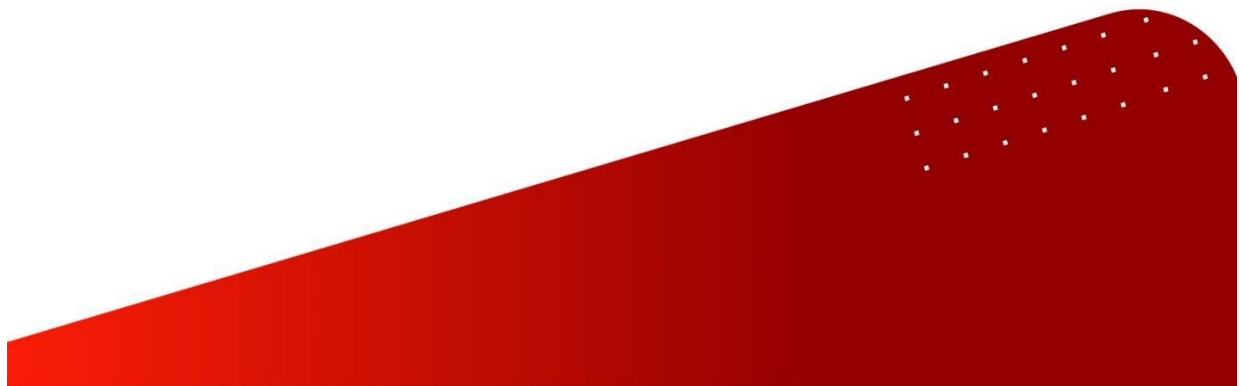


**ADENDDUM #3 TO THE INSTITUTIONAL CATALOG 2023-2024**

**Effective on July 1, 2024**



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## **Addendum to the Institutional Catalogue 2023-2024**

In the 2023-2024 Columbia Central University (CCU) Institutional Catalog, the following changes were made:

- The Satisfactory Academic Progress Policy was amended.
- The academic programs heading now reflects the correction of 72 credits instead of 60 credits for the School of Administration Associate Degree in Business Administration.

### **Page 108, The Satisfactory Academic Progress Policy is amended:**

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### **Introduction**

Columbia Central University adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 C.F.R. § 668.34.

### **Applicability**

This policy applies to all students enrolled in CCU, regardless of if they are full-time or part-time students or if they receive federal financial aid, or any other type of aid. The policy does not apply to students enrolled in Continuing Education courses.

### **Definition of Satisfactory Academic Progress**

CCU defines Satisfactory Academic Progress as the required measurement of a student's academic progress towards completing his or her academic program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Credits Successfully Completed). Students must maintain the required cumulative GPA and successfully complete the cumulative required percentage of attempted credits (pace) to ensure they will graduate within the maximum timeframe for their program in order to meet the qualitative and quantitative components of SAP.

In order for the student to complete their academic program within the maximum time frame established for the program (the quantitative component of SAP), the student must successfully complete the required percentage of attempted credits throughout the duration of his/her academic

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program. An evaluation of SAP is not completed until both the qualitative and quantitative components are reviewed. If the evaluation shows that a student does not have the required GPA or is not maintaining the required pace, the student becomes ineligible for FSA funds (Federal Student Aid) provided that the student is permitted to receive FSA funds during a single consecutive payment period of Financial Aid Warning status or, after a successful appeal, while on Financial Aid Probation status.

**Roles and Responsibilities**

Academic Progress Committee	Academic Director and/or Program Coordinator, Registrar, Counselor, and the Director of the Financial Aid Office.
Submission of Appeal Request	The Counselor or equivalent will submit the Satisfactory Academic Progress Appeal request that was prepared and submitted by the student to the Dean of Academic Affairs and/or Chief Academic Officer, who will convene the Appeal Committee for an appropriate evaluation.

**SATISFACTORY ACADEMIC PROGRESS POLICY REQUIREMENTS**

**Qualitative Component: Cumulative GPA**

Students need to achieve the minimum cumulative grade point average at each SAP evaluation point. (For more details, please refer to the Satisfactory Academic Progress Evaluation Charts).

