on the Web.

## **Service of the Registrar**

The Office of the Registrar is responsible for registration, maintenance of all official academic records of students, the issuance of transcripts and certification of studies and certification that students have met graduation requirements. The Office of the Registrar also issues study certification upon student request. There is an Office of the Registrar at each campus of the University. Students at the Cyber Study Center may fill out forms requesting services of the Registrar through the Internet.

## **Registration and Program Changes**

Students will register on the day and hour designated for this purpose. After registration, students will be able to make changes to their class programs during the period specified in the Academic Calendar.

1. Program modifications during the period of changes: To add or drop a course or change a course section during the period of change designated on the Academic Calendar, students should complete a change-of-program form or submit their petition for a change through electronic media. This should be presented or sent to the Office of the Registrar to be officially processed.
2. Dropping courses: After the period of program change has ended, a student will be able to drop one or more courses (partial withdrawal or total withdrawal). For partial withdrawal, the student will first consult the professor of the course and will present a completed partial withdrawal form to the Registrar's Office. For total withdrawal from the University, please consult the section "Withdrawal from the University" of this Catalog. Students may drop a class or completely withdraw from the University until the last day of class as established in the Academic Calendar.
3. When a student stops attending a course, and does not qualify for the grade of "Incomplete" or "F," the professor will enter the symbol **UW** in the column "Grade," and will indicate the student's last date of class attendance or the student's last activity related to the course in the column "Last Attend Date", following the format of the BANNER System: DD/MON/YYYY (day, month, year).
4. Students who never participated in the class will receive the administrative symbol **AW**.

## University Policy Regarding Student and Alumni Academic Records

The University, in compliance with federal law, the "Family Educational Rights and Privacy Act" (FERPA), provides students and alumni access to their academic files, the right to request that the information contained in those files be amended and the right to exercise certain controls over the disclosure of academic information.

1. Students and alumni have the right to inspect and review their academic files. They may request this in writing to the file custodian and indicate the file they wish to review. The file custodian will make the necessary arrangements so that the student or alumni may review the files within a period of time no greater than 45 days from the date in which the student or alumni presented the written request. If the person receiving the request from the student or alumni does not have the file, this person will indicate the correct place for the request to be presented.
2. Students and alumni have the right to request that incorrect information contained in their academic files be corrected. Interested students or alumni must present a written request to the University official in charge of the file, indicate the part of the file to be corrected and explain the mistake. If the University decides not to correct the file, the student or alumni will be notified of this decision in writing and the person will be informed of the right to request an informal hearing.
3. Students or alumni have the right to prevent the University from disclosing personal information found in the academic files, except in those cases where FERPA authorizes disclosure. These cases include the following:
  - a. Disclosure of information to Institution officials. Institutional officials are taken to mean administrative or teaching employees, persons contacted by the University, members of the Board of Trustees and student members of special committees.
  - b. Disclosure of Directory information. The University has designated the following data as Directory information: student or alumni name, address, major and year of study. Students and alumni have the right to prevent the University from disclosing Directory information to third parties. The disclosure to third parties includes the release of information to the Armed Forces. If students or alumni wish to prevent their information from being disclosed to the United States Armed Forces, it is necessary that they express their desire that no information be disclosed to third parties. To prevent information from being disclosed to third parties, it is necessary that students or alumni submit their request to this effect, in writing, to the Office of the Registrar of their academic unit. In order for the request to be effective for the academic year, it is important that students submit the request in or on September 1st of that year.
  - c. Information to other universities. The University will release student or alumni information to those universities to which they request admission.

- d. Exceptional circumstances. The University will disclose student or alumni information if they are economically dependent upon their parents. The University assumes undergraduate students and alumni are economically dependent upon their parents; therefore, in some cases it may disclose information without the consent of the student or alumni to parents that request it. Undergraduate students or alumni who are not economically dependent upon their parents must present this evidence to the Office of the Registrar to prevent information from being released to their parents. Information on graduate students or alumni will not be given to parents without their consent.
- e. Emergency cases. These are cases in which the health or security of a student, alumni or other person is in danger.
- f. Immigration and Naturalization Service. The University is obliged to give information to Immigration Service regarding certain foreign students or alumni.

If students or alumni believe that the University has not complied with these obligations, they have the right to file a complaint with the Department of Education, Family Policy Compliance Officer, 400 Maryland Avenue SW, Washington D.C. 20202-4605.

## **Student Records**

At the end of each academic term, the Registrars will mail grade reports to their respective students. Students who believe there are errors in these reports should notify the appropriate Registrar, in writing. The deadline to submit these claims is the date established for the removal of grades of “Incomplete” in the following academic term of the same type. A student who does not receive a grade report should contact the corresponding Office of the Registrar.

Upon completion of the degree, the academic transcript will indicate the degree and the major and minor concentrations as certified by the Council on Higher Education.

## **Diplomas**

Diplomas must be claimed by graduates at the Office of the Registrar no later than one year following graduation. The University will not be responsible for diplomas after that date.

## **Change of Address**

When students register, they are required to file their mailing address with the Office of the Registrar. Changes of address should be reported immediately to the Registrar. If this address is not kept up-to-date, the University will not be responsible for notifications sent to the student.

Any notice, official or otherwise, mailed to a student’s address as it appears on the records shall be deemed sufficient notice.

## **Class Attendance**

Meeting the requirements established for courses offered by non-traditional modalities are considered by the University as essential elements of the educational process. In the same manner, the fulfillment of requirements is compulsory for all courses offered by non-traditional modalities. Students are responsible for completing course requirements as stipulated in the course syllabus.

Students, who have not participated in any academically-related activities as defined in the course syllabus during the two weeks of the academic semester or its equivalent, will be dropped administratively from the course. This includes courses offered through nontraditional modalities. The instructor, after receiving the class lists, will submit, in writing, the names of all such students to the Office of the Registrar through the Department Chairperson. For administrative purposes, these administrative drops will be considered equal to withdrawals for which the student has applied, as established in the Adjustments and Reimbursements Section.

Also, Inter American University requires its faculty to report in the electronic register the last day of participation in course activities of those students who dropped class without having withdrawn officially from the University. The administrative action symbol UW will be used to identify these students.

The last date of class attendance to an academically-related activity will be used to determine the applicable refund for students who withdraw unofficially. This arrangement is established in harmony with University regulations.

The last date of class attendance will be used to determine the applicable refund for students who stop attending class without officially withdrawing. This arrangement is established in harmony with University regulations.

## **Withdrawal from the University**

Students wishing to withdraw from the University may report this to the Executive Director of the Cyber Study Center, a professional advisor, or the person designated by the Chief Executive Office of the academic unit in which the student is enrolled. For withdrawals from the University by students who are completely distance learning students or for withdrawals not requested in person, students should inform the Registrar of the academic unit in which they are enrolled by regular or electronic mail. When a student withdraws, the criteria that will be used for determining grades are outlined in the section "Registration and Program Changes."

