Note: The programs, policies, requirements, and regulations published in this catalog are continually subject to review in order to serve the needs of the University’s various publics and to respond to the mandates of the Commission for Independent Education, Florida Department of Education. Changes in programs, policies, requirements, and regulations may be made without advance notice.
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Ulises Guigou, BSME, MSME, Associate Professor/IT Technician
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This publication serves as a supplement to the current Polytechnic University of Puerto Rico Catalog and focuses on the degree offerings for Polytec Miami, Miami, Florida location. It contains essential information needed by students about the curriculum, policies and procedures, student life, and finances related to Polytec Miami. A Catalog for Polytechnic University of Puerto Rico is available for reference at the Orlando, Miami or San Juan campuses.

While this Catalog is prepared on the basis of the best information available at the time of publication, all information including statements of fees, course offerings, admissions, and graduation requirements is subject to change without notice or obligation. The University therefore reserves the right to change any section or part of the Catalog and to make such changes applicable to students currently enrolled as well as to new students. In the event of changes, Polytechnic University of Puerto Rico will notify students via e-mail, mail and/or addendum.
# MIAMI CAMPUS
## 2015-2016 ACADEMIC CALENDAR

### Fall 2015

*August 10 thru October 31, 2015*

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>July 30 – August 6</td>
</tr>
<tr>
<td>New Student Orientation (first session of</td>
<td>August 6</td>
</tr>
<tr>
<td>the term)</td>
<td></td>
</tr>
<tr>
<td>Classes Begin (first session of the term)</td>
<td>August 10</td>
</tr>
<tr>
<td>Late Registration</td>
<td>August 7 – 13</td>
</tr>
<tr>
<td>Last date of Total or Partial Withdrawal</td>
<td>August 14 or before</td>
</tr>
<tr>
<td>with a 100% Refund</td>
<td></td>
</tr>
<tr>
<td>Midterm Exams (first session of the term)</td>
<td>August 24 – 28</td>
</tr>
<tr>
<td>Deadline for Faculty to report NR grades</td>
<td>September 2</td>
</tr>
<tr>
<td>(first session of the term)</td>
<td></td>
</tr>
<tr>
<td>Deadline to remove incomplete grades from</td>
<td>October 15</td>
</tr>
<tr>
<td>SP-15 and SU-15</td>
<td></td>
</tr>
<tr>
<td>Withdrawal Deadline (first session of the</td>
<td>September 4</td>
</tr>
<tr>
<td>term)</td>
<td></td>
</tr>
<tr>
<td>Final Examinations (first session of the</td>
<td>September 14 – 19</td>
</tr>
<tr>
<td>term)</td>
<td></td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office (first</td>
<td>September 23</td>
</tr>
<tr>
<td>session of the term)</td>
<td></td>
</tr>
<tr>
<td>Classes Begin (second session of the term)</td>
<td>September 21</td>
</tr>
<tr>
<td>Last date of Total or Partial Withdrawal</td>
<td>September 25 or before</td>
</tr>
<tr>
<td>with a 100% Refund</td>
<td></td>
</tr>
<tr>
<td>(second session of the term)</td>
<td></td>
</tr>
<tr>
<td>Midterm Exams (second session of the term)</td>
<td>October 5 – 9</td>
</tr>
<tr>
<td>Deadline for Faculty to report NR grades</td>
<td>October 14</td>
</tr>
<tr>
<td>(second session of the term)</td>
<td></td>
</tr>
<tr>
<td>Withdrawal Deadline (second session of the</td>
<td>October 16</td>
</tr>
<tr>
<td>term)</td>
<td></td>
</tr>
<tr>
<td>Final Examinations (second session of the</td>
<td>October 26 – 31</td>
</tr>
<tr>
<td>term)</td>
<td></td>
</tr>
<tr>
<td>Academic Recess</td>
<td>November 2 – 15</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office (second</td>
<td>November 4</td>
</tr>
<tr>
<td>session of the term)</td>
<td></td>
</tr>
<tr>
<td>Registration for Next Term WI-15</td>
<td>November 5 – 12</td>
</tr>
</tbody>
</table>

### Holidays
- Labor Day: September 7
- Columbus Day: October 12
- Veteran’s Day: November 11

Classes scheduled on a holiday will be rescheduled as follows:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 10</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>October 15</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>Academic Recess</td>
</tr>
</tbody>
</table>
### Winter 2015

*November 16, 2015 thru February 20, 2016*

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>November 5 – 12</td>
</tr>
<tr>
<td>New Student Orientation (first session of the term)</td>
<td>November 12</td>
</tr>
<tr>
<td>Classes Begin (first session of the term)</td>
<td>November 16</td>
</tr>
<tr>
<td>Late Registration</td>
<td>November 13 – 19</td>
</tr>
<tr>
<td>Last date of Total or Partial Withdrawal with a 100% Refund</td>
<td>November 20 or before</td>
</tr>
<tr>
<td>Midterm Exams (first session of the term)</td>
<td>November 30 – December 5</td>
</tr>
<tr>
<td>Deadline for Faculty to report NR grades (first session of the term)</td>
<td>December 9</td>
</tr>
<tr>
<td>Deadline to remove incomplete grades from FA-15</td>
<td>February 4</td>
</tr>
<tr>
<td>Deadline to apply for graduation 2016</td>
<td>December 17</td>
</tr>
<tr>
<td>Withdrawal Deadline (first session of the term)</td>
<td>December 11</td>
</tr>
<tr>
<td>Christmas Recess</td>
<td>December 21 – January 6</td>
</tr>
<tr>
<td>Final Examinations (first session of the term)</td>
<td>January 4 – 9</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office (first session of the term)</td>
<td>January 13</td>
</tr>
<tr>
<td>Classes Begin (second session of the term)</td>
<td>January 11</td>
</tr>
<tr>
<td>Last date of Total or Partial Withdrawal with a 100% Refund (second</td>
<td>January 15 or before</td>
</tr>
<tr>
<td>session of the term)</td>
<td></td>
</tr>
<tr>
<td>Midterm Exams (second session of the term)</td>
<td>January 25 – 30</td>
</tr>
<tr>
<td>Deadline for Faculty to report NR grades (second session of the term)</td>
<td></td>
</tr>
<tr>
<td>Withdrawal Deadline (second session of the term)</td>
<td>February 3</td>
</tr>
<tr>
<td>Final Examinations (second session of the term)</td>
<td>February 5</td>
</tr>
<tr>
<td>Academic Recess</td>
<td>February 15 – 20</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office (second session of the term)</td>
<td>February 22 – March 5</td>
</tr>
<tr>
<td>Registration for Next Term SP-16</td>
<td>February 24</td>
</tr>
<tr>
<td></td>
<td>February 25 – March 3</td>
</tr>
</tbody>
</table>

### Holidays

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>November 26 – 27</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 18</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 15</td>
</tr>
</tbody>
</table>

Classes scheduled on a holiday will be rescheduled as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>December 3</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 21</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Academic Recess</td>
</tr>
</tbody>
</table>
**Spring 2016**  
*March 7 thru May 28, 2016*

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>February 25 – March 3</td>
</tr>
<tr>
<td>New Student Orientation (first session of the term)</td>
<td>March 3</td>
</tr>
<tr>
<td>Classes Begin (first session of the term)</td>
<td>March 7</td>
</tr>
<tr>
<td>Late Registration</td>
<td>March 7 – 11</td>
</tr>
<tr>
<td>Last date of Total or Partial Withdrawal with a 100% Refund</td>
<td>March 11 or before</td>
</tr>
<tr>
<td>Deadline to remove incomplete grades from WI-15</td>
<td>May 13</td>
</tr>
<tr>
<td>Midterm Exams (first session of the term)</td>
<td>March 21 – 26</td>
</tr>
<tr>
<td>Academic and Administrative Recess (Holy week)</td>
<td>March 24 – 25</td>
</tr>
<tr>
<td>Deadline for Faculty to report NR grades (first session of the term)</td>
<td>March 30</td>
</tr>
<tr>
<td>Withdrawal Deadline (first session of the term)</td>
<td>April 1</td>
</tr>
<tr>
<td>Final Examinations (first session of the term)</td>
<td>April 11 – 16</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office (first session of the term)</td>
<td>April 20</td>
</tr>
<tr>
<td>Classes Begin (second session of the term)</td>
<td>April 18</td>
</tr>
<tr>
<td>Last date of Total or Partial Withdrawal with a 100% Refund (second session of the term)</td>
<td>April 22 or before</td>
</tr>
<tr>
<td>Midterm Exams (second session of the term)</td>
<td>May 2 – 7</td>
</tr>
<tr>
<td>Deadline for Faculty to report NR grades (second session of the term)</td>
<td>May 11</td>
</tr>
<tr>
<td>Withdrawal Deadline (second session of the term)</td>
<td>May 13</td>
</tr>
<tr>
<td>Final Examinations (second session of the term)</td>
<td>May 23 – 28</td>
</tr>
<tr>
<td>Academic Recess</td>
<td>May 30 – June 5</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office (second session of the term)</td>
<td>June 1</td>
</tr>
<tr>
<td>Registration for Next Term SU-16</td>
<td>June 1 – 3</td>
</tr>
</tbody>
</table>

**Holidays**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holy Thursday</td>
<td>March 24</td>
</tr>
<tr>
<td>Good Friday</td>
<td>March 25</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 30</td>
</tr>
</tbody>
</table>

Classes scheduled on a holiday will be rescheduled as follows:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holy Week Recess</td>
<td>March 31</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Academic Recess</td>
</tr>
</tbody>
</table>
Summer 2016
June 6 thru July 16, 2016

Registration: June 1 – 3
New Student Orientation: June 2
Classes Begin: June 6
Late Registration: June 6 – 10
Last date of Total or Partial Withdrawal with a 100% Refund: June 10 or before
Midterm Exams: June 20 – 25
Deadline for Faculty to report NR grades: June 29
Withdrawal Deadline: July 1
Final Examinations: July 11 – 16
Grades Due in Registrar’s Office: July 20
Academic Recess: July 18 – August 9
Registration for Next Term FA-16: July 28 – August 4

Holiday

Independence Day: July 4

Classes scheduled on a holiday will be rescheduled as follows:

Independence Day: July 7
PRESIDENT’S MESSAGE

Dear Students:

You are embarking on a great journey that can ultimately afford you professional and personal success and a higher education degree. Education is the foundation to your future and we are proud you chose Polytechnic University of Puerto Rico.

Polytechnic University of Puerto Rico is here to support you academically in your endeavors and extends an open invitation to seek our assistance for academic advising, career counseling, placement opportunities or other related career and University issues. We are dedicated professionals, committed to quality education and community. Your success as a student is important to us.

Welcome!

Sincerely,

Ernesto Vazquez Barquet
President
I. GENERAL INFORMATION

HISTORY
Polytechnic University of Puerto Rico (PUPR) is a private, non-profit, coeducational nonsectarian institution founded in 1966. Until 1974, it offered specialized courses in Land Surveying and Mapping. In 1974, PUPR became a degree-granting institution with a Bachelor of Science in Land Surveying and Mapping (BSLS) and a Bachelor of Science in Civil Engineering (BSCE) followed by Bachelor of Science in Industrial Engineering (1980), Bachelor of Science in Electrical Engineering (1984), Bachelor of Science in Mechanical Engineering (1987), and Bachelor of Business Administration with a major in Industrial Management (1990). In 1992, the institution started offering a graduate program to include a Master’s Degree in Engineering Management. In 1995, a Bachelor in Architecture program was initiated. A Bachelor of Science in Chemical Engineering and a Bachelor of Science in Environmental Engineering were initiated in 1997. Also in 1998, the Master in Business Administration, Master of Science in Civil Engineering, Master of Science and Master of Engineering in Manufacturing Engineering, Master in Environmental Management, Master of Engineering in Civil Engineering, and Master of Science and Master in Manufacturing Competitiveness were added.