A student enrolled in a program of more than two academic years must have a GPA equivalent to his/her program’s graduation standards at the end of the student’s second academic year to be meeting the qualitative standard of SAP.

**Quantitative Component: Credits Successfully Completed**

A student must progress through the program at the minimum pace for the specified SAP evaluation points in order to finish the academic program within the allowable maximum timeframe. Students who meet or exceed the minimum pace requirements will complete their program within the maximum time frame as described in the Maximum Timeframe section of this policy.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation point to meet the minimum SAP standards (Please refer to the Academic Progress Evaluation Charts).

**The chart below provides information about how grades affect the Qualitative (GPA) and Quantitative (credits) components of SAP:**

Grade Type	Grade	Included in Cumulative GPA	Included in Cumulative Credits/ Hours Attempted	Included in Cumulative Credits Earned (Successfully Completed)	Included in Maximum Time Frame
Passing Grades	A, B, C, D	Yes	Yes	Yes	Yes
Additional Passing Grades (Pass/Fail courses)	P	No	Yes	Yes	Yes
Failing Grade	F	Yes	Yes	No	Yes
No Pass Grade (Pass/Fail courses)	NP	No	Yes	No	Yes
Incompletes	I	No	Yes	No	Yes
Dropped Course (Withdrawals)	W, WT, WF	No	Yes	No	Yes
Emergency Drop Courses - COVID-19	COVID-19 Grade	No	No	No	No
Repeated courses	As earned for each attempt at the course	Highest grade earned	Yes, all attempts of the course	Yes, all attempts of courses successfully completed	Yes, all attempts of the course
Transferred Credits/Hours from prior programs at CCU accepted towards current program	Refer to grades above	Yes	Yes	Yes	Yes
Credits transferred from other institutions that were accepted towards current program	T	No	Yes	Yes	Yes

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CCU does not offer remedial courses; therefore, remedial courses are not discussed in this policy.

### **Maximum Timeframe Criteria**

Students are required to complete their program within a reasonable timeframe. Federal regulations define the maximum timeframe as 150% of the published length of the program of study. The maximum timeframe is based on credits attempted and is determined by multiplying the number of credits required to complete the program by 1.5. For example, a 64-credit program would have a maximum time frame of 96 credits to complete the program.

A student does not meet the maximum timeframe standards when it becomes mathematically impossible to complete the program within 150% of the published length of the program and therefore loses eligibility for federal financial aid for their program. All attempted credits, with the exception of drops due to COVID-19, count towards the maximum timeframe, including transfer credit hours accepted for the student's current program of study.

A student for whom it has become mathematically impossible to complete the program within 150% of the program's length in credits may be allowed to continue for an additional term, if approved by the Academic Progress Committee. This term will not be considered eligible for financial aid and students are not permitted to submit an SAP appeal. If allowed to continue for an additional term, the student enrolls under an Academic Plan.

### **SAP Evaluation Procedure**

Students are expected to meet the cumulative required minimum completion rate and grade point average at the end of each SAP evaluation period (semester).

The Registrar Office will evaluate the academic progress at the end of each academic term.

### **SAP Reevaluation Procedure**

The Registrar Office will reevaluate the Satisfactory Academic Progress for students in rare instances of grade changes or a final grade received late from a faculty member. The Registrar will send a written communication notifying the student of the results of the evaluation if due to the grade change the student is no longer meeting the standards of SAP. CCU will not alter financial aid

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already disbursed to students based on SAP evaluations that were accurate at the time they were performed. If a formerly incomplete course is assigned a grade, that grade will be accounted for in the next regular SAP evaluation.

### **Satisfactory Academic Progress Statuses and Notification Process**

If a student fails to meet Satisfactory Academic Progress standards, the Registrar Office will send written notification indicating the results of the evaluation, the satisfactory academic progress status under which student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

In addition, the Registrar's Office will prepare the list of students who do not comply with the SAP policy and will notify the Financial Aid, Collections, and Counseling offices in writing.

### **Financial Aid Warning**

Financial Aid Warning is a status assigned to a student who fails to comply with the qualitative and/or quantitative component as established in the Satisfactory Academic Progress policy.