## **Discontinuation of Academic Offerings**

The University is committed to the renewal of its academic offerings, which includes the expansion, review, modification or discontinuation of academic programs offerings authorized by the Council on Higher Education of Puerto Rico and Florida Commission for Independent Education. In case any academic unit of the University decides not to continue offering some academic program or in the event of a licensure or accreditation problem, students will have options available to them to complete the degree requirements.

Courses on-line, study by contract, independent study tutoring or other nontraditional modalities may be among the options.

## **Withdrawal of a Course from the Schedule**

The University will make every reasonable effort to offer courses as announced, but it reserves the right to withdraw a course from the schedule when necessary.

## **Course Load**

A normal course load of a regular graduate student is from eight (8) to twelve (12) credits per semester or be registered in a thesis or dissertation course. In order to take more than twelve (12) credits; students must have special permission recommended by the appropriate Department Chairperson and the approval of the Dean of Studies.

In the case of a trimester program a normal course load is from six (6) to nine (9) credits or be registered in a thesis or dissertation course. In order to take more than nine (9) credits; students must have special permission recommended by the appropriate Department Chairperson and the approval of the Dean of Studies.

Students are classified as fulltime or part-time according to the number of credits they are enrolled in. Under the semester, trimester and bimester calendars these classifications are as follows:

- Fulltime - six or more credits
- Three-fourth-time - from four to five credits
- Half-time - from two to three credits
- Less than half-time - one credit

Thesis or dissertation courses will be considered as a full-time academic load.

## **Repeating Courses**

Students will have the right to repeat courses when not satisfied with their grades. In case a course is no longer offered at the University, it will be substituted with the new course created in the curricular revision or with an equivalent course approved by the Vice-President for Academic and Student Affairs and Systemic Planning. The highest grade and its corresponding credits will remain on the student's transcript and lower grades will be changed to an "R" (repeated) course. When students repeat a course and obtain the same grade as in the previous term, the grade of the most recent term will appear on the transcript. The administration action symbol "R" and its corresponding credits will not be considered in determining if a student has satisfied the graduation requirements. Courses repeated after graduation are not considered in the computation of the graduation grade point index.

## **Auditing Courses**

Students wishing to enroll in courses for audit must do so during the official registration period of the academic term or during the official period for changing courses. Such students must pay the course fee for auditing. Students who have not applied for admission should do so before registering as audit students.

## **Study in Other Institutions of Higher Education**

Students desiring to take courses in other institutions of higher education either in or outside of the United States and Puerto Rico must obtain previous authorization from the Dean of Studies, who will evaluate the description of the courses to be authorized in the other institution to ascertain their equivalency with the requirements of this University. A maximum of 15 credits may be authorized for a Bachelor's Degree and 9 for an Associate Degree. The authorized credits obtained will be considered as Inter American University credits for all purposes. Courses will not be authorized for students who have transferred from other institutions with 90 or more credits.

## **Grading System**

Course grades indicate the degree of student achievement in any given course. The University has established a quality point system to be used in accumulating and summarizing these grades. This quality point system is used to determine the minimum degree of general competence for graduation and for continuing the program at any level and to assign special honors to students who excel. Grades are reported in accordance with the following grading system:

A	superior attainment; 4 honor points per credit hour.
B	above-average attainment; 3 honor points per credit hour.
C	average attainment; 2 honor points per credit hour.
D	lowest passing grade; 1 honor point per credit hour.
F	failure; no honor point per credit hour.
P	Passing; this grade is assigned to students satisfying the requirements in courses taken by proficiency examinations and for courses in which such grade is required. This grade is not included in the computation of the grade point index.
NP	Not Passing; this grade is assigned to students who fail in the courses indicated under the grade P. This grade is not included in the computation of the grade point index.

Courses completed at the University and taken in other higher education institutions having previous authorization from the corresponding authorities at Inter American University will be included in the computation of the grade point index. The grade point index is determined by dividing the total number of honor quality points by the total number of credits completed with the grades of A, B, C, D, or F.

All courses that grant academic credit require tests or other grading tools. This includes a final examination or its equivalent. Faculty members will indicate on their class register how the final grade was determined.

## **Change of Grades Request**

Students who believe that their final grade in a course is erroneous must notify the course instructor. This faculty member will be responsible for discussing the evaluations with the student and, if necessary, will submit a grade change.

If students are not satisfied with the attention given to their grade change request, they may resort to the procedure established in Article 2, Part A, number 8, of the General Student Regulations.

The deadline for requesting a change of grade will be the deadline for withdrawal with a grade of W of the academic term following the term of the same type in which the grade was given.

## **Administrative Action Symbols**

The following symbols are used to indicate administrative action taken in regard to student status in courses for which they registered.

W	Course Withdrawal: Assigned when the student withdraws from a course after the end of the period for class changes and no later than the date established on the academic calendar for withdrawals with W.
DC	Course Withdrawal: Assigned when the student withdraws from a course before the end of the period for class changes. The symbol does not appear on the student transcript.
AD	Administrative Drop: Assigned when the University drops the student for reasons such as death, suspension or other situations warranting a drop.
AW	Assigned when the professor informs in the electronic register that the student never attended class.
I	Incomplete: When students have not completed a course requirement and present valid reasons for it, the professor may assign the symbol "I" (Incomplete). Together with the symbol "I", the professor will include a provisional grade, after assigning zero for the unfinished work. When faculty members assign an "I", they shall report to their immediate supervisor the grade that the student has earned up to that time, the evaluation criteria and a description of the unfinished work if applicable. A student who receives an "I" must remove it by the date specified on the Academic Calendar. The responsibility for removing the "Incomplete" rests on the student. If the "Incomplete" is not removed within the time specified, the student will receive the informed provisional grade. This policy will apply whether or not the student enrolls again at the University.
AU	Symbol used to indicate on student transcripts that the course was audited. No honor points or University credits are awarded.
R	Symbol used to indicate the course was repeated.

T	Symbol used to indicate the course was transferred from another institution.
UW	Assigned in the electronic register when a student stops attending a course, and does not qualify for a grade of "I" or "F".
MW	Symbol used to indicate total withdrawal for military reasons.

The payment of graduation fees of any kind, the listing of the students as candidates for graduation in any document and/or invitation either to the graduation ceremonies or to any other activity related to graduation exercises shall not be interpreted as an offer to graduate or a covenant to that effect. Only the completion of all requirements listed in this catalog or in any other official University directive entitles a student to graduation, irrespective of any representation of any kind made by any official of this University.

Candidacy for graduation will be attained by the student after the faculty has determined that the requirements for graduation have been fulfilled. Subsequently, the faculty will present the degree candidates to the President of the University and to the Board of Trustees.

Any alleged error in the evaluation of the application for graduation should be reported to the appropriate Registrar within a week after the receipt of the evaluation.

Candidates for graduation must meet the current regulations and laws to practice their profession.