Polytec Orlando and Miami are Campuses of Polytechnic University of Puerto Rico, which is fully accredited and internationally recognized in the fields of engineering, architecture, computer sciences and business management and administration. PUPR is the nation’s second largest institution of higher education graduating Hispanic engineers. Currently, there are over 5,000 students at the San Juan campus.

The demand for an increase in higher education services targeted at Orlando and Miami audiences as well as the State of Florida’s great need for increased Baccalaureate degrees prompted University officials to study, analyze and plan for new curriculum and degree programs. Curriculum is designed with a meaningful career choice in mind, and graduates will be able to identify available career opportunities.

Mission and Goals
PUPR fosters learning, scholarship, and service in the core area of liberal arts, and in the professional fields of architecture, business, education, land surveying and engineering. PUPR’s character arises from its vision of teaching/learning, and service/outreach functions as independent, mutually supportive, and central to its mission and goals.

Polytechnic University of Puerto Rico Mission Statement

Preamble
Polytechnic University of Puerto Rico is a private, non-for-profit university providing access to education through its main campus in San Juan, PR, and branch campuses in Miami and Orlando, Florida. Also, PUPR works in partnership with the Instituto Tecnologico de Santo Domingo in the Dominican Republic.

MISSION
As an institution of higher education, the mission of the Polytechnic University of Puerto Rico is to provide opportunities to individuals from diverse backgrounds and in different locations, to
cultivate their potential for leadership, productivity, competitiveness and critical thinking, through exposure to intellectual, scientific, humanistic and technological advancement, with the purpose of contributing to regional and global sustainability."

VISION
"To be recognized as the leading Hispanic Serving Institution in multiple fields of study, meeting societal and industrial standards in general, in association with public and private enterprise; characterized by an emphatic relationship between faculty and students, and with a culture of client-oriented quality service, empowerment and teamwork. Polytechnic University of Puerto Rico reflects the meeting of the two pervasive cultures of the Americas, thus it is well positioned to serve as a catalyst of a symbiotic relationship between the United States and the Latin American nations."

GOALS
The following goals guide Polytechnic University of Puerto Rico in meeting its mission:

- To contribute to regional and global socio-economic development, sustained by a capable and committed Faculty and through the formation of competitive professionals in the fields of architecture, applied sciences, business, engineering, math, and science education.
- To provide access to higher education through on-campus and at a distance programs of study in compliance with guidelines that comprise hallmarks of quality.
- To instill in PUPR graduates a genuine interest to search for solutions to the challenges associated with the needs and aspirations of society.
- To promote the dissemination of knowledge through the teaching-learning process and through publications, and to develop an interest in applied research.
- To adapt current and develop new programs of study that respond to the needs and realities of PUPR constituents and to society in general.
- To foster the linkage between PUPR and industry, government, commerce, professional associations, as well as with other universities.
- To promote teaching and learning best practices supported by 'state of the art" technology.
- To achieve long-term sustainable growth in financial resources.
- To promote global and socio-cultural exposure of the PUPR community.
- To continuously seek innovative ways to increase student retention and graduation rates, and to reduce students' time to degree attainment.

GUIDING PRINCIPLES
- Commitment to Excellence
- Professionalism and Integrity
- Teamwork
- Diversity
- Creativity and Innovation
ACCREDITATION
Middle States Commission on Higher Education (MSCHE), 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104, Telephone: (267) 284–5000, Web Site: http://www.msche.org/

LICENSURE and CERTIFICATION
Many of the University’s courses and programs provide knowledge that may support a student’s efforts toward various licensures or certifications. However, these courses and curricula are not necessarily designed to meet various requirements among individual state guidelines. It is the responsibility of each student to check with regional authorities to confirm requirements in preparation for licensures and certifications.

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

♦ San Juan Campus: Accreditation Board for Engineering and Technology (ABET) and National Architectural Accrediting Board (NAAB)

STATEMENT OF LEGAL CONTROL
Polytechnic University of Puerto Rico, Inc. is a foreign non-profit corporation registered with the Florida Department of State, Division of Corporations, doing business in Miami, Florida as Polytechnic University of Puerto Rico-Miami Campus.

STATEMENT OF NON-DISCRIMINATION
Polytechnic University of Puerto Rico does not discriminate on the basis of race, religion, age, disability, sex, or national origin in the administration of its educational and admissions policies, scholarship and loan programs, or other university administered programs.

CONTACT INFORMATION
Polytechnic University of Puerto Rico
Miami Learning Center
8180 NW 36 Street, Suite 401
Miami, Florida 33166
Phone: (305) 592-POLY and (305) 418-8000
Fax: (305) 418-4325
Web: www.pupr.edu
FACILITY – POLYTEC MIAMI
The Miami Learning Center is located on the fourth floor of the Doral Holdings Building at 8180 NW 36th Street. The Miami Campus occupies approximately 5,000 square feet of space. This space provides for classroom instruction, computer instruction, library/media, administrative, faculty and staff offices. The building meets all zoning, fire, safety and sanitation requirements as outlined by Miami-Dade County.

DIRECTIONS – POLYTEC MIAMI
From South Dade:
Turnpike north, exit on NW 41st St. Turn right (east) to 82nd Ave.
Palmetto north, exit on NW 36th St. West. Straight to NW 82nd Ave.

From Downtown Miami & Beaches:
I-95 to 836 west to 826 north. Exit on NW 36th St. West. Straight to NW 82nd Ave.

From Broward County:
I-95 south to 836 west. 836 west to 826 north. Exit on NW 36th St. West. Straight to NW 82nd Ave.

MAP – MIAMI CENTER
II. ADMISSIONS

GENERAL PROCEDURE
All students who have graduated from a recognized high school or equivalent (GED) prior to applying for admission to Polytec Miami must:

♦ Submit a completed application for admission with a non-refundable thirty-dollar ($30) for undergraduate or fifty-dollar ($50) for graduate application fee. This application fee does not apply toward registration charges.
♦ Request an Official GED or High School transcript or an official college or university transcript. Transcript(s) should be sent directly from the institution(s) to Polytec Miami’s Admissions Office. Student copies of transcripts will not be accepted. Transcripts must furnish a statement of good standing.
♦ Provide evidence of citizenship or legal resident status (birth certificate or U.S. passport, permanent resident card or any other document that proves legal status in the United States).
♦ Provide a copy of a current driver’s license or photo identification for placement in the files for official records upon acceptance to a degree program at the University.
♦ Request three (3) letters of recommendation for graduate programs. (Two must be professional recommendations.)

Entrance
Applicants must have a minimum high school grade point average depending of the program of interest:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Minimum H.S. GPA Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>2.00</td>
</tr>
<tr>
<td>Business/Management</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Applicants who do not meet the stated high school grade point average can request, in writing, special consideration by the Admissions Committee due to extenuating circumstances.

Transfer students applying to the University must have a minimum of a 2.0 GPA. Applicants with less than a 2.0 GPA can request the Admissions Committee’s acceptance into the University on a conditional status. Final determination is at the discretion of the Admissions Committee.

Polytec Miami grants entrance to students with consideration to:

♦ Past academic performance
♦ Rapport and mature intervention
♦ Recognition of ability and potential
♦ Evidence of personal drive
♦ Desire to learn
♦ Plan for obtaining a degree
Special attention and support is given to individuals as follows:

♦ Talented students who, for socio cultural reasons, denote disadvantages in their knowledge and skills.
♦ Individuals who, for different reasons, could not complete a previously enrolled Bachelor’s Degree program in Engineering, Computer Science, Business Administration or Organizational Management.
♦ Individuals who have attained, or are on the way of attaining a college degree, but want to change their fields of specialization.
♦ Professionals who strive for self-improvement and who want to continue their development, either in their own field or in a new specialization.
♦ Individuals who at a mature age want to initiate university studies. Admission is based upon educational preparation evidenced by abilities necessary for academic success, minimum GPA of 2.0 must be earned for admission. Demonstrated personal potential to accept and commit to the rigors of academic life. Each applicant is accorded individual consideration through an Admissions Committee review and notification process. An Admission Application and the corresponding fee are valid for one academic year.

The institution reserves the right to admit, on a temporary status, or reject any applicant who fails to meet any criteria.

DEGREE STUDENTS
A degree student is seeking a Bachelor’s or Master’s Degree in any one of the curriculum areas the University offers. An undergraduate degree-seeking student is classified as follows:

♦ First year student (Freshman) — a student who has passed between 0 and 30 credit hours.
♦ Second year student (Sophomore) — a student who has passed between 31 and 60 credit hours.
♦ Third year student (Junior) — a student who has passed between 61 and 90 credit hours.
♦ Fourth year student (Senior) — a student who has passed between 91 and above credit hours.

Classification of all students is made by the Office of the Registrar at the beginning of each academic year.

TRANSFER STUDENTS
An applicant who has studied at a recognized institution of higher education may apply for admission as a transfer student. They will be favorably considered for all academic work completed with a grade of “C” or higher at each prior institution for undergraduate programs or a grade of “B” or higher for graduate programs.

A transfer applicant will not be considered if he/she is on academic probation, suspension or dismissal from the previous institution; if he/she would be on academic probation upon return to the previous institution; or if on disciplinary probation during or following the last term at the previous institution; or within one (1) year after dismissal.

Any student applying for admission to Polytechnic University of Puerto Rico (Miami Campus) should know that only two thirds of the total number of credits required for the degree can be
awarded as transfer credits, including no more than half of the specialization’s credit requirements. The courses and credits that will be transferred for the program a student is enrolling in will be based on the academic program requirements. Transferred grades will not be used for the evaluation of his/her Grade Point Average. All transfer students must be approved by Polytechnic University of Puerto Rico for no less than 65% of the credits required for graduation to be eligible for academic honors.

Graduate students requesting transfer credits from the MEM program to the MBA program, or vice versa, will be awarded with only the 18 credits of the core courses. Courses already taken and not transferred should be substituted by other program courses.

INTERNAL TRANSFER STUDENTS
Internal Transfer Students (Students transferred between Polytechnic University of Puerto Rico Campuses).

1. Any student requesting a transfer from one campus to another should request from the campus of origin the following documents:
   ♦ Complete an Authorization for Internal Transfer and forward to the transferring campus.
   ♦ Official transcript.
   ♦ The student’s academic file from the Registrar’s Office to the campus where the student is transferring.
2. If the student has previously studied at the campus transferring to, he should apply for readmission.
3. If the student has not previously studied at the campus transferring to, he should apply for an internal transfer at the Admissions Office.
4. The student must complete a minimum of 36 credits of the Bachelor’s Degree or 12 credits of the Master’s Degree in the Miami Campus to be considered for admission.

The courses and credits that will be transferred to a student for the program they are enrolling in will be based on the academic program requirement.

An internal transfer student will not be considered if he/she is on academic probation, suspension or dismissal from the previous institution; if he/she would be on academic probation upon return to the previous institution; or if on disciplinary probation during or following the last term at the previous institution; or within one (1) year after dismissal.