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the payment period following the period in which the student failed to meet satisfactory academic progress standards. Students are expected to improve their academic performance during this Financial Aid Warning period. If a student fails to meet the minimum qualitative and quantitative standards described above upon completing the Financial Aid Warning period, the student will be placed on Financial Aid Suspension status and will lose eligibility for FSA programs. If the student successfully appeals their Financial Aid Suspension status, the student will be placed on Financial Aid Probation Status.

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## **Financial Aid Suspension**

Students placed on Financial Aid Suspension lose eligibility for financial aid. A student will be placed on Financial Aid Suspension Status if any of the following apply:

- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Warning, or
- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Probation or fails to adhere to the Academic Plan required for their Financial Aid Probation status (discussed below), or
- It is mathematically impossible for the student to complete the program within the maximum timeframe allowed. As discussed above, students who cannot complete their program within the maximum timeframe are not permitted to submit an SAP appeal.

Students will receive written notification of Financial Aid Suspension from the Registrar's Office. The Registrar Office will also notify the Dean of Academic Affairs, Financial Aid, and the Student Accounts Office of the student's ineligibility for financial aid.

Students may continue studies without the aid of financial aid after suspension if otherwise permitted in accordance with the university's academic standards. If the student continues without financial aid, the student will be responsible for the full cost that may apply during that period of enrollment.

## **Appeal Process**

An appeal is a process where a student on Financial Aid Suspension status asks the institution to reconsider their eligibility to receive financial aid funds. The appeal process applies to students who do not meet the SAP requirements (including the terms of their Academic Plan, if applicable) in the period evaluated.

If a student experienced extenuating circumstances that prevented him/her from complying with the SAP requirements, the student may appeal to regain eligibility for federal financial aid.

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The Institution considers the following as examples of extenuating circumstances:

- Student illness
- Family illness
- Distress in the family unit, such as: divorce or death of parents, spouse, or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student's control

To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal, including supporting documentation, within a period of five (5) business days from the date of receipt of the notification that they were placed on Financial Aid Suspension status. The student must be able to explain what has changed in their situation that will allow them to meet the SAP requirements at the next evaluation. The SAP appeal form is available at the Registrar, Counseling and Academics offices.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application and determine whether it is possible for the student to meet the standards of academic progress or an Academic Plan at the end of the next term.

The Appeals Committee will evaluate the Request for Appeal of Satisfactory Academic Progress and notify the Academic Director or designee of the decision. This Committee must establish a meeting schedule for each academic term, with a deadline for the student to document his/her case and present it to the Committee via the SAP Appeal form. The Registrar's Office will send the student written notice of the Committee's decision no later than 5 calendar days from the date of the committee's decision.

If the appeal is approved, the student will be eligible for financial assistance during the probation term. At the next evaluation point, in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of satisfactory academic progress or is adhering to the terms of his/her Academic Plan. The student has the opportunity to appeal again, if he/she fails to comply with the requirements of SAP or the terms of his/her Academic Plan.

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## **Financial Aid Probation**

This status applies to those students who have not been able to meet the SAP requirements and were placed on Financial Aid Suspension status, but subsequently complete the appeal process and their appeal is approved. (Please refer to the Appeal Process section above).

The Financial Aid Probation period is only for an academic term. The approval of an appeal will require that the student be placed on an Academic Plan during the Financial Aid Probation period if the student will be unable to meet satisfactory academic progress standards by the end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student's ability to graduate with the appropriate GPA and within the maximum time frame.

Students will be eligible for financial aid during the payment period under a Financial Aid Probation status. Once the probation period ends, students must be able to show they meet the requirements of Satisfactory Academic Progress or the Academic Plan to maintain eligibility for financial aid.

## **Academic Plan**

Academic plans are developed by the Counselor or designated academic representative in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point of time.

If a student successfully appeals and is placed on Financial Aid Probation status with an Academic Plan, the student will retain eligibility for federal financial aid if he/she meets the standards of SAP or is meeting the terms of the Academic Plan at each SAP evaluation period. To continue in the Academic Plan after the initial Financial Aid Probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the Academic Plan. If a student wants to change their Academic Plan, they must submit an appeal.