## **Grievance Policy**

A grievance procedure is available to any student who believes a College decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with the Coordinator of Student Services and complete a written statement. If the grievance is not resolved, then the Executive Director will review it with all parties concerned. The Executive Director's decision is final.

## **Student Services and Activities**

### **Institutional Scholarships**

Inter American University allocates funds for scholarships each year according to student needs.

### **Perkins Federal Loan (formerly NDSL)**

This is a low interest loan available to undergraduate and graduate students whose studies lead to a degree. Students must demonstrate their intention to pay. They are required to sign a promissory note and other documents. Participants will begin payments on principal and interest six (6) months after the last term in which they studied with an academic load of at least six (6) credits.

Students participating in the Program for the first time on or before July 1, 1987 will begin payments nine (9) months after the last term in which they studied with an academic load of at least six (6) credits. Students may apply for deferral and cancellation of

installments. The annual interest rate after October 1, 1981 is 5%. These funds are assigned preferably to students with exceptional needs.

These funds are matched with Inter American University funds.

## **Federal Stafford Loan**

This Program offers both subsidized and unsubsidized loans. Subsidized loans are awarded on the basis of financial need and the federal government pays interest on the loan until the borrower begins to pay. The government also pays interest during periods of authorized deferment. Unsubsidized loans are not awarded on the basis of need and interest is charged from the time the loan is disbursed until it is paid in full.

For both subsidized and unsubsidized loans, students should apply directly to the University. After the Free Application for Federal Student Aid (FAFSA) is reviewed the University will inform students of their loan eligibility.

Graduate students may borrow up to \$20,500 each academic year (at least \$12,000 of this loan must be in unsubsidized loans). The total debt that a graduate or professional student may have is \$138,500. (No more than \$65,500 of this amount may be in subsidized loans.)

## **Federal Work Study Program**

The funds provided by the Federal Government to this Program are supplemented by funds contributed by Inter American University. Participants are assigned employment, unless the institution is exempt from this requirement, for which they receive compensation. Employment contributes toward payment of the students' educational expenses. When possible, students are assigned employment related to their field of study.

## **Study Benefit Time Limits for Veterans and Beneficiaries**

The beneficiaries of educational services for veterans, including eligible family relatives, have the right to enjoy these benefits only for the required period of study for completing their academic degree as established in this Catalog and by the applicable legislation and regulations.

## **Veterans' Service**

The University offers recruiting, guidance and referral services to Veterans of the Armed Forces who wish to study at the University. The Guidance and Counseling Office at each campus assists veterans in the solution of their individual problems and serves as liaison with other offices as needed. Students may contact the Executive Director for the Cyber Study Center about this or the Guidance and Counseling Office.

# Academic Information for Master Degree Programs

## Admissions Procedure for Master Degree Programs

Applicants for the Master's in Sciences in Computer Sciences Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions  
Fajardo Campus  
Calle Unión-Batey Central  
Highway 195  
Fajardo, Puerto Rico, 00738  
or  
PO Box Box 70003,  
Fajardo, Puerto Rico, 00738-7003

Applicants for the Master's of Business Administration Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions  
Metropolitan Campus  
Highway 1, Km 16.3  
Corner Francisco Sein St.  
Rio Piedras, Puerto Rico 00919  
or  
PO BOX 191293  
San Juan, Puerto Rico 00919-1293

Applicants for Master's degrees should also request that the registrars of colleges previously attended send transcripts directly to the above-referenced Director of Admissions at the Fajardo Campus or Metropolitan Campus. Transcripts and the applications for admission should be received at least one month prior to the applicant's registration date. If a student is also applying for a graduate assistantship, all supporting papers for admission to the University should be received no later than April 30 for the first semester and September 30 for the second semester.

To be considered for admission to the Master's Degree Programs, students must:

1. Have a bachelor's degree from an accredited institution.
2. Have a grade point index of 2.50 or above in the last sixty credit hours of academic work (at the undergraduate level or a combination of undergraduate and

- graduate credits in case the applicant already has a graduate degree from a recognized university.)
3. Present the results of one of the following tests taken within the five year period preceding the date of requested admission: a) Graduate Record Exam (GRE); b) Miller Analogy Test (MAT); c) Examen de Admisión a Estudios de Posgrado (EXADEP); or d) Graduate Management Admission Test (GMAT).
  4. Demonstrate, through an examination or other appropriate means as determined by the academic department or division, the ability to interpret professional material, both in Spanish and English, and the ability to express themselves correctly in writing in one of these languages. **Classes are primarily taught in Spanish, so Spanish proficiency is essential.**
  5. Request an evaluation of their transcript by a specialized agency (e.g., WES) if there bachelor's degree or equivalent from a university of recognized standing uses a grading system different from that used in this University.
  6. Meet the admission criteria of the programs to which they are requesting admission. These criteria shall be established by the Department or Graduate Program and have prior approval of the Vice President for Academic and Student Affairs and Systemic Planning.

## **Conditional Admission**

Students not fulfilling all baccalaureate course requirements for admission to a Master's Degree Program may be conditionally admitted. Such students must complete these requirements before or during the term in which they pass their first twelve (12) graduate credits.

## **Admission of Undergraduates to Master Degree Courses**

Undergraduate students at Inter American University who have a grade point index of 3.00 or higher and are within 30 credits of graduation may apply to the appropriate Department Chairperson directly or through the Executive Director of the Cyber Study Center for permission to enroll in Master's level courses. Undergraduate students with such permission are required at the time of enrollment to declare whether the credits obtained in such courses are to be applied toward an undergraduate or a graduate degree. The standard graduate tuition rate for those credits shall apply. Students receiving a grade of A or B in courses designated to be applied toward a graduate degree may request credit for those courses when applying for admission to the graduate program.

## **Expiration Norm for Graduate Courses**

All work with academic credit will be valid for a period of ten (10) years. Courses to which the expiration norm is applied will appear in the student's academic record, but they will not be considered for the general grade point index.

## **Readmission to Master Degree Programs**

Students previously enrolled in Master Degree Programs at this University who have not registered during the previous thirteen months, must apply for readmission through the Office of the Registrar of the campus to which they desire to continue their studies. Every application for readmission must be received at least three weeks before the first day of registration of the term in which students wish to resume their studies. An official transcript of any work taken while students were not enrolled at Inter American University should be submitted. Before being readmitted, students must receive an academic evaluation and orientation by the corresponding Program Director.

Readmitted students will be governed by the Graduate Catalog and other rules and regulations in effect at the time of their readmission.

## **Maintenance of Active Status in Master Degree Programs**

Students, who have completed all requirements for a Master's Degree, except the comprehensive examinations, thesis, or similar program requirement must pay a fee each semester established by the Administration in order to maintain their ties with the University between the completion of course requirements and the awarding of the degree within the established seven-year period.