INTERNATIONAL STUDENTS
All instruction and written work at Polytechnic University of Puerto Rico is in English. Students whose primary language is not English must provide proof of English capacity. The standard measure of this ability is a score on the TOEFL (Test of English as a Foreign Language). The applicant should provide a minimum score of 79 (Internet-based test), 213 (computer-based test), or 550 (paper test) to enter the regular program courses. If TOEFL is not provided or does not comply with the minimum score, an English proficiency test will be given by the Admissions Office to assess his/her abilities and prepare a development plan.

The University is approved by the Immigration and Naturalization Services (INS) to issue a Certificate of Eligibility for Non-immigrant (F-1) Student Status for qualified international students.
students. Following admission acceptance, the applicant must submit all documentation required by the INS. Upon approval, the Student and Faculty Services Department will issue the I-20 to qualified applicants following receipt of all required documents and paid registration fees for the first academic term of full-time enrollment.

Applicants who are not United States of America citizens or permanent residents must petition Polytechnic University of Puerto Rico to issue official forms required by the Bureau of Immigration and Citizenship Services (BICS). Upon completion of these forms and acceptance, these applicants will be classified as international students.

An applicant desiring to enroll as an international student must submit the following documents:

**International Applicants with Form I-20**

1. Complete the Application for Admission.
2. Pay a $150.00 Admission Fee (non-refundable).
3. Submit an official transcript certified by the education institution and validated by the Ministry of Education of the applicant’s home country as well as a USA academic equivalence certification for that degree certified by an accredited evaluation firm (Josef Silney, World Education Services, etc.). The academic equivalence certification must include the equivalent USA degree with a detailed evaluation, course by course, of an official transcript from the education institution in the candidate’s home country. The document must be sent directly from the institution to the Admissions Office of Polytechnic University of Puerto Rico.
4. Submit three letters of recommendation.
5. Demonstrate financial capacity to complete the required program, if personally by means of a funds availability certificate from the candidate’s banking institution or:
   a. Submit a sworn statement by the person that will cover the costs of the studies, indicating the annual amount assigned for this purpose; and
   b. Submit a copy of the income tax return of the person, residing in the U.S. that will cover the cost of the studies or, if self-financed, submit a letter from the applicant’s banking institution, certifying availability of funds to cover the studies.
6. Applicants may be required to take the Test of English as a Foreign Language (TOFEL).

**NON-DEGREE SEEKING STUDENTS**

Applicants completing requirements from another institution of higher education and having authorization to enroll in a course(s) at Polytec Miami are classified as non-degree seeking students. Also, applicants who are not interested in obtaining an academic degree or receiving a grade from Polytec Miami except for use as professional development are classified as non-degree seeking students. Non-degree seeking students are not eligible for financial aid.

- Submit a completed application form for admission including a non-refundable thirty-dollar ($30) application fee for undergraduate courses and fifty-dollar ($50) application fee for graduate courses that is not applied to the registration charges.
- Submit an authorization as a Non-Degree Seeking Student.

**NON-DEGREE SEEKING STUDENTS TO REGULAR STUDENT STATUS**

If a non-degree seeking student would like a classification change, all requirements from the Admissions Office must be met and a grade of “C” or better must be earned in the enrolled
course. A non-degree seeking student qualifies for financial aid only when the classification to a regular student is official.

III. UNIVERSITY OPERATIONS AND SERVICES

REGISTRAR’S OFFICE
The Registrar’s Office is primarily concerned with the custody of the student’s academic record. Given the office’s mission of providing registration services, there are a number of related services that must be realized to ensure the integrity of the academic records and recording systems. The related services that are performed by this office are: Registration, Readmission, Withdrawal, Midterm and Final grades, Certification, Transcripts, Academic Calendar, Graduation Evaluation and others.

ACADEMIC INFORMATION AND SERVICES
The student should be familiar with:
♦ academic requirements for the degree he/she plans to earn
♦ major program of study
♦ any changes published after the printing of this catalog

A degree will be awarded only to a student who has satisfied all the academic and administrative requirements of Polytechnic University of Puerto Rico.

ACADEMIC SCHEDULE
Registration for all students is held prior to the beginning of each trimester on designated registration days as stipulated in the Academic Calendar. Completion of registration for each term is a prerequisite to class attendance. The academic year consists of three terms and one optional Summer session. Fall, Winter and Spring classes are scheduled from 6:00 to 10:00 p.m., Monday through Friday. Depending on the term, students may be required to make up class contact hours lost because of holidays. Summer class hours are subject to change pending student needs.

ACADEMIC LOAD
The minimum full-time load per term is twelve (12) credit hours for undergraduate students. To register for sixteen (16) credit hours or more, the student must acquire the approval of the Academic Dean. The minimum full-time load per term is three (3) credit hours for graduate students. Credit hours will not be awarded for courses in which the student is not properly registered.

MODES OF INSTRUCTION
Courses could be offered in the following modes of instruction during academic terms throughout the year: online, hybrid, web-based, or on-campus.

ADD/DROP PERIOD
Prior to the first class meeting of a course, a student may add or drop courses by completing an Add/Drop Form at the Registrar’s Office.
Policy: Students may add a course during the official Add/Drop period; dropped courses will not appear on the permanent record. Approval from the student’s instructor is necessary before any course change is made. For withdrawal after the Add/Drop period, refer to the Course Withdrawal Policy.

WITHDRAWAL
Polytec Miami does not encourage course withdrawal. It is recommended the student meet with their academic advisor to discuss possible options. In the event that withdrawal is the only alternative or if for any reason a student needs to withdraw from the University, the following procedures must be performed.

Course Withdrawal:
♦ Complete a Withdrawal Form, available at the Office of the Registrar.
♦ Course withdrawal must be approved by the student’s instructor, academic advisor, Financial Aid Officer and Finance Officer.
♦ The completed and approved Withdrawal Form must be submitted to the Office of the Registrar. Students may only withdraw from courses as stipulated in the Academic Calendar.

University Withdrawal:
♦ Complete a Withdrawal Form, available at the Office of the Registrar.
♦ Withdrawal from the University must be approved by the student’s academic advisor, Financial Aid Coordinator, and the Registrar and Finance Officer.
♦ The completed and approved Withdrawal Form must be submitted to the Office of the Registrar.

COURSE CANCELLATION
The University reserves the right to cancel any scheduled class within the first week of a trimester due to insufficient enrollment or for which the designated instructor is unable to meet his or her teaching commitment. Tuition is fully refundable for any cancelled course.

GRADING SYSTEM
The alpha numeric grading system will appear in the midterm and final reports will be as follows:

A. Excellent (4 honor points per credit hour)
B. Good (3 honor points per credit hour)
C. Satisfactory (2 honor points per credit hour)
D. Deficient (1 honor point per credit hour)
F. Failure (0 honor points per credit hour)
I. Incomplete (0 honor points per credit hour)

SYMBOLS
AU  Auditor
R  Repeated course
W  (Withdrawal) Indicates that the student was permitted to withdraw from a course without penalty, with the authorization of the officers named in the two previous sections
WF  Student abandoned the course without authorization
P  Passed, only for specified courses
NP  Not passed, only for specified courses
S  Satisfactory
NS  Non Satisfactory
E  Expired course (course no longer offered)
I  Incomplete – Accompanied by a letter grade
RQ  Student is not complying with the pre-requisites
NR  Never Reported (Registered student without attendance record)

GRADE INDEX
The grade index of a student is the measure of academic achievement. It is based on a 4-point system.

A student may be allowed to repeat a course passed with a “D” before taking the next course in the sequence, if the corresponding Department Head considers that the case has sufficient merit to receive authorization. In computing the grade index, the highest grade obtained in a repeated course will be used whenever it is higher than the original grade. If the grade obtained in the repeated course is lower than the original grade, the original grade will prevail.

COURSE NUMBERING SYSTEM
The Institution follows an independent course numbering system. Courses are assigned a three-letter prefix and a sequential number of 1000/2000 for lower-division courses, 3000/4000 for upper-division courses, and 5000/6000/7000 for graduate-level courses.

STUDENT ACADEMIC EVALUATION
The policy and procedures for student retention, probationary status, suspension, and permanent dismissal are established for the evaluation of a student’s academic achievement. Polytec Miami requires every student to demonstrate academic progress in the number of academic credit hours completed and the grade point average the student maintains.

DEFINITIONS
Credit Hour  Credit hour corresponds to fifteen (15) contact hours per credit per term for a lecture course and thirty (30) to forty-five (45) contact hours per term per credit for laboratory or practicum course.

Attempted Credit Hours  Credit hours the student has registered at Polytec Miami and in which he/she has obtained I, A, B, C, D, F, or W, including all repetitions.

Transferred Credit Hours  Credit hours taken on other college campuses, recognized by accrediting agencies, which the student has passed with grades of A, B or C, and that are
accepted by the Department Director or the corresponding Dean’s approval, in accordance with Polytec Miami’s policy.

**Passed Credit Hours**  Attempted credit hours taken at Polytec Miami in which A, B, C or D grades are obtained, except in those specific cases defined by the departments.

**Grade Point Average**  The measure of academic merit achieved by the student. It is calculated by dividing the total accumulated honor points by the number of credit hours in which the student has received final grades, including outstanding F’s.

**Dismissal for Academic Deficiency**  A student who systematically fails to satisfy the achievement index may be permanently dismissed from Polytec Miami for academic deficiency.

**Academic Progress**  The measure that shows whether the student passes 66% of the attempted credit hour with a grade point average equal to, or higher than, the retention index. See Table A or Table B, whichever applies.

**Repeated Courses**  Undergraduate courses enrolled two or more times because the student has obtained a grade of D, F or W. For the purpose of determining the Grade Point Average only the highest grade will be used.

**Year**  Academic year consisting of three consecutive academic periods (called trimesters) from August to June of the following year. The Summer academic period is optional.

**Doted Courses**  All courses will be extinct, expired or doted eight (8) years after being passed. This rule applies equally to courses passed at Polytec Miami or to transfer courses. The respective Director may validate some courses after evaluating each course. The student must repeat all those confirmed doted by the Director, or in its place may be authorized by the Dean instead to take advanced equivalent courses.

**Academic Term**  One of the three consecutive academic periods (trimesters) consisting of twelve (12) weeks each or the Summer session which jointly constitute an academic year.

**Dual Courses**  Graduate courses in which the content can be validated to substitute an undergraduate course. These courses will be used in the graduate admission process as transferred and will count as part of the Master’s Degree. The maximum number of courses allowed per undergraduate program is four (4) courses. The validation of these courses in the Master’s Degree will reduce the total credits from 39 to 27. To apply for these courses the student should have a GPA of 3.00 or higher. The validation form should be approved by the Academic Dean prior to attending the course.

**Retention Index (Qualitative Element)**  Polytec Miami adopts the required retention index, as seen in Table A, in accordance with the number of completed credit hours and transferred credit hours. (Students are required to obtain an average of 2.00 in concentration courses for graduation purposes.) This constitutes the Institutional Policy, administered by the Registrar’s Office.
Table A
Retention Index

<table>
<thead>
<tr>
<th>Transferred Credit Hours (1)</th>
<th>Passed Credit Hours at Polytechnic University (2)</th>
<th>Total Accumulated Hours Range Credit Hours (1 + 2)</th>
<th>Minimum Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30</td>
<td></td>
<td>1.50</td>
</tr>
<tr>
<td></td>
<td>31-60</td>
<td></td>
<td>1.65</td>
</tr>
<tr>
<td></td>
<td>61-90</td>
<td></td>
<td>1.80</td>
</tr>
<tr>
<td></td>
<td>91 or more</td>
<td></td>
<td>2.00</td>
</tr>
</tbody>
</table>

Transferred credit hours will not be used to compute the grade point average, but they will be counted to determine the level or year to which the student belongs.