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## **Reestablishing Eligibility**

A student who has had their financial aid status suspended can reestablish eligibility for federal financial aid by attending courses without the benefit of financial aid and meeting the cumulative qualitative (GPA) and quantitative (Credits) standards. A student who has lost federal financial aid eligibility due to maximum timeframe cannot reestablish eligibility.

## **COVID-19 Exception for SAP Quantitative Criteria**

Section 3509 of the CARES Act allowed institutions to exclude any attempted credits from the calculation of satisfactory academic progress (SAP) that a student has not been able to complete because of a circumstance related to the COVID-19 pandemic.

Permitted circumstances include, but are not limited to:

- Illness of the student or a member of his family
- The need to become a caregiver or first responder
- Economic difficulties
- Increase in working hours
- Loss of childcare
- Inability of continuing with classes through online education

This exception is available to students upon request to the Registrar Office for any terms that included the start and end dates of the COVID-19 national emergency (March 5, 2020, to May 11, 2023). Appropriate documentation must be provided to support permitted circumstances.

For example, the completion rate of a student who has completed 78 of the 120 attempted hours in a bachelor's degree program is 65 percent (78/120), which is below the SAP standards. However, if a student confirmed that the 12 credits, they attempted but were unable to complete in the spring 2020 term were due to a circumstance related to COVID-19, the rate is recalculated to omit the 12 credits resulting in a revised completion rate of 73 percent (79/108), which meets SAP standards. The 12 credits attempted are also excluded from the maximum timeframe and GPA.

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**TABLES TO EVALUATE THE STUDENT'S SATISFACTORY ACADEMIC PROGRESS BY LEVEL:**

**CERTIFICATE PROGRAMS**

**Program:** Computer Repairs Technician

**Program Summary:**

<b>Program Credits Required</b>	<b>Maximum Timeframe</b>	<b>Minimum Cumulative GPA</b>	<b>Minimum Cumulative Pace (Credit hours completed/ Credit hours attempted)</b>
36	54	2.00	66.67%

**Program:** Veterinary Assistant

**Program Summary:**

<b>Academic Credits in Program</b>	<b>Financial Aid Credits in Program</b>	<b>Maximum Timeframe in Financial Aid Credits</b>
55	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
  - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18=.6667%)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Introducción a la Medicina Veterinaria y Bioseguridad Animal	4	2
Destrezas de Comunicación Efectiva en Español	3	1.5
Conceptos Básicos de Ciencias	4	2
Conceptos Matemáticos	3	1.5
Principios Generales de Quirófano Veterinario	2	2
Anatomía y Fisiología de los Animales	5	3
Microbiología Veterinaria	3	1.5
Patología, Toxicología y Farmacología Veterinaria	4	2
Principios de Enfermería Veterinaria	4	2.5
Manejo, Cuidado y Enfermedades de Animales de Granja	4	3
Procedimientos Clínicos Veterinarios	3	3
Principios de Odontología Veterinaria	2	1
Nutrición Animal	2	1
Introducción a la Radiología y Sonografía Veterinaria	4	3
Principios de Psicología Social Comunitaria	2	1
Práctica Clínica Veterinaria	6	6

**Program:** Veterinary Assistant with Pet Grooming

**Program Summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
71	48	72

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
  - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18=.6667%)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Introducción a la Medicina Veterinaria y Bioseguridad Animal	4	2
Destrezas de Comunicación Efectiva en Español	3	1.5
Conceptos Básicos de Ciencias	4	2
Conceptos Matemáticos	3	1.5
Principios Generales de Quirófano Veterinario	2	2
Anatomía y Fisiología de los Animales	5	3
Microbiología Veterinaria	3	1.5
Patología, Toxicología y Farmacología Veterinaria	4	2
Principios de Enfermería Veterinaria	4	2.5
Manejo, Cuidado y Enfermedades de Animales de Granja	4	3
Procedimientos Clínicos Veterinarios	3	3
Principios de Odontología Veterinaria	2	1
Nutrición Animal	2	1
Introducción a la Radiología y Sonografía Veterinaria	4	3
Principios de Psicología Social Comunitaria	2	1
Introducción a Pet Grooming	2	1
Técnicas Pre-Grooming	3	2.5
Grooming Básico	3	2.5
Empresarial Básico y Mercadeo	2	1
Patrones y Estilos de Recorte	3	2.5
Técnicas Avanzadas de Grooming	3	2.5
Práctica Clínica Veterinaria	3	3
Práctica de Grooming	3	3