## **Admission of Transfer Students to Master Programs**

Applicants for admission as transfer students to Master Degree Programs will be considered if they meet the conditions of the Program to which they seek admission as listed in the section entitled "Admission Requirements." Applicants should request that the university where they studied send a copy of their transcript directly to the person or office indicated in the section "Admissions," so that they may receive credit for their studies.

Up to nine (9) credits will be accepted for transfer, and these only if the grades achieved are "A" or "B", and if the courses are considered comparable to those offered at this University and meet department requirements. Credits from a completed Master's Degree will not be accepted toward a Master's Degree at this University. These determinations will be made by the Chairperson of the appropriate department and will be subject to approval by the Dean of Studies of the campus to which the transfer student is admitted. Academic work taken more than ten years prior to admission will not be considered for transfer credit. The expiration norm for courses will apply to these courses.

## **Requirements for Satisfactory Academic Progress in Master Degree Programs**

The University requires that all graduate students demonstrate satisfactory academic progress at the end of each academic year. Such progress will be determined by:

- a. The grade point index;

- b. The relationship between the number of credits attempted and the number of credits passed; and
- c. The maximum time to complete the degree.

**A. Grade Point Index Requirements:**

Master's level students must maintain a minimum cumulative grade point index of:

- a. 2.50 for the first eleven (11) credits completed.
- b. 3.00 from twelve (12) credits completed up to the completion of the degree.

**B. Requirements of Credit Passed in Relation to Credits Attempted:**

All students must pass at least 75 percent of the credits attempted.

Attempted Credits - attempted credits are those credits that correspond to courses in which the grades and/or administrative action symbols of A, B, C, F, P, NP, AD, I, W, or T have been received.

Credits passed - credits passed are those credits that correspond to courses in which the grades of A, B, C, P or T have been received.

**Probationary Period**

All students whose academic progress is not in accordance with the rules set forth in Items A and B will be placed on academic probation for two semesters or three trimesters. The academic load for students who are on probation because of their grade point index will be limited to nine (9) credits per semester or six (6) credits per trimester.

Students, who are on probation because of the reasons stated in Item B, will be able to take the maximum number of credits permitted for regular students during the next study period.

Students who, by the end of their probationary period, have not attained the requirements stated in Items A and B will be suspended from their academic program because of deficiency for a period of one semester. However, students who, during the probationary period, pass at least 75 percent of the attempted credits with a minimum grade point index of 3.00 in all completed courses will be able to continue their studies on a probationary status.

At the end of the suspension period, students may be readmitted to the University with academic probationary status for two semesters or three trimesters. However, students who have been dropped twice for academic reasons will be permanently suspended from the program in which they were enrolled.

Students who are on probationary status to achieve the requirements stated in Items A and B retain their eligibility for financial aid.

### **C. Time Period Requirements:**

Students in the Master's Degree Program will have a maximum of seven (7) consecutive calendar years to complete the degree requirements from the date on which they begin to take their first graduate course after admission to the graduate program.

Students also accrue study time for transfer credits. Such time is accumulated at the rate of one (1) year of study for 16 transfer credits. Students, who do not complete their degree within the maximum time period established, may be evaluated to determine if they will be permitted to continue their studies. Students granted time extension to complete their studies will not be eligible for financial aid.

### **D. Other Provisions of the Satisfactory Academic Progress Norm**

Through the Executive Director of the Cyber Study Center, all students who wish to appeal any decision related to the requirements of satisfactory academic progress will have the right to do so pursuant to the appeal process established for students enrolled in the Cyber Study Center.

After graduation, probationary or suspension periods to which students have been subject because of the application of the satisfactory academic progress requirements will not be reflected on their transcripts.

### **E. Graduation Requirements for Masters Programs**

Students will graduate under the program and the rules established in the Graduate Catalog of the University under which they were admitted or any subsequent Graduate Catalog at the student's request, but never in a combination of catalogs. Re-admitted students will graduate under the rules of the program in the Graduate Catalog in effect at the time of their readmission or under any subsequent Graduate Catalog at the student's request.

### **F. Graduation Requirements for the Master's Degree**

In order to satisfy the Graduation Requirements of the Master's Degree at Inter American University, students must:

1. Be regular students,
2. Have completed the program required courses established in the Graduate Catalog,
3. Obtain a general academic index of 3.00 or more, and
4. Obtain an academic index of 3.00 or more in the courses required for their degree.

All students must complete their degree within the period of time established for each academic program. In case the program does not specify this, the maximum time will be that established by the University.

## **Internship Programs**

Students who, from the second year on, are interested in applying and enriching what they have learned in the classroom through real work experiences related to their major may apply to participate in internship programs, if they qualify. Some of these internships may be validated for university credits if what has been learned may be evidenced in supervised work.

Information on internship programs may be obtained through the Executive Director of the Orlando Cyber Study Center, including such national internship programs as the following: Córdova Congressional, Environmental Hispanic Association of Colleges and Universities, Puerto Rico Legislature, White House, Quality Education for Minorities, Student Conservation Association, and the Harry S. Truman Foundation.

## **Application for Graduation**

Application for graduation should be made and the graduation fee paid no later than the date specified on the Academic Calendar. Applications may be obtained at the Office of the Registrar and should be returned to that Office after they have been filled out and stamped by the Business Office showing that the non-refundable fee of \$100 has been paid. Failure to comply with this procedure may result in the postponement of the granting of the degree.

## **Institutional Graduation Requirements for Master Degree Programs**

The University establishes as an academic policy that all students demonstrate the capacity to integrate the developed competencies and to apply them to their specialization area as a requirement to obtain the Master's Degree. The University recognizes different ways through which students can demonstrate the mastery of the competencies of their discipline as part of the graduation requirements: thesis, comprehensive examination, integration seminar, research project, creative work, and graduation average.

For this reason, all candidates for a Master's Degree of a program that does not require a thesis, must pass one of the following three (3) modalities, as determined by their academic program: integration seminar, research project and creative work. The options are available only as provided for in the rules in effect for the academic program at issue or, if none, as determined by the academic unit in its exclusive discretion. All applications for one of the options herein described should be made within the time limit stipulated by the academic program to which the student belongs.

### **1. Integration Seminar**

Three-credit interdisciplinary Integration Seminar (SEMI 697\_), in the program specialization, in which general and specific material required for the degree will be presented proportionally to their composition of the totality of credits required for the

degree. If the academic program has an equivalent Integration Seminar, it may be used instead of SEMI 697\_. Students will receive a final grade of Pass (P) or Not Pass (NP).

## **2. Research Project**

Students will take a three-credit (3) course in which they will carry out a research project. Through this project, students will demonstrate their capability to interpret and integrate theoretical concepts for the practical solution of problems related to their field of study. Students will have up to one consecutive academic year to complete their Project. The student will receive a final grade of Pass (P) or Not Pass (NP).

## **3. Creative work**

Students will take a three-credit (3) course where they will have to complete a creative work that demonstrates their mastery of the competencies developed in their specialization area. They will receive a final grade of Pass (P) or Not Pass (NP).