Maximum Time Allowed to Complete an Academic Program
Students must complete graduation requirements within a maximum time equivalent to 150% of the credit hours required by the academic degree program enrolled.

Probationary and Suspension Status
Students whose academic progress does not satisfy the qualitative elements will begin a probationary period that will not exceed two consecutive academic terms before being suspended for one year. After suspension is effective, the student may return under a probationary status for a maximum period of one (1) additional academic year, at the end of which may be suspended for a period of three academic years. The student may be admitted once again under a probationary status for one academic year. In the event he/she does not succeed, he/she will be permanently dismissed.

Incomplete
If the course instructor has given an “Incomplete” in a course, the student must complete the course requirements within the date stated in the next educational period. If the student does not comply with what is hereby stated the last day to remove grades of “Incomplete” the provisional grade given will become the final grade in the course(s). Grades of “Incomplete” will be included to determine the general average using the provisional grade.

ACADEMIC PROGRESS REVIEW PROCEDURES
The academic progress of the students will be measured using the qualitative element which will be verified each academic year during the Summer.

The retention index (qualitative part) will be determined according to Table A. The GPA will be computed only with credits taken at Polytec Miami. Probation, suspension or dismissal will be determined employing the following procedure:

1. When the accumulated index is lower than the established index as given in Table A, an academic probation period (P₁) will be granted for one academic year. The Registrar’s Office will notify the student of their academic status via a certified letter. At the same time, the Counseling Office will be notified to ensure the required follow-up.

2. During the probation period (P₁), the student must raise the academic index to a value equal or higher than the corresponding one established in Table A.
3. If after this probation period the student does not comply with the established condition in Item 2 and does not remediate his/her academic deficiencies, he/she will be granted a second (one) academic year probation (P2). If the student fails to succeed the probation (P2), the student will be suspended for one academic year. The Registrar’s Office will notify the suspended student via a certified letter.

After the one-year suspension, the student may be readmitted on probation (P3) for one academic year.

In the event the student fails to reach a satisfactory retention index after the third probationary period (P3), the student will be suspended for a period of three (3) academic years. Afterwards, the student may request readmission. The student may be admitted again under a probationary status for one academic year. In the event he/she does not succeed, he/she will be permanently dismissed.

**RIGHT TO APPEAL**

1. The student may appeal this decision under the following conditions:
   a. Any student who considers that a mistake has been made in the application of these policies and procedures used to evaluate academic progress may send a written request for reconsideration to the Academic Achievement Committee within ten (10) working days after written notification of the decision.
   b. The request for reconsideration should include the decision referred to, give a brief statement of facts, state and justify the basis for the requested change or restitution.
   c. Each request for reconsideration must be submitted to the Registrar’s Office.
   d. Presentations before the Academic Achievement Committee by persons who are not members of the Committee will be permitted in special cases. The Committee’s decision will be final.

**HONOR ROLL**

Undergraduate students with a cumulative grade point average of at least 3.25 who have been full-time students for the past year and have passed all the credits attempted will appear on the Honor Roll.

**DEAN’S LIST**

An announcement is made at the beginning of each term of those students who, in the previous term, completed a minimum of twelve (12) credit hours and accumulated a general grade point average of 3.25 or higher, and who are eligible for inclusion on the Dean’s List.

**READMISSION POLICY AND PROCEDURE**

Students who are not active during two (2) or more consecutive terms or who are under suspension for disciplinary or academic reasons, and wish to continue their studies, must apply for readmission to the Institution.

Regular students who have discontinued their studies for one year or more will be readmitted under the procedure in effect. The applicable curriculum will be the one outlined in the Catalog in effect at the time of readmission. Each applicant will be evaluated by the Department Director to which the student is seeking readmission.
Readmission applications must be submitted at least one (1) month prior to the next registration period. If the student does not register during the period requested, the application will remain active for one (1) additional term.

Steps for readmission:

1. The student will complete and submit the Readmission Application Form to the Registrar’s Office who will notify the Readmission Committee.
2. A non-refundable readmission fee.
3. Upon payment of the readmission fee, the Finance Office will notify the student of any outstanding debt with the Institution.
4. If the student is indebted to the Institution, the process of readmission will be delayed until the student pays the debt and receives clearance from the Finance Office.
5. The Registrar’s Office will apply the following criteria to evaluate the readmission application:
   a. Study any evidence of disciplinary measures taken or noncompliance with University regulations and any stipulations made.
   b. Verify that the student complies with the minimum GPA according to Table A (Retention Index).
   c. Confirm the student complies with the required suspension time limit.
6. A student whose readmission application has been denied may appeal to the Readmissions Committee through the Registrar’s Office. The student will receive instructions regarding the procedure to follow in order to request reconsideration by the Committee.
7. If the student has a lower grade point than required or if the required suspension time limit has not expired, and the Committee rules in favor of the student, readmission will be granted on a probationary basis. The conditions of the probation period are as follows:
   a. The student must pass all courses for which he/she is registered with a grade of “C” or higher.
   b. The academic load will be limited to twelve (12) credit hours maximum per term for undergraduate students and six (6) credit hours maximum for graduate students.
   c. The GPA should be increased or improved according to what has been established.
8. Students who have interrupted their studies at Polytec Miami at their will, and during this inactive period, have attended another institution (or other institutions) without prior permission from the Department Director, will have no right to request the transfer of credit hours taken at other institutions.
9. The decision of the Readmissions Committee will be sent in writing to the student through the Registrar’s Office.
NORMS AND PROCEDURES FOR THE EVALUATION OF STUDENT ACADEMIC PROGRESS AT THE GRADUATE LEVEL

Purpose

The purpose of norms and procedures at the graduate level is to define the parameters to be used in the retention, probation, suspension, and academic dismissal of students. They establish the mechanisms to be followed in the evaluation of student academic progress. These norms and procedures apply to every student admitted or readmitted pursuing his/her graduate studies.

Norms and Procedures

PUPR-Miami Campus requires that all graduate students demonstrate academic progress through the number of approved credit hours and general average.

A. Definitions

Attempted Credit Hours All credit hours in which the student enrolls at the graduate level at Polytechnic University of Puerto Rico, Miami Campus, for which a grade of I, A, B, C, D, F, W, S, NS, NP, or P is given, including all the number of times the student has enrolled in the same course.

Transfer Credit Hours Graduate credit hours approved with a grade of “A,” “B” or its equivalent at an accredited institution of higher learning, and are accepted by the Graduate School in accordance with the prevailing norms at PUPR-Miami Campus. Transfer credit hours will not be taken into consideration in a qualitative evaluation. These credit hours will be considered to determine the student’s level or year of study at the graduate level. A maximum of six (6) credits will be accepted as transfer credits from other accredited institutions of higher learning after official admission.

Approved Credit Hours Credit hours attempted at PUPR-Miami Campus by students admitted to the Graduate School and approved with a grade of “A,” “B,” “C,” “S” or “P”.

General Average Measure used to evaluate the academic performance of the graduate student. This measure is computed by dividing the total number of accumulated credit hours by the total number of credit hours in which the student has received final grades, including “Fs” that have not been removed. Courses in which grades of “S,” “NS,” “P” or “NP” will not be included for computing the measure.

Repetition of Courses Practice under which the graduate student is allowed to repeat a course only in which he/she obtained a grade of “C,” “D,” “F,” “NS,” or “NP.” In accordance with this practice, only the highest grade will be considered to determine the general average.

Probation Temporary condition of the graduate student at PUPR-Miami Campus due to academic reasons in which both the quantitative and qualitative elements are taken into consideration.
Suspension due to Academic Deficiency  Dismissal of the graduate student at PUPR-Miami Campus for academic reasons, in which the qualitative elements, as well as probation time, are considered.

Academic Year  Three academic educational periods that make up the academic year which begins with the autumn term.

Educational Period  Typical academic period during which the regular courses are offered, several periods of which three make up the academic year.

Financial Aid Probation  Student will be in probationary status for one academic year because he/she did not fulfill deficiency shown in Table A and/or B from section 3.

Suspension of Financial Aid  Student that at the end of his/her probation period does not surpass the deficiency shown in table A and/or B from section 3.

B. Norms of Academic Progress to be followed by the Registrar’s Office for the evaluation of students
   1. Academic index

Students are required a 3.00 or more general index for graduation and have not been on probation or dismissed.
   2. Total number of credit hours approved

The student should pass 50 % of all credit hours attempted at the Institution.
   3. Probation and suspension

All graduate students, whose academic progress does not comply with the retention indexes shown in Table A or with the conditions included in Table B will begin an “On Probation” period for no more than one (1) year. If the student does not comply with the conditions required to remove his/her “On Probation” status, the student will be suspended (dismissed) from the Institution.

<table>
<thead>
<tr>
<th>Table A</th>
<th>Retention Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Credit hours (1)</td>
<td>Credit hours Approved at PUPR (2)</td>
</tr>
<tr>
<td>0-9</td>
<td>2.50</td>
</tr>
<tr>
<td>10-18</td>
<td>2.80</td>
</tr>
<tr>
<td>19 or more</td>
<td>3.00</td>
</tr>
</tbody>
</table>

1 Apply only to students who have scholarship or loan.
Table B
Reasons for a Probation Status

<table>
<thead>
<tr>
<th>Reason</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade of “C” in more than two courses</td>
<td></td>
</tr>
<tr>
<td>Grade of “D” in one course</td>
<td></td>
</tr>
<tr>
<td>Grade of “F” in one course</td>
<td></td>
</tr>
<tr>
<td>Grade of “NS” in thesis or project during a term</td>
<td></td>
</tr>
<tr>
<td>Failure once in the comprehensive exam or in the defense of the thesis or design project</td>
<td></td>
</tr>
</tbody>
</table>

4. Incompletes

If the course instructor has given an “Incomplete” in a course, the graduate student must complete the course requirements within the date stated in the next educational period. If the student does not comply with what is hereby stated the last day to remove grades of “Incomplete” the provisional grade given will become the final grade in the course(s). Grades of “Incomplete” will be included to determine the general average using the provisional grade.

C. Procedures for evaluating graduate level students

The academic progress of all graduate level students will be measured in the following way:
1. The general average will be verified every trimester.
2. Probation will be granted for educational period.
3. If at the end of the year on probation the student does not meet all the conditions established and does not overcome the academic deficiencies; he/she will be permanently suspended from the Institution.

D. Appeals

The student may appeal a decision under the following conditions:
1. Every student is entitled to apply, in writing, to the Academic Achievement Committee for reconsideration of the above mentioned decision within ten (10) working days following the date in which the student was notified of the decision.
2. The application for reconsideration should indicate the decision referred to, include a brief statement of facts, provide justification supporting the appeal and indicate the change or solution asked for.
3. All reconsideration applications should be filed with the Graduate School Deanship.
4. Explanation of the case by the student before the Academic Achievement Committee is acceptable, and if he (she) so wishes, may be accompanied by persons who are not members of the Committee.
5. The Academic Achievement Committee will inform the student in writing of its decision in regards to the case appealed. If the appeal is approved by the Committee, the student will be readmitted to his/her program on a suspension status and will be responsible for the total registration cost.
Effective Date
These rules and regulations are in effect as of the start of the 2012-2013 Academic Year. Any student affected by norms and procedures replaced by these new rules and regulations may apply for reconsideration of his/her case.