**Program:** Medical Secretary with Insurance Billing

**Program Summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
56	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
  - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ( $12/18=.6667\%$ )

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Español Básico	4	2
Basic English	3	1.5
Matemática Comercial	3	1.5
Terminología Médica	8	4
Mecanografía Básica Computarizada	3	3
Crédito y Cobro en Facturación a Planes Médicos I	4	2
Administración de Documentos	4	2
Mecanografía Intermedia y Avanzada	3	3
Relaciones Humanas	2	1
Principios Básicos de Clasificación y Codificación ICD-9-CM y ICD-10CM/PCSyCPT	4	2
Principios de Computadoras	2	2
Español Comercial	2	1
Business English	2	1
Administración de Oficina	2	1
Principios de Récord Medico	2	1
Crédito y Cobro en Facturación a Planes Médico II	3	3
Práctica en Médico Secretarial y Facturación de Planes Médicos	5	5

**Program:** Laboratory Assistant with Electronic Processing

**Program Summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
38	24	36

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
  - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18=.6667%)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Introduction to the Clinical Laboratory - Laws Regulations and the Assistant Role in Equipment Handling	7	4
General Compendium of Sciences	5	3
Basic Skills in Effective Communication and Customer Service	4	2
Medical Terminology	2	1
Basic Concepts of Microbiology	3	2
General Data Entry Processes and Billing of Laboratory Services	3	2
Management of Laboratory Samples	5	3
Special Procedures	5	3
Clinical Practice	4	4

**Program:** Pre-School Teacher Assistant

**Program Summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
63	36	54

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
  - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ( $12/18 = .6667\%$ )

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

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Course Description	Academic Credits	Financial Aid Credits
Relaciones Humanas	3	1.5
Español Básico	4	2
Principios de Computadora	2	2
Desarrollo del Niño	6	3
Manejo de Disciplina en Niños	3	1.5
Intervención en Crisis	4	2
Administración y Supervisión de Personal	4	2
Conceptos básicos en Salud y Seguridad en Infantes y Niños	5	2.5
Niños con necesidades especiales	5	2.5
Diseño de Actividades	4	2.5
English Applied to Preschool Teaching	2	1
Matemática Comercial	3	1.5
Desarrollo de Programas de servicio y desarrollo de propuesta	4	2
Currículo de infantes y preescolares	4	2
Integración de experiencias de arte, música y literatura en la niñez temprana	4	2
Práctica Supervisada	6	6

**Program:** Professional Pet Groomer

**Program Summary:**

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
33	25	37.5

**Satisfactory Academic Progress Requirements:** Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
  - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18=.6667%)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

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Course Description	Academic Credits	Financial Aid Credits
Introducción a Pet Grooming	2	1
Anatomía y Zootecnia	3	1.5
Salud, Bienestar y Manejo de Emergencias	3	1.5
Técnicas Pre-Grooming	3	2.5
Principios de Conducta	3	2.5
Grooming Básico	3	2.5
Empresarial Básico y Mercadeo	2	1
Patrones y Estilos de Recorte	3	2.5
Grooming Creativo y Funciones Asiáticas	3	2.5
Técnicas Avanzadas de Grooming	3	2.5
Práctica de Grooming	5	5

**CERTIFICATE PROGRAMS, ASSOCIATE, BACHELOR, AND MASTER DEGREES**

Program	Program Credits Required	Maximum Timeframe	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Technical Certificate in Veterinary Assistant	38	57	2.00	66.67%
Technical Certificate in Veterinary Assistant With Pet Grooming	52	78	2.00	66.67%
Technical Certificate Professional Pet Groomer	37	56	2.00	66.67%
Associate Degree in Audio	60	90	2.25	66.67%
Associate Degree in Business Administration	72	108	2.25	66.67%
Associate Degree in Cardiac and Vascular Technology	91	136.5	2.25	66.67%
Associate Degree in Cyber Security	71	106.5	2.25	66.67%
Associate Degree in Graphic Design	60	90	2.25	66.67%
Associate Degree in Medical Sonography	84	126	2.25	66.67%