The options of Integration Seminar, Research Project and Creative Work are equivalent to three (3) additional credits for those students whose academic program does not include such options as part of the courses required for the degree.

All students requesting eligibility to fulfill the requirement for the granting of the Master's Degree must be evaluated before starting the modality required by the program. The number of credits passed as a requisite to become eligible will be established by each specialization.

If students fail in the first attempt to complete this requirement, they will have two (2) additional opportunities to repeat the same option or take another of the available ones. All students interested in more than one specialization within a degree program and who wish that these be certified on their transcript, must take the option chosen in every area for which certification is requested.

# **Graduate (Master) Degree Programs**

## **Master in Sciences in Computer Sciences (MS)**

The program for this degree has been designed to provide advanced computer science training to professionals who are interested in learning graduate-level programming and networking skills that will enable them to adapt to and adopt emerging technologies in a bilingual environment. It gives students already busy in the job market the flexibility to learn programming at the Master's level with immediate potential application in the workplace.

The degree program is not designed with any particular specialization in programming or networking in mind. The constant technological advances occurring in the field of computer science in hardware, software and systems strongly recommend against this. Nevertheless, students may choose to take a core set of prescribed distributive classes in areas such as multimedia and data base programming.

The degree will allow our students to incorporate themselves in the industrial sector as bilingual professionals capable of promoting the adoption of new technologies and/or developing basic or applied programs with the chance of going on to doctoral studies. Classes are primarily taught in Spanish; therefore, proficiency in the Spanish language is required.

## Admission Requirements

In addition to fulfilling the general admission requirements for master's degree studies set forth above, candidates desiring to enter this Program must meet the following requirements:

1. Have completed a bachelor's degree (B.A. or B.S.) from an accredited institution in: (a) Computer Programming, (b) Information Systems including a minimum of 12 credits in computers; or (c) Business Administration including a minimum of 12 credits in computers;
2. Have passed 12 credits (or four out of seven courses) from the following list of courses with a minimum grade of "C":
  - a. C++
  - b. Visual Programming
  - c. Programming Languages
  - d. Discrete Methods
  - e. Operating Systems
  - f. Systems Analysis and Design
  - g. Artificial Intelligence
3. Have obtained a minimum average of 2.80 in the major and 2.50 in the grade point average at the bachelor's level.

### REQUIREMENTS FOR THE MASTER IN SCIENCES IN COMPUTER SCIENCES

Specialization Requirements	31 credits
Prescribed Distributive Requirements	<u>6 credits</u>
Total	37

#### Specialization Requirements - 31 credits

COMP 5100	Algorithm Design	3
COMP 5110	Automata Theory and Formal Languages	3
COMP 5120	Artificial Intelligence	3
COMP 5325	Programming Languages	3
COMP 5510	Software Development and Design	3
COMP 5525	Seminar - I	3
COMP 6300	Networks - I	3
COMP 6315	Operating Systems	3
COMP 6400	Networks - II	3
COMP 6970	Integrated Seminar	4

#### Prescribed Distributive Requirements

Students should take six (3) credits from the following course 3

COMP 6010	Operations Research	3
COMP 6200	Multimedia and Hypermedia	3
COMP 6250	Communication Protocols	3

Students should take six (3) credits from the following course 3

COMP 6500	Data Base Workshop	3
COMP 6525	Programming Workshop	3
COMP 6615	Seminar II – Computation and Society	3
COMP 6650	Systems Administration	3

The Fajardo Campus is authorized to offer this Program.

## Course Descriptions, Faculty and Learning Resources (Computer Sciences)

**Note:** For description of courses not listed below, go to “Catalogs” under [www.inter.edu](http://www.inter.edu).

### **COMP 5100 ALGORITHM DESIGN**

Analysis and design of algorithms. Design of structures of data outposts and towards the mathematical analysis of the complexity of problems. Development of methodologies, problems and the structures of data adapted for its solutions. Forty-five hours of conference. Open virtual laboratory.

3 credits

DEL VALLE RIVERA, WILFREDO, Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I., Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR, Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Drake, P. (2006). *Data Structures and Algorithms in Java*.(1<sup>st</sup> ed.). Prentice Hall.

Heileman, G. (2002). *Estructuras de Datos Algoritmos y Programación*. McGraw-Hill Interamericana.

### **COMP 5110 AUTOMATA THEORY AND FORMAL LANGUAGES**

Design of different types of automata. Use of the denominated approach "learning from examples." Visualization of the different concepts involved in the automata theory. Study of the relations between formal languages and Automata, as well as some of the forms of specification of the languages and their computer properties. Discussion by means of readings and examples of some of the aspects related to the formal Automata and languages. Forty-five hours of conference. Open virtual laboratory.

3 credits

DEL VALLE RIVERA, WILFREDO, Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I., Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR, Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Ito, M. (2004). *Algebraic Theory of Automata & Languages*. (1<sup>st</sup> ed.). World Scientific Publishing Company.

### **COMP 5120 ARTIFICIAL INTELLIGENCE**

Handling of the representation of knowledge and use of algorithms for the solution of problems related to artificial intelligence. Analysis of the problems and techniques of artificial intelligence. Simulation of the processes of representation of knowledge, search, control and learning in automatic systems. Introduction to the use of a language specialized for artificial intelligence. Thirty (30) hours of conference. Fifteen (15) hours of closed laboratory.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Russell, S., & Norvig, P. (2009). *Artificial Intelligence: A Modern Approach*. (3<sup>rd</sup> ed.). Prentice Hall.

Turban, E., Sharda, R., Aronson, J., & Ting-Peng, L. (2010). *Decision Support Systems and Intelligent Systems*. (9<sup>th</sup> ed.). Prentice Hall.

### **COMP 5325 PROGRAMMING LANGUAGES**

Study of the central concepts of programming languages and how they shape themselves in languages that follow certain paradigms. Analysis of semantic models. Introduction of structural operational semantics and the axiomatic approach. Study in detail the nucleus of the standard language ML. Development of programs in that language and some other effective languages (e.g., CaML, Schem, Prolog, BETA, Eiffel, Oberon-2, and Icon). Thirty (30) hours of conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5110.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Pierce, B.C. (2005). *Advanced Topics in Types and Programming Languages*. MIT Press.

### **COMP 5510 SOFTWARE DEVELOPMENT AND DESIGN**

Analysis of the methodology to carry out the activity of design of systems, and to document the decision making. Emphasis on workgroup. Development of prototypes to orient the design activity. Discussion of the methods, techniques and tools to assemble a software product. Forty-five hours of Conference. It requires additional hours in an open virtual laboratory. Requirement: COMP 5110.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Coplien, J. & Harrison, N. (2005). *Organizational Patterns of Agile Software Development*. (1<sup>st</sup> ed.). Prentice Hall.