GRADUATION APPLICATION
Candidates for a bachelor’s or master’s degree that have completed at least 80% of the required credit hours must apply for graduation. Applications may be obtained at the Registrar’s Office. The application must be completed and a graduation fee paid no later than the date specified in the Academic Calendar. The application should be completed and returned to the Registrar’s Office after obtaining the clearance of the Library, Financial Aid Office, and the Finance Office indicating payment of a non-refundable graduation fee. Any alleged errors in the analysis of an academic record should be reported to the Registrar within a week after it has been received.

GRADUATION REQUIREMENTS
Polytechnic University of Puerto Rico reserves the right to make changes in the curricula and degree requirements whenever, in its judgment, the same are considered beneficial for the Institution. As a rule, a student is entitled to graduate under the curriculum requirements in effect at the time of admission to the University. However, students who fail to fulfill the graduation requirements within the regular period of time assigned to their corresponding curricula, and students who re-enroll after a period of one year of absence or more, are governed by the requirements applicable to the class in which they will graduate.

To receive a graduation diploma from Polytechnic University of Puerto Rico, candidates must meet the following conditions:

1. Apply for graduation after the successful completion of 80% of the required credit hours by filing an application form at the Registrar’s Office.
2. Pay the graduation fee and satisfy all other financial obligations to the University no later than the date specified in the Academic Calendar.
3. Students must have been recommended for the degree by their corresponding Dean and Faculty to the President of Polytec and to the Board of Trustees.
4. Students completing requirements in the Summer, Fall, Winter and Spring terms are invited to attend the Commencement Exercises the following Summer.
5. Students should have taken the final credit hours for the degree at Polytechnic University of Puerto Rico with the understanding that these credit hours correspond to at least the total credit hours of the last year of the program as specified and described in the Catalog.
6. The student must attain a minimum cumulative grade point average of 2.00 in the student’s major as well as a minimum cumulative grade point average of 2.00. It is highly recommended that students repeat, if possible, all concentration courses passed with “D” in order to improve their GPA.
7. The student must satisfy all credit hours specified for the degree within a period equivalent to six (6) years. After the expiration of said period, all doted or expired courses must be replaced with third and fourth year courses, unless otherwise authorized by the corresponding Department Head and Dean of Faculty.
8. For graduation with honors, the undergraduate student must satisfy all of the following additional criteria:
   a) Completed at least 65% of the credit hours required for graduation at Polytec Miami
b) Earned at Polytec Miami an overall (including all attempted credit hours) grade point average of: 3.250-3.499 for Cum Laude; 3.500-3.899 for Magna Cum Laude; or 3.900-4.000 for Summa Cum Laude

CURRICULAR CHANGES
Students enter the University under the guidelines of the annual catalog based on the student’s date of acceptance. All requirements within that year’s catalog pertaining to the student’s chosen major must be met for graduation.

If curriculum changes, students are not obligated, but may elect, the new course in lieu of the prescribed course in the entrance catalog. The Department Director will facilitate any necessary transitions if curriculum or requirements change.

TRANSFER OF CREDITS – OUT
Most colleges and universities accept transfer credits from regionally accredited universities, subject to limitations on elapsed time and the number of credits. Although the University is regionally accredited, it remains the responsibility of the student to confirm the transferability of Polytec Miami credits to another college or university program.

CERTIFICATIONS AND TRANSCRIPTS
Transcripts or any other official statement will be issued by the Registrar usually within two weeks after the student submits a written request and pays the corresponding fee. However, when a request is made at the beginning or the end of a term, a longer period of time for issuance may be required.

To transfer credit hours to other colleges and universities and to supply information to certifying agencies and prospective employers, official transcripts are issued in a confidential manner. These are mailed directly to the addresses designated by the students and are never given to the student or any other individual.
Students may also obtain an official copy of the transcript of credits marked student copy. Any alleged errors in the transcript should be reported to the Registrar within ten (10) days of receipt.

A transcript and certification fee is charged for each transcript. All services are denied to debtor students.

**DIPLOMAS**  
The Registrar’s office will contact graduates once their diplomas are ready to be claimed.

**CHANGE OF ADDRESS**  
When students submit their applications for admission, they are required to write down their mailing address. After admission, changes of address should be reported immediately to the Registrar’s Office. If the student’s address is not updated by the student, the University will not be responsible for correspondence it sends which is not received by 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**  
Students should maintain regular attendance if they are to attain maximum success in the pursuit of their studies. Students who have not attended any classes during the first two weeks of the academic term are automatically disqualified to charge such tuition to federal funds. The instructor, after receiving the class roster, will submit, in writing, the names of all such students to the Office of the Registrar.

It is recognized that the record of class attendance may vary according to the student, the instructor or the course. On occasion, it may be necessary for the student to be absent from scheduled classes or laboratories for health reasons. The student is responsible for contacting the instructor for all work, completed or assigned. Instructors in charge of courses in all programs of study are required to include in their midterm and final grade reports the total number of absences of all students. The Registrar will not accept reports if this condition is not met by the instructor.

**MILITARY TRAINING**  
Polytec Miami students may request consideration of credit award for documented military training. The Academic Dean has the responsibility of working with the student to evaluate the request and to determine if the credit option is appropriate. A maximum of 30 credit hours of military training will be accepted into the University.

**STANDARDIZED EXAMINATIONS**  
The University will accept a maximum of 30 credit hours of standardized testing credit. All such credit will be listed on the student’s transcript and will not be removed once it has been recorded. Students may receive credit after successfully completing any of the following standard examinations: College Level Examination Program (CLEP) and/or Defense Activity for Non-Traditional Educational Support (DANTES), as per the American Council on Education (ACE) recommendations. Students are not required to pay additional fees for transfer credits.
FINANCIAL INFORMATION AND SERVICES

TUITION AND FEE SCHEDULE
Students can obtain the current Tuition and Fee Schedule by visiting or contacting the Admissions or Finance Officer.

Tuition
- Undergraduate Tuition: $315.00 Per Credit Hour
- Graduate Tuition: $395.00

Fees
- Academic Evaluation Fee (first one is free): $15.00
- Application for Admission - Undergraduate (non-refundable): $30.00
- Application for Admission - Graduate (non-refundable): $50.00
- Application for Admission - International Students (non-refundable): $150.00
- Certification Fee: $5.00
- Change of Academic Concentration or Program: $25.00
- Copy of Registration Report: $5.00
- Deferred Payment Charge: $100.00
- Drop Fee –Partial & Total Withdrawal: $15.00 Per Course
- Duplicate Diploma: $75.00
- Graduation Fee: $175.00
- Graduation Fee (late): $195.00
- Late Registration Fee: $60.00
- Readmission Fee (non-refundable): $30.00
- Registration Fee: $10.00 Per Trimester
- Return Check Processing Fee: $50.00
- Student Identification Card: $15.00 Per Occurrence
- Technology Fee: $185.00 Per Trimester
- Transcript Fee: $8.00

*Tuition and fees are subject to change without previous notice.
Other service charges not included.

PAYMENT PROCEDURES
Tuition and fees are payable in full during the registration period or prior to the first day of classes. Students may opt to defer payment for thirty (30) days at a cost of the deferred payment fee after paying at least 33% of the total cost (including other financial aid). The “deferred payment” will allow the student a grace period after the first day of classes to pay the remaining balance without incurring “late charges.” The registration process is not complete until all fees have been paid or proper arrangements for deferred payment have been made. Late charges on pending balances are 1.5% per month.
COLLECTION POLICY
a) Tuition and fees due from previous terms of study must be paid in full prior to student registration of additional courses.

b) Any balance remaining after 30 days will be subject to a 2.00% monthly charge.

c) Balances remaining unpaid after 180 days will be subject to a collection fee of $30 plus the 1.5% monthly charge.

Students who requested financial aid or veteran benefits must consult the Financial Aid Coordinator before their registration may be completed.

Payments of fees can be made either in cash, money order, via certified check, Visa, Master Card, American Express or Discover Card. Failure to pay any University fees when due may result in administrative withdrawal and/or in withholding copies of student’s academic records or other documents. Students with pending balances on their accounts are not permitted to enroll in subsequent trimesters.

REFUND POLICIES
The Finance Office is responsible for complying with the refund policies established by the Institution. These policies take into consideration institutional and current federal regulations. The procedure to apply for a refund must be submitted in writing and in accordance with the academic calendar. All refunds will be made within 30 days of withdrawal or cancellation. The policies will be applied as follows:

<table>
<thead>
<tr>
<th>Percentage of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before classes start</td>
</tr>
<tr>
<td>During the first week of classes</td>
</tr>
<tr>
<td>After the first week of classes*</td>
</tr>
</tbody>
</table>

Census date calculated on the last day of week 1**

*General Fees are non-refundable (Registration and Technology Fee).

**Census date is the cutoff date for aid calculation.

FINANCIAL DELINQUENCY

Students failing to pay their debts to the University on or before the day payment is due may be excluded from graduation. The University may also withhold grades, the issuance of transcripts, degrees, diplomas, and the granting of certificates of good standing to any student whose account is in arrears.

Inactive students with debts will have the opportunity to pay the pending balances. If the student fails to comply with payment, they are referred to a collection agency. Students referred to an agency for collection will be charged an additional $50.00 fee.
FINANCIAL AID

The Financial Aid Office provides information to students and their families regarding the available financial aid programs for those who qualify, as well as the application process and eligibility requirements. Our mission is to provide accurate and clear consumer information to help students explore the different financial aid resources that can help them obtain the necessary funding to reach their academic goals.

Polytechnic University of Puerto Rico participates in the following financial aid programs from federal, state, institutional and private sources:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Florida Student Assistance Grant Program (FSAG)
- Robert C. Byrd Honors Scholarship Program
- Florida Bright Futures Scholarship
- José Martí Scholarship Challenge Grant
- Scholarship For Children and Spouses of Deceased or Disable Veterans
- Federal Direct Loan Program for Students
- Federal Direct Loan Program for Parents of Undergraduate Students
- Federal Direct Loan Program for Graduate Students
- Private Student Loans
- Institutional Scholarships
- Private Scholarships

The availability of the above programs will depend on the total funds allotted to the Institution for the 2015-2016 academic year.

General Eligibility Requirements

To be eligible to receive financial aid from most federal and state programs, the student must:

- Be enrolled as a regular student
- Be working towards a degree in an eligible program
- Be a U.S. citizen or eligible non-citizen with valid Social Security Number
- Have a high school diploma or its equivalent
- Meet the Standards of Satisfactory Academic Progress
- Demonstrate financial need (except for some loans)
- Register with the Selective Service, if male between the ages of 18 and 25
- Certify that will use federal student aid only for educational purposes. The student must not be in default on a federal student loan and does not owe money on a federal student grant.
- Have no history of certain drug convictions

In addition to the above basic eligibility requirements, the student could be required to meet additional requirements such as minimum enrollment credits, minimum GPA, among others, depending on the financial aid program. For the eligibility requirements of a specific program, contact the Financial Aid Office.
Application Process

To determine student’s eligibility for federal aid, the student must complete the Free Application for Federal Student Aid (FAFSA). Some financial aid programs, such as state grants, student loans and federal work-study, require an additional application.

The student must reapply for financial aid every year. Since some federal and state funds are limited, students are encouraged to apply as soon as possible after January 1st. New students should apply for financial aid at least two months before the first day of classes of the period for which they will enroll. Regular students must submit their 2015-2016 application before April 24, 2015.