<b>Program</b>	<b>Program Credits Required</b>	<b>Maximum Timeframe</b>	<b>Minimum Cumulative GPA</b>	<b>Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)</b>
Associate Degree in Nursing Sciences	72	108	2.25	66.67%
Associate Degree in Optical Sciences	79	118.5	2.25	66.67%
Associate Degree in Pharmacy Technician	83	124.5	2.25	66.67%
Associate Degree in Radiological Technology	83	124.5	2.25	66.67%
Associate Degree in Therapeutic Massage	63	94.5	2.25	66.67%
Bachelor's Degree in Information Technology, Networking and Security	120	180	2.25	66.67%
Bachelor's Degree in Nursing Sciences	125	187.5	2.25	66.67%
Bachelor Degree of Science in Nursing RN to BSN	52	78	2.25	66.67%
Bachelor's Diagnostic Imaging CT and MRI	135	202.5	2.25	66.67%
Bachelor's Degree in Business Administration	120	180	2.25	66.67%
Master Degree in Business Administration Specialization in Health Organizations Management	39	58.5	3.00	66.67%
Master Degree in Business Administration Specialization in Human Resources	39	58.5	3.00	66.67%

<b>Program</b>	<b>Program Credits Required</b>	<b>Maximum Timeframe</b>	<b>Minimum Cumulative GPA</b>	<b>Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)</b>
Master Degree in Business Administration Specialization in Management	39	58.5	3.00	66.67%
Master Degree of Sciences in Nursing with Specialization in Adults & The Elderly	41	61.5	3.00	66.67%

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**Page 195, The heading of the program credits of the Associate Degree in Business Administration was corrected from 60 to 72:**

**ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION**

**Credits: 72**

**Duration: One year and eight months**

**Location: Caguas Main**

**Study Modality: Face to Face**

University level program with the main purpose of preparing people in the administration area in a short time. The curricular content reflects a broad spectrum of administration, within which are contained courses in both general management and human resources, among others. The program consists of 72 credits. It introduces the student to core disciplines of administration such as management, human resources management, marketing, economics, accounting, occupational health and safety, and statistics, among others. It provides the student with the administrative knowledge and skills necessary to enter the world of work, recognizing problems that may arise and providing viable alternatives consistent with a dynamic organizational environment.

**ADDITIONAL PROGRAM REQUIREMENT:**

- a. Orientation with the Director of the School of Administration

**GRADUATION REQUIREMENTS:**

All those students who have fulfilled the requirements of their study program and, in addition, have:

Achieved a minimum GPA of 2.25 in Professional Education courses.

1. Achieved a minimum GPA of 2.00.
2. Approved at the university for at least 24 credits, 12 of them in Professional Education.

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## CURRICULAR STRUCTURE

### GENERAL EDUCATION COURSES

**Prescribed: 18 credits**

COURSES	CODE	COURSE NAME	CONTACT HOURS	CREDITS
ENGL	1101	Basic English I	60	3
ENGL	1102	Basic English II	45	3
HUMA	3005	World History I	45	3
SEMI	1105	University Success and Professional Seminar	45	3
SPAN	1101	Basic Spanish I	60	3
SPAN	1102	Basic Spanish II	45	3

**Sub - total: 300 hours 18 credits**

### RELATED COURSES

**Prescribed: 3 credits**

COURSES	CODE	COURSE NAME	CONTACT HOURS	CREDITS
COMP	1205	Introduction to Computers	60	3