#### **COMP 5525 SEMINAR - I**

Study, analysis and discussion of practices, present problems and tendencies of computation. Its objective is to provide the student with a balanced integration of specialized courses and general aspects of computation. It is a building activity between professors, students and representatives of the industrial sector, which provides to the student and professor the elements with which to discern forms of applying the theory covered in the courses to the workplace. Forty-five (45) hours of Conference. Requirement: COMP 5120.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

This course has no textbook.

#### **COMP 6010 OPERATIONS RESEARCH**

Comparison of third and fourth generation languages. Learning and practice of a high-level language of visual programming. Development of a Plan of Investigation under the supervision of a Professor in relation to the operations of the design and construction of

logic models of programming and implementation to facilitate the process of decision making. Presentation of a Plan to take care of the necessities identified. Three hours of Conference. It requires additional hours in an open virtual laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Heizer, J. & Render, B. (2010). *Operations Management and Student CD*. (10<sup>th</sup> ed.). Prentice Hall.

Robbins, S. & DeCenzo, D. (2007). *Fundamentals of Management*. (6<sup>th</sup> ed.). Prentice Hall.

#### **COMP 6200 MULTIMEDIA AND HYPERMEDIA**

Analysis of the fundamental concepts of multimedia and hypermedia, as well as practice in "learning by doing" with the different techniques that the personal computers allow. Studies of the practical aspects of hardware, software, development of systems, the reach of multimedia technology, information systems with multimedia, and object-oriented systems, as well as practical implementation and application. Emphasis on the development of applications is done using "Toolbook." Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Li, Z.N., & Drew, M. (2004). *Fundamentals of Multimedia*. Prentice Hall.

#### **COMP 6250 COMMUNICATION PROTOCOLS**

Handling of the necessary tools for the design of data networks and handling of the different communication protocols used by the user. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Mueller, S. & Ogletree, T. (2006). *Upgrading and Repairing Networks*. (5<sup>th</sup> ed.). Prentice Hall.

### **COMP 6300 NETWORKS – I**

Theoretical and methodological aspects of data transfer. Practice in installation, configuration and operation of an administration local network system of some brand distributed in the present market. Evaluation of the circumstances in which the local networks are viable solutions in data processing. Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5510.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Odom, W. (2004). *Computer Networking First-Step*. Prentice Hall.

Geier, J. (2010). *Designing and deploying 802.11n wireless networks*. Indianapolis, IN: Cisco Press.

### **COMP 6315 OPERATING SYSTEMS**

Evaluation and handling of the functions of an operating system. Analysis of the different operating systems and present trends in investigation and development. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 5510.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Stalling, W. (2011). *Operating Systems, Internals and Design Principles*. (7<sup>th</sup> ed.). Prentice Hall.

### **COMP 6400 NETWORKS - II**

Analysis of the problems of computer networks from a design approach. Examine use of networks and handling data. Study implementation of networks. Analysis of the problems of the networks in general and their individual design. Emphasis on technologies compatible with the Internet. Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 6300.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Odom, W. (2004). *Computer Networking First-Step*. Prentice Hall.

Geier, J. (2010). *Designing and deploying 802.11n wireless networks*. Indianapolis, IN: Cisco Press.

#### **COMP 6500 DATA BASE WORKSHOP**

Study of the methodology of downward design and the organization-relation model for the standardized design of a data bank. Design, development and implementation of a relational data bank. Development of complex data models. Advanced design tools. Thirty (30) hours of Conference. Fifteen (15) hours of closed Laboratory. Requirement: COMP 5325.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Kroenke, D. (2010). *Database Concepts*. (5<sup>th</sup> ed.). Prentice Hall.

Hoffer, J., Venkataraman, R., & Topi, H. (2010). *Modern Database Management*. Prentice Hall.

#### **COMP 6525 PROGRAMMING WORKSHOP**

Practice in the skills and abilities acquired from the programming languages and the development of programs and applications according to the necessities of the market. Decisions models. Models of investigations of operations. Support systems for decision making (DSS). Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5325.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Pierce, B.C. (2005). *Advanced Topics in Types and Programming Languages*. MIT Press.

Pitt, E. (2010). *Fundamental networking in JAVA*. Springer.

### **COMP 6615 SEMINAR II – COMPUTATION AND SOCIETY**

Study of the relation and impact that computational technology and its products have had on diverse activities and human disciplines. Emphasis on the analysis of aspects related to ethics and ethical criteria and the relation of genres to effective legislation. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Picciano, A. (2006). *Educational Leadership and Planning for Technology*. (4<sup>th</sup> ed.). Prentice Hall.

Morrison, G., & Lowther, D. (2005). *Integrating Computer Technology into the Classroom*. (3<sup>rd</sup> ed.). Prentice Hall.

### **COMP 6650 SYSTEMS ADMINISTRATION**

Analysis of the functions and processes of the administration, handling and evaluation of existing and external sources of technologies related to information systems. Development of a Strategic Plan that allows for the evolution, handling and evaluation of the technology of information in organizations. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 6525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Martin, E., Brown, C., DeHayes, D. Hoffer, J. and Perkins, W. (2011). *Managing Information Technology*. (7<sup>th</sup> ed.). Prentice Hall.

### **COMP 6970 INTEGRATED SEMINAR**

Study, analysis and discussion of information systems. Development of an investigation under the supervision of a professor using appropriate ethical criteria of the profession. The student will register in this course while he/she is working with the investigation. Qualification P - NP. Requirement: Approval of the department director.

4 credits

Mano, M., & Kime, C. (2007). *Logic and Computer Design Fundamentals*. (4<sup>th</sup> ed.). Prentice Hall.

## **Master's Degree in Business Administration (MBA)**

The curriculum for the Master's Degree in Business Administration aims to provide a broad base and a solid preparation in management and organization of business activities.

In addition, the Program gives students an opportunity to specialize in one of the many functional areas of this discipline. The core courses required of all students stresses the general principles and training applicable to all organizations. They cover a wide spectrum of disciplines such as decision theory, management processes, application of quantitative analysis to management problems, contributions of the behavioral sciences to functional areas of business management, and relations of business organizations to socio-economic and political environments.

Students interested in pursuing the General Program must approve, in addition to the core courses in Business Administration; eighteen (18) credits from the other specialization courses or the elective courses from the Graduate Program in Business Administration, International Business Administration, Labor Relations, Electronic Commerce or from other related programs with the approval of their academic advisor. Classes are primarily taught in Spanish; therefore, proficiency in the Spanish language is required.