Follow these steps to complete your 2015-2016 FAFSA:

1. Obtain a PIN for yourself at [www.pin.ed.gov](http://www.pin.ed.gov). If you are a dependent student, your parents will need a PIN to sign the FAFSA. If you got a PIN for the last year, you can use it to renew your FAFSA.

2. Collect the following information:
   - Your social security number and your parents’ social security numbers, and dates of birth, if you are a dependent student.
   - Your driver’s license number (if applicable).
   - If you are not a U.S. citizen, your alien registration number.
   - 2014 Income tax returns, W-2 forms and other records of income earned for yourself and your parents/spouse.
   - Evidence of untaxed income during 2014 such as Child Support, veteran’s non educational benefits, among others.
   - Information about savings, investments as well as business and farm assets for yourself and your spouse/parents, if applicable.
   - PUPR’s School code: 014255

3. Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSA is free! You should not pay for completing this application. If you need assistance to complete the FAFSA, contact the Financial Aid Office.

4. After the FAFSA application is processed by the Department of Education, the Financial Aid Office will receive a report with the reported information. If your application is selected for verification, the Financial Aid Officer will request you provide evidence to confirm the information submitted in your application. No financial aid disbursement will be processed until the verification process is completed.

5. After completing your FAFSA application, you can complete your student loan application at [http://www.pupr.edu/miami](http://www.pupr.edu/miami).
Florida Residency Requirement

The Financial Aid Office is responsible for confirming the student’s Florida residency status before disbursing any State funds. To be classified as a Florida resident, the student (or claimant) must present evidence of having established legal residence in Florida and maintained that legal residence for 12 consecutive months prior to the term in which the Florida resident classification is sought. Students’ residence in Florida must be as a bona fide domiciliary rather than for the purpose of maintaining a mere temporary residence for enrollment in an institution of higher education. The student (and claimant) is required to be a United States citizen, resident alien, parolee, Cuban national, Vietnamese refugee, or other refugee or asylee so designated by the Bureau of Citizenship and Immigration Services.

Students must complete the Affidavit for Florida Residency Classification and submit it with necessary documentation before the first day of classes of the academic period.

Transfer Students

Financial aid awards cannot be transferred automatically from one post-secondary institution to another. The student must correct the FAFSA application to include Polytechnic University of Puerto Rico’s Code: 014255. After the Financial Aid Office receives your FAFSA results, we can determine your eligibility for the available financial aid programs.

Transfer students with previous student loans can defer paying loan payments if enrolled at least half-time. The deferment will not be automatically granted with your enrollment. To defer a student loan, the student must complete a deferment form and submit it to the Registrar’s Office. The deferment form is available at www.pupr.edu/miami and at the Financial Aid Office.

Awarding Process

The student’s eligibility for financial aid programs will be determined after the FAFSA application is received and the verification process is completed, if selected. The student’s Expected Family Contribution (EFC) and the cost of attendance will be considered when preparing the award package. The student will not be considered for a Student Loan or for the Federal Work-Study program unless proper program application has been completed. Priority will be given to students with economic need, in order of application processing date, for supplemental aid programs.

The student will receive an Award Letter listing the student aid programs awarded for the academic year. Initial student aid awards are offered based on full time enrollment. Awards may then be adjusted, if applicable, to actual enrollment after the drop/add period for each trimester. Other sources of assistance such as merit awards and private and institutional scholarships will be taken into consideration when preparing the student’s award package.

**Students repeating a course may not be eligible for financial aid for that specific course.

Financial Aid Disbursements

Financial aid funds are credited to the student’s institution account to cover tuition costs and fees. The student’s enrollment status and eligibility for the financial aid program will be verified
every trimester before disbursing any money. If there is an excess fund paid, a check will be issued to refund the student. If the financial aid is not sufficient to cover all charges, the student is responsible for paying the outstanding balance.

The following are some of the reasons why the student’s aid disbursements may be delayed or cancelled:

- Application submitted after deadline
- Not providing all required documentation before deadline
- Not completing the Entrance Counseling and/or Master Promissory Note for Direct Loan borrowers
- Not keeping the minimum academic load and GPA requirements
- Not making Satisfactory Academic Progress towards the program degree
- Being in default on a student loan or owing a repayment to any Title IV financial aid program

**Student Aid Cancellation and Refusals**

Students may refuse to accept any financial aid awarding. For this purpose, students may notify the Financial Aid Office in writing to refuse an awarded aid prior to it being disbursed. If the student aid has already been disbursed, the student is required to notify in writing within fourteen days of the credit.

**Return of Financial Aid**

Students who drop or withdraw might have to repay a portion of or the total amount of financial aid received. Students that enroll but do not attend class will also be required to repay any received financial aid.

If an over award occurs, the student’s award package will be reduced which may result in a repayment. To avoid over awards, students must notify the Financial Aid Office of any potential awards such as private scholarships, vocational rehabilitation benefits, etc., that were not included in the Award Letter.

**Refer to the Federal Financial Aid Return Policy for more information on the calculation procedure and for an example of the calculation. This document is available at www.pupr.edu/miami.**

**Standards of Satisfactory Academic Progress**

**Standards for Undergraduate Students**

The Standards of Satisfactory Academic Progress establishes the evaluation criteria to determine the student’s academic progress, which is one of the eligibility requirements to participate in student financial aid from the Title IV of the Federal Department of Education, State, Institutional and Private programs.
The minimum federal components to measure the satisfactory academic progress require three specific measures: qualitative, quantitative, and maximum time to receive Federal aid. These three components provide a measure on the reasonable progress of a student to successfully complete the academic career.

**Evaluation Criteria**

**A. Qualitative Measure**

One of the elements of the Standards of Satisfactory Academic Progress is the qualitative measure. This component consists of the grade point average and the total accumulated credits at the end of the academic year.

Polytechnic University of Puerto Rico adopts the retention rate (qualitative measure) according to the following chart:

<table>
<thead>
<tr>
<th>Transferred Credits* (1)</th>
<th>Completed Credits at PUPR (2)</th>
<th>Total Earned Credits (1+2)</th>
<th>Minimum Required Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 - 36</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>37 - 72</td>
<td>1.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>73 - 108</td>
<td>1.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>109 +</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

* Credits transferred from other colleges are not taken into consideration to calculate the grade point average, but they are considered to calculate the student’s level or year.

**B. Quantitative Measure**

The second element of the Standards of Satisfactory Academic Progress is the quantitative measure. This component compares the number of credits attempted by students in the Institution versus the number of approved credits. The student must approve at least the 66% of all the credits attempted at PUPR. This measure will be cumulative.

**C. Maximum time to receive payments from federal financial aid**

All students must complete the graduation requirements within a maximum equivalent to 1.5 times (150%) of the program degree credits. Preparatory courses will not be considered in the evaluation of the maximum time, but all courses attempted at our Institution will be included.

Students who have completed the maximum time do not qualify for financial aid. The student will receive payment of federal financial aid for preparatory courses up to a maximum of 30 credits.

**Example:**

Student in Accounting Program

The Accounting Program requires 120 credits to complete the curriculum

Maximum time (120 cr. x 150%) = 180 attempted credits

♦ The credit hours will be used to determine the maximum time.
♦ The maximum time must be 150% of the credit hours required to complete the program degree.

♦ All attempted credits, even those in which the student did not receive financial aid, count towards the established maximum.

♦ This policy includes and measures students who are enrolled half-time.

♦ All courses attempted in the Institution, except for preparatory courses, will be included. Transferred courses will also be included for the maximum time.

♦ Changes of Major or School (eg. from Engineering to Architecture), will be measured with the new concentration requirements (total of required credits). All courses taken at PUPR, including credits from a previous Major/School, credits from the new Major/School as well as transferred credits, will be included.

Students on Probation or Suspension

The Satisfactory Academic Progress of students is evaluated once a year at the end of the academic year (May).

If the student does not meet one or both measures of the Standards of Satisfactory Academic Progress, the student will be classified with a status of probation or suspension. The Financial Aid Office will notify the student about his/her status.

Probation Status

A student on probation status has not met the Standards of Satisfactory Academic Progress for the first time. If on probation, the student does not qualify for Federal, State and Institutional aid programs. Only students on probation that submit an appeal which has been approved are eligible to receive Federal, State and/or Institutional aid.

Procedure for Appealing a Probation Status

1. How can the student appeal a probation status?
   The student must go to www.pupr.edu/miami to complete the Academic Progress Appeals Form and carefully follow the instructions.

2. Where to submit the Appeals Form?
   The student must submit the Appeals Form and supporting documentation before the deadline to the Financial Aid Office.

3. Once submitted, the appeal will be evaluated by the Satisfactory Academic Progress Committee:
   ♦ If approved - Continue to step #4.
   ♦ If denied – You will not be eligible for Federal, State and/or Institutional aid programs until you comply with the Standards of Satisfactory Academic Progress.
4. Plan to improve your academic progress:
   ♦ Once the appeal is approved, the student will be referred to his Mentor or Advisor to establish an academic plan for the trimester.
   ♦ Sign the agreement with the Mentor or Advisor who established the academic plan.
   ♦ Submit a copy of the established academic plan to the Financial Aid Office to reactivate your financial aid for the trimester.

5. The academic plan will be evaluated every trimester by the Mentor or Advisor to see if the student is complying with it. While the student complies with his/her academic plan, he/she may continue to be eligible to receive Federal, State and/or Institutional aids as long as he/she meets the other requirements to receive financial aid. If the student does not meet any of the terms set forth in the academic plan, he/she will lose all of his/her Federal, State and/or Institutional aids until he/she complies with the Standards of Satisfactory Academic Progress.

Suspension Status

Every student that does not overcome the probation status will fall on a suspension status. A student on suspension status does not qualify for Federal, State and/or Institutional aid and cannot appeal this status.

The student may be eligible to receive funds from Federal, State and Institutional aid and loans when he/she complies with the Standards of Satisfactory Academic Progress again.

DEFINITIONS

1. Attempted credits – Enrolled credits at PUPR in which the student has obtained grades of I, I (with grades), A, B, C, D, F or W, WF, NR, including all courses repetitions.

2. Transferred Credits - Credits taken at other Institutions of Higher Education recognized by accrediting agencies that were approved with A, B or C and which are accepted by the Department Director or by the authorized Dean in compliance with the standards of the PUPR.

3. Earned Credits - Credits of courses attempted in the PUPR which obtained grades of A, B, C or D with the exception of specific cases defined by the Department.

4. Grade Point Average (GPA) - The measure of academic merit achieved by the student. It is calculated by dividing the total number of accumulated honor points by the number of credits in which the student has received final grades, including F's and WF's which have not been removed.

5. Repeated Courses – Undergraduate courses that the student repeats when it has obtained qualification of D, F, W or WF. For the purpose of determining the Grade Point Average only the highest grade will be used. Repeated courses will be considered in the quantitative measure.
6. Academic Progress – Is the measure which shows whether the student passes the percentage (66%) of the attempted credits versus those approved and whether the academic index is equal to or higher than the established retention index.

7. Academic year - Consists of three academic term that begin in August and end in May. The summer term is optional.

8. Academic Term - Typical academic term during which the regular courses are offered, and which consists of 12 weeks beginning on the first day of school and ending on the last day of final examinations. In summer, the academic term is reduced to 6 weeks, doubling the weekly contact hours.