**Sub - total: 60 hours 3 credits**

### PROFESSIONAL EDUCATION COURSES

**Prescribed: 39 credits**

COURSES	CODE	COURSE NAME	CONTACT HOURS	CREDITS
ACCO	2200	Administrative Accounting	60	3
ACCO	4001	Managerial Accounting	45	3
ECON	1204	Principles of Economics	45	3
ENTR	1001	Entrepreneurship	45	3
MANA	1207	Principles of Administration	45	3
MANA	2303	Legal Aspects and Ethics	45	3
MANA	2403	Human Resources Management	45	3
MANA	3002	Effective Supervision	45	3
MANA	4005	Customer Service	45	3
MANA	4006	Strategic Planning	45	3
MARK	1301	Marketing Principles	45	3
MATH	1206	Business Mathematics	60	3
STAT	3103	Statistics	45	3

**Sub-total: 615 hours 39 credits**

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**PROFESSIONAL EDUCATION COURSES (Vocational Technician)**

**Prescribed: 12 credits**

<b>COURSES</b>	<b>CODE</b>	<b>COURSE NAME</b>	<b>CONTACT HOURS</b>	<b>CREDITS</b>
ENGL	2206	Commercial Writing in English	45	3
MANA	2413	Integrated Systems Management	45	3
MANNA	4000	Effective Communication for Managers	45	3
SECU	1040	OSHA Safety and Regulations	45	3

**Sub - total:**

**180 hours**

**12 credits**

**ASSOCIATE DEGREE IN BUSINESS  
ADMINISTRATION  
SUGGESTED STUDY PROGRAM \*\***

COURSES	CODE	COURSE NAME	PREREQUISITES	CREDITS
<b>FIRST TERM: 15 CREDITS</b>				
COMP	1205	Introduction to Computers	-----	3
ENTR	1001	Entrepreneurship	-----	3
MANA	1207	Principles of Management	-----	3
MARK	1301	Marketing Principles	-----	3
SEMI	1105	College Success and Professional Seminar	-----	3
<b>SECOND TERM: 15 CREDITS</b>				
ACCO	2200	Administrative Accounting	-----	3
ECON	1204	Principles of Economics	-----	3
MANA	2303	Legal Aspects and Ethics	-----	3
MANA	2403	Human Resources Management	MANA 1207	3
MATH	1206	Business Mathematics	-----	3
<b>THIRD TERM: 15 CREDITS</b>				
ENGL	1101	Basic English I	-----	3
MANA	2413	Integrated Systems Management	COMP 1205	3
MANA	3002	Effective Supervision	MANA 1207 MANA 2403	3
MANA	4005	Customer Service	MARK 1301	3
SECU	1040	OSHA Safety and Regulations	MANA 1207 MANA 2403	3
<b>FOURTH TERM: 15 CREDITS</b>				
ENGL	1102	Basic English II	ENGL 1101	3
HUMA	3005	World History I	-----	3
MANA	4000	Effective Communication for Managers	MANA 1207 MANA 2403	3
SPAN	1101	Basic Spanish I	-----	3
STAT	3103	Statistics	-----	3
<b>FIFTH TERM: 12 CREDITS</b>				
ACCO	4001	Management Accounting	ACCO 2200	3
ENGL	2206	Business Writing in English	ENGL 1102	3
MANA	4006	Strategic Planning	MANA 1207 MATH 1206	3
SPAN	1102 *	Basic Spanish II	SPAN 1101	3

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**Grand Total of Associate Degree in Business Administration: 72 credits and 1,155 hours**

\*\* The student does not necessarily have to follow the order of the suggested courses, but the order helps the student to complete their degree in the stipulated time. The student should be aware of taking the courses that have requirements in an order that allows them to continue taking the other courses without problems. The courses without requirements do not have a specific order. The student can enroll in them, in the semester they are offered.

**MINIMUM GRADING POLICY**

Students enrolled in the Associate Degree in Business Administration will comply with the following:

1. Obtain, at least, a grade of C to pass the following courses:

ACCO 2200	ACCO 4001	COMP 1205	ECON 1204
ENGL 2206	ENTR 1001	MANA 1207	MANA 2303
MANA 2403	MANA 2413	MANA 3002	MANA 4000
MANA 4005	MANA 4006	MARK 1301	MATH 1206
SECU 1040	STAT 3103		

2. Although a minimum qualification of C To pass the Professional Education courses, the student must ensure that they meet the minimum required average of **2.25** for this line. If you do not comply, you must repeat.