### **Admission Requirements**

In addition to fulfilling the general admission requirements for master's degree studies set forth above, candidates desiring to enter this Program must meet the following requirements:

1. Have a grade point index of 2.50 or above in the last sixty credit hours of academic work (at the undergraduate level or a combination of undergraduate and graduate credits in case the applicant already has a graduate degree from a recognized university.)
2. Present the results of one of the following tests taken within the five year period preceding the date of requested admission: a. Graduate Record Exam (GRE); b. Miller Analogy Test (MAT); c. Examen de Admisión a Estudios de Posgrado (EXADEP); and d. Graduate Management Admission Test (GMAT).
3. Demonstrate, through an examination or other appropriate means as determined by the academic department or division, the ability to interpret professional material, both in Spanish and English, and the ability to express themselves correctly in writing in one of these languages.
4. Request an evaluation of their transcript by a specialized agency (e.g., WES) if their bachelor's degree or equivalent from a university of recognized standing uses a grading system different from that used in this University.
5. Present evidence of having passed the following courses at the Bachelor's level with a minimum grade of "C":
  - i. Economics (Micro and Macro) 6 credits
  - ii. Statistics (descriptive and inferential) 6 credits
  - iii. Accounting I and II 6-8 credits

### **REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION DEGREE (General)**

Core Course Requirements	24 credits
Specialization Requirements	<u>18</u> credits
Total	42

### Core Course Requirements - 24 credits

BADM	5010	Quantitative Methods for Decision Making	3
BADM	5020	Managerial Economics	3
BADM	5040	Accounting for Managers	3
BADM	5070	Public Policy towards Business	3
BADM	5090	Marketing Management	3
BADM	5100	Organizational Theory and Behavior	3
BADM	5190	Managerial Finance I	3
BADM	6500	Integration Seminar in Entrepreneurial Strategies	3

### Specialization Course Requirements- 18 credits

Students should take six (6) credits from the following course

BADM	6090	Supervision and Leadership	3
BADM	6190	Managerial Finance II	3
BADM	6200	International Business Finance	3
BADM	6230	Investments	3
BADM	6390	Global Marketing	3
BADM	6945	Small Business Institute Seminar	3
BADM	6160	Marketing Research	3
BADM	6060	Banking Administration	3
BADM	6020	Training, Development and Administration of Human Resources	3

## Course Descriptions, Faculty and Learning Resources (Business Administration-General)

### BADM 5010 QUANTITATIVE METHODS FOR DECISION MAKING

Study of the quantitative methods for decision making – in particular, the application of mathematical and statistical models in the analysis of problems related to economic and administrative sciences. The main topics include probability and decision making analysis, game theory, analysis under uncertain conditions, and network analysis. Includes simulations.

3 credits

VARAS-LÓPEZ, MILAGROS. Associate Professor of Mathematics. B.S. in Mathematics, Tulane University; M. Ed. in Business Administration, Tulane University; Ed. D. in Curriculum and Teaching Inter American University of Puerto Rico.

Render, B., Hanna, M.E. & Stair, R.M.. (2009). *Quantitative Methods for Management*. (10<sup>th</sup> ed.). Prentice Hall/Ebrary, NetLibrary/EBSCO.

**BADM 5020 MANAGERIAL ECONOMICS**

Nature of demand and economic aspects of production in firms. Optimization techniques and the use of analytical economic methods in the managerial decision-making process. Analysis of risk and decision-making under conditions of uncertainty.

3 credits

COLÓN-TORRES, BALTAZARA. Professor of Economics. B.A. in Economics, University of Puerto Rico; M.A. in Economics, Rutgers State University; Ph. D. in Economics, Rutgers State University

Hirschey, M. (2007). *Managerial Economics*. (11<sup>th</sup> ed.). Thompson-SouthWestern.

Besanko, D., Dranove, D., Shanley, M. & Schaefer, S. (2006). *Economics of Strategy*. (4<sup>th</sup> ed.). Wiley/Ebrary.

**BADM 5040 ACCOUNTING FOR MANAGERS**

Analysis of financial accounting as a managerial tool; the role of the accounting executive in the company or firm and financial statements interpretation. Use of cost accounting information as a managerial tool.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

MARTÍNEZ-CALIMANO, ENRIQUE. Associate Professor of Accounting. B.B.A. in Accounting University of Puerto Rico; M.B.A. in Accounting, Metropolitan University; D.B.A. in International Business, Argosy University.

Jiambalvo, J. (2009). *Managerial Accounting*. (4<sup>th</sup> ed.). Wiley.

**BADM 5070 PUBLIC POLICY TOWARDS BUSINESS**

Analysis of the government's monetary, fiscal and regulatory policies regarding business cycles and their impact on firms. Study of current trends in these areas at the local, national and international government levels.

3 credits

FLORES MARTÍNEZ, LUIS A. Associate Professor of Education. B.A. in Business Administration, Inter American University of Puerto Rico; M.A in Administration and Supervision, Inter American University of Puerto Rico; J.D., Inter American University of Puerto Rico; Ph. D. in Human Resources, Walden University.

Miller R.L., Benjamin, D.K. & North, D.C. (2007). *The Economics of Public Issues*. (15<sup>th</sup> ed.). Boston, MA: Addison Wesley.

Lawrence, A.T., Weber, J., & Post, J.E. (2008). *Business & Society: Stakeholders; Ethics, Public Policy*. (12<sup>th</sup> ed.). New York: McGraw- Hill.

**BADM 5090 MARKETING MANAGEMENT**

Marketing from the individual firm viewpoint. Interaction between the company, the market and the environment. Managerial marketing functions and their integration in conjunction with models of planning and decision-making.

3 credits

MALDONADO-MOLL, Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

Kotler, P. & Keller, K.L. (2009). *Marketing Management*. (13<sup>th</sup> ed.). Pearson/Prentice, Hall/Ebrary, NetLibrary/EBSCO.

**BADM 5100 ORGANIZATIONAL THEORY AND BEHAVIOR**

Review of the major approaches to the study of organizations from a psychosocial point of view. Topics include small group behavior, system of power and influence, interpersonal conflict, individual motivation, organizational structure, dynamics and change and their implications for management, social welfare systems and the social and personal needs of the group and the individual.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

Robbins, S. & Judge, T. (2009). *Organizational Behavior*. (13th ed.). NJ: Upper Saddle River: Prentice Hall. I SBN: 13: 9780136007173/ Ebrary, NetLibrary/EBSCO.

**BADM 5190 MANAGERIAL FINANCE I**

Review of the fundamental aspects of financial decision-making in its theoretical, technical and practical dimensions. Study of investment decision-making in working capital and short and long term financing.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Brigham, E. F. & Earhardt, M.C. (2008). *Financial Management Theory & Practice*. (12th ed.), Masson, H: Thomson/South-Western / Ebrary, NetLibrary/EBSCO.

**BADM 6500 INTEGRATION SEMINAR IN ENTREPRENEURIAL STRATEGIES**

Analysis of the factors to be considered in the formulation and selection of strategies and policies for the development and operations of companies in local and international competitive markets. Prerequisite: Have completed all core courses. Grade P/NP.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

MILÁN-OLIVIERI, ARLINE. Professor of Human Resources. B.A. in Business Education, University of Puerto Rico; M.A. in Higher Education, Inter American University of Puerto Rico; M.A. in Administration and Supervision, New York University; Ph. D. in Business Education, Walden University.