9. Provisional Grades (Incompletes) - If the Professor gives an incomplete in a course, the student must complete the requirements of the course within the established date in the next academic term. The Professor will remove the incomplete within the established date. If the incomplete is not removed, it will become the provisional grade until the professor changes the grade. Provisional grades are considered in the calculation of the qualitative and the quantitative measures.

10. Courses with grade W - Course from which the student withdraw official and voluntarily. These withdrawals must be authorized by the Financial Aid Office, Registrar Office, Counseling Office, and Finance Office. These courses will be considered in the calculation of the quantitative measure.

11. Preparatory courses (Remedial) - These are basic courses required by the program (includes courses in MATH, SCIE, ATUL, ENGL, SPAN, and others starting with 01xx). These courses will be covered by federal financial aid up to a maximum of 30 credits.

12. Expired credits - Courses approved seven or more years ago in this or other institution will expire at the date of applying for re-admission with the exception of those validated by the Department Director and the Dean of Faculty. The student must repeat all courses declared outdated or must take other equivalent course of the existing curriculum with the approval of the Director of Department and the Dean of the Faculty. These courses are considered for the calculation of the quantitative measure.

13. Suspension of financial aid - Students who at the end of the probation period do not overcome deficiencies with the qualitative and/or quantitative element, or does not comply with the established Academic Plan, will have his/her financial aid suspended. Federal financial aid will also be suspended if the student exceeds the maximum time required to complete his/her program of studies. The maximum time is equal to 150% of the of the program credits. All the attempted credits and transferred courses will be taken into consideration.

14. No Satisfactory Academic Progress (NPAS - suspension) - Classification that is given to the student who at the end of his Financial Aid Probation period does not overcome the academic deficiencies or has not completed the Academic Plan as agreed. The student does not qualify for Federal, State or Institutional aid.
Standards for Graduate Students

The academic progress of graduate students will be measured as established by the Norms and Procedures of the Evaluation of Student Academic Progress at Graduate Level, page #24 of this catalog.

Student’s Rights and Responsibilities

The student has the right to receive the following information from the Financial Aid Office:

1. Available financial aid programs
2. Application process, deadlines and eligibility requirements
3. Awarding and disbursement procedures
4. What financial aid must be repaid, the terms and schedules for repayment
5. The terms and conditions of any employment that is part of the financial-aid award
6. What is the criterion for maintaining satisfactory academic progress and how to re-establish eligibility
7. Institution’s refund policy for students that withdraw from school

It will be student’s responsibility to:

1. Comply with deadlines.
2. Provide all required documents in a timely fashion.
3. Provide the Financial Aid Office with information on changes in family’s household, income or enrollment status.
4. Inform the Financial Aid Office of any outside scholarships, vocational rehabilitation benefits, tuition assistance or VA benefits that will be receiving during the academic year.
5. Use any financial aid received from federal or state programs for expenses related his/her education.
6. Notify any change in name, social security, citizenship status, address, phone number and e-mail address.
7. Understand and comply with the policies regarding to refunds, repayments and satisfactory academic progress.
8. Complete the Exit Counseling for federal student loans programs before departure from college.

Privacy Notice

The Financial Aid Office ensures the confidentiality of students’ records. For this reason, confidential information will not be released by email or phone to the student. In addition, no information will be released to any third party, unless legally required to do so, without a written authorization from the student. This includes parents, spouse, siblings or friends.

For further information on financial aid programs, feel free to contact the Financial Aid Office.
VETERANS ADMINISTRATION BENEFITS

The Miami Campus of Polytechnic University of Puerto Rico is approved by the Florida State Approving Agency to offer veterans training.

Upon enrollment, the student should notify the Business and Records Office of VA eligibility so that necessary enrollment certification forms can be sent to the VA. The University offers only administrative “record keeping” assistance to veterans and is not responsible for determining eligibility for VA benefits.

There are many Veterans Administration rules and regulations which students should be aware of that pertain to courses offered off-campus, such as independent study courses taken by audit (no benefits) and “I” grades. It is the student’s responsibility to inquire concerning all VA rules and regulations and to report any changes in status that affect these benefits. Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after counseling and approval by the VA.

To get started, the student should contact the Department of Veterans Affairs directly (National number 1-888-442-4551 or local, PO Box 1437, St. Petersburg, FL 33731) and request a list of all the forms and steps needed to complete the process.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum 3.0 GPA (Grade point Average) of 4.0 each Trimester.

The length of a Trimester is 12 Weeks.

A VA student whose GPA falls below 3.0 at the end of any Trimester will be placed on academic probation for a maximum of two consecutive Trimesters. If the VA student’s GPA is still below 3.0 at the end of the second consecutive period of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a 3.0 GPA of 4.0.
STUDENT INFORMATION AND SERVICES

GUIDANCE AND CAREER EDUCATION
The Academic Office offers students curriculum assistance, career information, and guidance in the personal, vocational, and academic aspects that may impede the student’s attaining a college education. Advisors assist students individually in making appropriate educational, vocational, and personal choices. The office coordinates assisted institutional services for students with special needs.

Course selection is critical to student success; therefore, students should make an appointment with either their program director or registrar to confirm proper course selection prior to registration.

Previously taken courses and grades earned will be reviewed and analyzed for proper course placement at Polytec Miami.

Career education awareness is presented at workshops, seminars, colloquiums and receptions with notables. Student publications may also feature stories on career opportunities.

INTERNSHIP AND MENTOR PROGRAMS
Students may be able to participate in local and national work-related experiences pertinent to their course of study. Career awareness and placement activities are incorporated in student life as a pre-step to applying for a summer internship. Internships are optional, but preferred experience for students.

Students are eligible for mentor assistance as another form of a personal career guidance opportunity. Community leaders and business professionals collaborate with students on a one-on-one basis as needed, or present vital information at open forums on campus.

IDENTIFICATION CARDS
An identification card (Campus Card) is issued to students during the registration period. The identification card is needed for students to obtain access to Polytec Miami’s facilities and services.

ACTIVITIES AND ORGANIZATIONS
There are opportunities for students to reinforce their curricular experience by participating in curricular related activities such as colloquium, workshops, seminars and one-on-one meetings with notable community leaders.

Campus organizations focus on the adult learner who may be employed and offers a mature level of activity. Events are designed to foster greater career opportunities as well as recognize students for their academic achievement.
LIBRARY FACILITIES
The Orlando and Miami Campus Libraries are well-equipped for student use. Both libraries maintain computer-based and hard-bound periodicals for student and faculty use. Both Florida Campus libraries have basic collections that are strengthened and supported by the Main Library in San Juan, Puerto Rico, which consists of over 65,000 volumes classified according to the Library of Congress Classification System. The Main Library is specialized in land surveying, engineering, architecture and business administration. At the present time, the Library subscribes to over 2,000 periodicals and publications, both general and technical. Both libraries are fully automated in services and administrative procedures. As part of its services, the libraries offer access to a Local Area CD Rom Network, Internet, and other database services. Also, inter-library loans are used for resources not owned by the Library. The Orlando and Miami Campus Libraries are part of library consortiums for the State of Florida. The administrative and technical procedures are jointly operated by the Main Library and Branch Campus Libraries. To help students develop information skills and become independent users/researchers, the libraries have a literacy skills program, as well as audiovisual equipment.

COMPUTER OWNERSHIP
To make teaching and learning equally accessible, all students are requested to own or lease a laptop computer compatible with the University’s system.

HONOR CODE
ACADEMIC AND PROFESSIONAL BEHAVIORAL CODE OF CONDUCT

General
The purpose of this section is to clarify as much as possible what the student and the University should expect of each other in the areas of rights, responsibilities, and conduct.

All students enrolled at Polytec Miami assume an obligation to conduct themselves at all times as responsible members of the campus community and respect the personal and property rights of others and the educational mission of the University. Because the University’s reputation is ultimately determined by those who earn a degree, the University will insist upon its students demonstrating personal and professional integrity in addition to academic excellence. The University’s Board of Trustees has delegated full authority to the University Administration to prepare and administer policies and procedures for the welfare and discipline of its students.

Student Rights and Responsibilities
Polytechnic University of Puerto Rico recognizes the rights of students as outlined in the American Association of University Professors Joint Statement, dated 1967. These rights include the following:

1. Freedom of access to higher education
2. Freedom of classroom expression
3. Confidentiality of records
4. Participation in student affairs
5. Off-campus freedoms
6. Procedural standards in disciplinary proceedings
Code of Conduct
The University is dedicated to the advancement of knowledge and learning, as well as to the development of responsible personal and social conduct. Each student, by registering, assumes the responsibility of becoming familiar with and abiding by the general standards of conduct expected by the University. Specifically, each student is expected to refrain from:

1. Academic dishonesty of any kind with respect to examinations or course work. This includes any form of cheating and plagiarism. (See Academic Dishonesty and Plagiarism section.)

2. Falsification or alteration of University documents, records, or identification cards.

3. Forgery, issuing bad checks, or not meeting financial obligations with the University.

4. Theft and the deliberate damage or misuse of property belonging to others or to the University.

5. The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on University property.

6. Possession, display or use of any dangerous instrument, weapon or explosives. (Law enforcement officers required by their employer to carry a firearm are excluded.)

7. Disrupting the study of others or of University activities, or interfering with the freedom of movement of any member or guest of the University community.

8. Deliberate interference with academic freedom and freedom of speech and movement of any member or guest of the University community.

9. Participation in any activity which disrupts or interferes with the education of others or the orderly operation of the University.

10. Physical abuse, threatening acts or harassment toward others.

Expulsion, suspension, or any lesser penalty may be imposed upon any student enrolled who is found to be in violation of these standards of conduct.

Harassment
Polytechnic University of Puerto Rico does not tolerate any form of employee or student harassment, either verbal or physical, based on race, color, religion, gender, national origin, age, physical disability, medical condition, or marital status. The University strives to provide a work environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. It is a policy of the University that sexual harassment of employees or students is regarded as unprofessional and improper conduct.
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature.

Conduct of this nature is improper whether, a) submission to the conduct is either an explicit or implicit term or condition of employment or student status; b) submission to or rejection of the conduct is used as a basis of employment or student standing; c) the conduct has the effect of substantially interfering with an individual’s work or academic performance; or d) the conduct or sexually suggestive conduct or language has the effect of causing uncomfortable living or working conditions.

All employees and students of the University are expected to avoid any behavior or conduct toward any other employee or student that may be interpreted as sexual harassment.

Students who believe they have been the victim of sexual or other harassment should immediately report the matter to their advisor or, if necessary, to an administrator or a faculty member.

Any faculty member or administrator who has received a complaint from an employee or student alleging harassment will immediately notify the Campus Director. Similarly, any administrator, faculty member or supervisor who becomes aware of a situation involving potential harassment of an employee or student will contact the Campus Director.

All complaints of harassment will be investigated promptly and kept confidential to the extent possible. Appropriate disciplinary action will be taken against any employee or student found to have engaged or abetted in harassment.

Alcohol and Drug Abuse
University policy strictly prohibits consumption or use of alcohol and illegal drugs on University property. It is the obligation of all members of the University, as well as students, to uphold the laws of federal, state and local authorities that regulate the use of drugs and alcohol.

Any violations that cannot be handled through counseling, or which endanger the welfare of the person involved or the community, will be reported to law enforcement authorities. Any student or member of the University found guilty of a drug or alcohol felony is subject to dismissal from the University and prosecution consistent with local, state and federal law. Information regarding the prevention of alcohol and drug abuse is posted visibly throughout the University campus.