Hill, C. & Jones, G. (2007). *Strategic Management: An Integrated Approach*. (7<sup>th</sup> ed.). Boston: Houghton Mifflin /Ebrary, NetLibrary/EBSCO.

#### **BADM 6090 SUPERVISION AND LEADERSHIP**

Behavioral science research related to the functions and duties of management personnel with emphasis on line supervision. Role playing in supervisory problems.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

Certo, S. (2008). *Supervision: Concepts & Skill Building*. (6<sup>th</sup> ed.) NY: McGraw-Hill/Irwin.

#### **BADM 6190 MANAGERIAL FINANCE II**

Analysis of the company's financial administration. Emphasis on valuation concepts and approaches, factors and variables on decision making of investment in assets and capital structure and dividend policy. Study of portfolio investment theory and valuation of capital asset models. Prerequisite: BADM 5190.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Brigham, E. F. & Ehrhardt, M.C. (2008). *Financial Management: Theory & Practice*. (12<sup>th</sup> ed.). Thompson/South Western/ Ebrary, NetLibrary/EBSCO.

#### **BADM 6200 INTERNATIONAL BUSINESS FINANCE**

Study of the structure and functioning of foreign currency markets and of the factors that determine the exchange rates of currencies. Analysis of investment decision-making and the financing of companies and institutions from a global perspective.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Shapiro, A. C. (2009). *Multinational Financial Management*. (9<sup>th</sup> ed.). John Wiley & Sons, Inc.

### **BADM 6230 INVESTMENTS**

Analysis of the factors and variables on decision making of financial instrument investment. Emphasis on the understanding of techniques and models of capital assets valuation, individually as well as in the context of instruments portfolios and of valuation relative to the market. Study of the different types of patrimony, debt and derivative financial instruments, as well as of their respective markets. Prerequisite: BADM 5190.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Reilly, F.K., & Brown, K.C. (2008). *Investments Analysis & Portfolio Management*. (9<sup>th</sup> ed.). South-Western College Pub.

### **BADM 6390 GLOBAL MARKETING**

Analysis of the world-wide markets of comparative systems and the process of marketing across political boundaries. Both macro and micro approaches are used in dealing with the interaction between international marketing and the cultural, geographic, economic and political features of major world regions. Emphasis on Latin America.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

Johansson, J. K. (2009). *Global Marketing: Foreign Entry, Local Marketing & Global Management*. (5<sup>th</sup> ed.). NY: McGraw-Hill/Irwin.

### **BADM 6945 SMALL BUSINESS INSTITUTE SEMINAR**

Designed to give the graduate student the opportunity to provide consulting services to clients of the Small Business Administration. Class work, field research, business analysis and report writing with recommendations and conclusions are integrated into the course.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

Scarborough, N. M. (2011). *Effective Small Business Management*. (10<sup>th</sup> ed.). Prentice Hall.

#### **BADM 6160 MARKETING RESEARCH**

Application of research methods to marketing problems. Emphasis on the decision, sampling and information analysis theory for the solution of problems. Prerequisite: BADM 5090.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

Malhorta, N.K. (2007). *Marketing Research: An Applied Orientation*. (5<sup>th</sup> ed.). Pearson Prentice Hall.

#### **BADM 6060 BANKING ADMINISTRATION**

Analysis of the principles and managerial processes required for the administration of commercial banks.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Gardner, M.J., Mills, D.L., & Cooperman, E.S. (2005). *Managing Financial Institutions*. (5<sup>th</sup> ed.). Dryden Press.

#### **BADM 6020 TRAINING, DEVELOPMENT AND ADMINISTRATION OF HUMAN RESOURCES**

Development of skills to design training programs at the managerial level, relating theory to life experiences in each specific situation.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Office Systems, Universidad de Puerto Rico; M.A. in Personnel Administration in Higher Education with minor in Business Education, New York University; D.B.A. in Business Administration with majors in International Management and Human Resources, University of Sarasota.

Noe, R. A. (2008). *Employee Training & Development*. (4<sup>th</sup> ed.). McGraw-Hill/ Ebrary, NetLibrary/EBSCO.

# Index

	<b>Page</b>
Academic and Administrative Calendars .....	19
Academic Degrees .....	28
Academic Information .....	35
Academic Information for Master Degree Programs .....	47
Administrative Action Symbols .....	44
Administrative Personnel.....	9
Admission of Transfer Students to Master Programs .....	49
Admission of Undergraduates to Master Degree Courses .....	48
Admissions Procedure for Master Degree Programs .....	47
Alumni Association .....	35
Application for Graduation.....	52
Associations .....	33
Auditing Courses .....	43
Board of Trustees.....	7
Change of Address.....	40
Change of Grades Request.....	44
Class Attendance .....	41
Combined Study Courses .....	37
Conditional Admission .....	48
Course Descriptions, Faculty and Learning Resources (Computer Sciences) .....	55
Course Descriptions, Faculty and Learning Resources (Business Administration).....	64
Course Load.....	42
Courses on Line .....	37
Description of the Orlando Cyber Study Center.....	35
Diplomas.....	40
Directory.....	5
Discontinuation of Academic Offerings .....	41
Distance Learning .....	35
Educational Resources.....	34
Expiration Norm for Graduate Courses .....	48
Federal Stafford Loan .....	46
Federal Work Study Program .....	46
General Information .....	27
Goals of the University.....	28
Governance.....	27
Grading System .....	43
Graduate (Master) Degree Programs .....	53
Grievance Policy .....	45
History of the University .....	27
Information Access Center (Library).....	34
Index .....	70
Institutional Graduation Requirements for Master Degree Programs.....	52
Institutional Scholarships .....	45
Interactive Videoconference .....	37
Internet Courses.....	37
Internship Programs.....	52
Maintenance of Active Status in Master Degree Programs .....	49

Master in Sciences (M.S.) in Computer Sciences .....	53
Master’s Degree in Business Administration (General) .....	62
Objectives of Distance Learning.....	36
Perkins Federal Loan (formerly NDLS) .....	45
Principal Officers of the University.....	11
Proctored Evaluations .....	36
Publications .....	34
Readmission to Master Degree Programs.....	49
Registration and Program Changes.....	38
Religious Life Policy .....	30
Repeating Courses .....	42
Requirements for Satisfactory Academic Progress in Master Degree Programs.....	49
Servicemembers Opportunity College (SOC) .....	33
Service of the Registrar .....	38
Student Records.....	40
Student Services and Activities .....	45
Study Benefit Time Limits for Veterans and Beneficiaries .....	46
Study in Other Institutions of Higher Education .....	43
Technologies and Media Used in Distance Learning .....	36
Tuition, Fees and Other Charges Applicable to the Orlando Cyber Study Center .....	23
University Anti-hazing Policy .....	32
University Policy Regarding Students and Alumni Directory .....	39
Veterans’ Service.....	46
Video Courses .....	37
Withdrawal from the University.....	41
Withdrawal of a Course from the Schedule.....	42