Academic Dishonesty and Plagiarism
The University seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student is to be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The University further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student’s responsibility to seek clarification from the course instructor regarding how much help may be received in completing an assignment, exam or project or what sources may be used. Students found guilty of academic dishonesty or plagiarism shall be liable for sanctions up to and including dismissal from the University.
The University requires students adhere to the writing style prescribed in the Publication Manual of the American Psychological Association, Fourth Edition, 1995. This manual includes clear definitions of plagiarism, paraphrasing and other related matters. All students are urged to acquire and use this manual early in their studies at the University.

The University’s policies call for all written work to be submitted typed and “in standard written English.” If necessary, students may employ an editor to assist with grammar and style, but not content. The editor’s name, address, and telephone number must appear on the document and the student’s unedited work must be attached.

**Dual Relationships with Students**
In the interest of preventing situations in which students may feel that they (or other students) are receiving special attention or privileges, all University faculty and staff are advised to avoid any financial relationships with students (or their employers) as long as there is any potential for the University employee to influence the student’s grades, progress, or success in our programs. Similarly, faculty and staff members are advised to avoid close personal relationships with students. Even if a relationship is “above board,” the appearance of favoritism may be a problem.

**Gifts from Students**
Students (individuals or groups) are asked not to offer gifts to members of the University faculty or staff. If an employee has done an outstanding job or provided exceptional service (and we hope that occurs regularly), a short note of appreciation or a verbal “thanks” is ample reward.

Collection for group gifts for faculty or staff can easily be perceived as coercive if some students in a class do not share the organizers’ enthusiasm or financial means. Gifts can become a dangerous norm and may be seen as leading to preferential treatment.

If a student (or group) offers a gift, employees have been advised to express appreciation and explain that our policies prohibit accepting gifts. General tokens of appreciation such as flowers for the lobby or snacks to be shared by employees and students do not violate the policy or its intent.

**Academic Credentials**
The University maintains a strong commitment to developing practitioners who demonstrate high levels of professionalism. All students are expected to pursue their academic programs with honesty and integrity.

**Evaluation of Instructors by Students**
At the conclusion of in-residence courses and upon the completion of on-line or independent studies, students will be asked to provide candid feedback regarding their perceptions of the quality of the course and the performance of the course instructor. All students are expected to participate in these evaluation sessions as student input is an important contribution to the University’s efforts to improve its programs.
Evaluation of Student Support Services
Twice a year, a Student Services Survey is sent to all students to provide evaluative feedback of the following: physical facilities and equipment, classroom environment, registration process, financial aid, student records, library staff and resources, computer access and equipment, textbooks and materials, academic advising, faculty access and interaction, international student concerns, etc. The Survey also gives each student an opportunity to make general comments and suggestions regarding the University.

All students are urged to participate in these evaluation activities, as student input is an important component of the University’s efforts to improve its programs and enhance student services and support.

Grievance Procedures
The University provides students with opportunities to request administrative or peer review of actions taken by University faculty or staff that the student perceives to be unfair. Students who believe that they have been treated in a biased fashion, in violation of University policies or without due process may file an appeal with the Campus Director or designee. The student may initiate the grievance process by sending the Campus Director a written account of the actions leading to the grievance and a description of the student’s attempts to resolve it informally (if any).

The Campus Director or a designee will contact the involved parties directly and will attempt to resolve the matter informally. If a satisfactory resolution is not achieved informally, the Campus Director will convene a committee of faculty members and/or administrators to consider the matter and recommend a resolution. Considering the recommendation of the committee, the Campus Director will again contact the parties involved and inform them of the University’s response to the appeal.
UNDERGRADUATE PROGRAMS
School of Business and Management

The School of Business and Management seeks to provide theoretical and practical knowledge to those students who aim to receive a Bachelor’s Degree in Business Administration or Organizational Management. The School of Business and Management is guided by the following principles: The business programs contribute to the intellectual and professional formation of students through the development of critical and analytical thinking skills. It fosters the necessary motivation that will enable students to know and relate to the reality of the entrepreneurial world. The Department develops in students the awareness of the social responsibility of management within the economic system of free enterprise. The academic programs encourage the exploration and study of the field of business and management. Students are exposed to the various areas of business to include Accounting, Management, Marketing, Economics, Statistics, and Finance, and their applications in a corporate, service or manufacturing environment.

Mission
The School of Business and Management of Polytechnic University of Puerto Rico provides opportunities for individuals from diverse backgrounds to cultivate their potential for leadership, productivity and competitiveness with a sense of social responsibility toward their communities through exposure to intellectual, humanistic and technological advancement in business and management.

Career Opportunities
Business Administration and Organizational Management students are highly regarded and sought by service, manufacturing, and production industries. Graduates have been provided the knowledge and skills to meet the needs and demands of an ever-changing society. Through various internships, students are exposed to various career positions in business. Graduates can assume career roles such as Accountants, Information Technology Managers, Sales and Marketing Managers, and a variety of managerial supervisory positions in both profit and non-profit organizations.

Program Educational Objectives
The School of Business and Management academic program objectives are:

- Develop technically educated individuals for employment as business administrators or entrepreneurs in their communities.
- Develop graduates with well-developed social consciences.
- Develop competitive graduates for advanced study in the areas of business.

Degrees Offered
Currently, the School of Business and Management offers the following degrees:

- Bachelor of Business Administration (BBA)
  - Management of Information Systems; Accounting; Marketing; and General Management
- Bachelor of Science in Organizational Management (BSOM)
BUSINESS ADMINISTRATION and ORGANIZATIONAL MANAGEMENT PROGRAMS

The School of Business and Management offers undergraduate programs leading to a Bachelor’s in Business Administration (BBA) degree with academic tracks in Accounting, General Management, Marketing, and Management Information Systems, as well as a Bachelor of Science in Organizational Management (BSOM).

PROGRAM ENTRANCE

All students that request admission and are admitted to the business programs must show evidence that they have acquired the academic abilities and skills necessary to progress through the major program of study. Those who do not have these abilities and skills as reflected by the results of their (1) College Entrance Examination Board exam, (2) high school grades, (3) previous college experience, or (4) other evidence, will be required to take additional courses to gain the knowledge. Thus, there may be variations on how to fulfill the Minimum Graduation Requirements stated below. The component of these courses, if required, is in addition to the credits of the Business Administration or Organizational Management degree program. The following is a partial list of preparatory courses offered by the University:

PREPARATORY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0100</td>
<td>Preparatory Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 0110</td>
<td>Algebra</td>
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</tr>
<tr>
<td>SCI 0110</td>
<td>Introduction to Physics/Science</td>
<td>3</td>
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<tr>
<td>ENC 0100</td>
<td>Preparatory English</td>
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<tr>
<td>ENC 0110</td>
<td>English Grammar</td>
<td>3</td>
</tr>
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</table>

Students enrolled in one of the academic programs of the School of Business and Management will need to have successfully prepared for their studies within the school. An articulation agreement or transfer program has been signed with many area community colleges to accept students who have earned an Associate’s Degree in a related field. In many cases, all or most of the 60 credit hours completed by students in the community colleges count towards the BBA or BSOM programs and will transfer into the School of Business and Management at Polytech Miami.

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

The student must complete the following minimum requirements to earn the BBA degree:

GENERAL EDUCATION COURSES – 30 credit hours

12 credit hours in Humanities
   (6 credit hours must include English Composition I and II)
9 credit hours in Social Sciences
9 credit hours in Mathematics/Sciences
   (3 credit hours must include College Algebra)

BUSINESS FOUNDATION — 15 credit hours

9 credit hours must include Accounting I and II, Principles of Management

ELECTIVES – 18 credit hours
CORE COURSES – 27 credit hours

ACADEMIC TRACK

BBA Accounting – 32 credit hours
BBA General Management – 30 credit hours
BBA Management of Information Systems – 30 credit hours
BBA Marketing – 30 credit hours

ACCOUNTING DISCLOSURE

The accounting concentration and courses provide knowledge that may support a student’s efforts toward CPA certification. However, this concentration is not necessarily designed to meet various requirements among individual state guidelines. It is the responsibility of the student to check with regional authorities to confirm requirements in preparation for certification.

BBA GENERAL EDUCATION COURSES (30 Credit Hours)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CR-HRS</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
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<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
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<td>Introduction to Psychology</td>
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<td>SYG 2000</td>
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</tr>
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<td>SSE 1999</td>
<td>Selected Topics in Social Science</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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<td>PSC 1121</td>
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<td>CGS 1100</td>
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TOTAL 30

BBA BUSINESS FOUNDATION COURSES (15 Credit Hours)

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<tbody>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
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<td>FIN 2000</td>
<td>Principles of Finance</td>
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TOTAL 15

BBA ELECTIVE COURSES (18 Credit Hours)

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<tr>
<th>COURSE</th>
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<tr>
<td>Electives</td>
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<tr>
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<td>Department Directed Elective</td>
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<td>Electives</td>
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</tbody>
</table>

TOTAL 18
### BBA CORE COURSES (27 Credit Hours)

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>MGT 3640</td>
<td>Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td>COM 3010</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3620</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>STA 2010</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3650</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ISY 3510</td>
<td>Management of Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3110</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4630</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4620</td>
<td>Strategic Management</td>
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<tr>
<td><strong>TOTAL</strong></td>
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### BBA TRACK COURSES

#### MANAGEMENT INFORMATION SYSTEMS OFFERINGS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CR-HRS</th>
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<tbody>
<tr>
<td>ISY 3540</td>
<td>Computer and Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ISY 3550</td>
<td>Data Communications and Networks I</td>
<td>3</td>
</tr>
<tr>
<td>ISY 4510</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ISY 4520</td>
<td>Computer Security and Audit</td>
<td>3</td>
</tr>
<tr>
<td>ISY 4530</td>
<td>Local Area Network Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4570</td>
<td>Management Information Systems Practice</td>
<td>3</td>
</tr>
<tr>
<td>CEC 3000</td>
<td>Object Oriented Programming (C/C++) I</td>
<td>3</td>
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<tr>
<td>CEC 3070</td>
<td>Visual Basic Programming</td>
<td>3</td>
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<tr>
<td>Electives</td>
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#### ACCOUNTING OFFERINGS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>ACC 3310</td>
<td>Cost Accounting</td>
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<tr>
<td>ACC 3320</td>
<td>Computer Applications in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 3330</td>
<td>Intermediate Accounting I</td>
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<tr>
<td>ACC 3340</td>
<td>Intermediate Accounting II</td>
<td>4</td>
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<tr>
<td>ACC 3360</td>
<td>Federal Income Taxes</td>
<td>3</td>
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<tr>
<td>ACC 4310</td>
<td>Advanced Accounting</td>
<td>3</td>
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<tr>
<td>ACC 4320</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4370</td>
<td>Accounting Practices</td>
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<tr>
<td>Electives</td>
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<tr>
<td><strong>TOTAL</strong></td>
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#### GENERAL MANAGEMENT OFFERINGS

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>MGT 3610</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3630</td>
<td>Organizational Development</td>
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</tr>
<tr>
<td>MGT 4610</td>
<td>Total Quality Management</td>
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</tr>
<tr>
<td>MGT 4670</td>
<td>Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Department Directed Electives</td>
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</tr>
<tr>
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</table>
### MARKETING OFFERINGS

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>MAR 3410</td>
<td>Sales &amp; Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3420</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3430</td>
<td>Product Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3440</td>
<td>Service Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3450</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3460</td>
<td>Public Relations</td>
<td>3</td>
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<tr>
<td>MAR 4410</td>
<td>Marketing Research</td>
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<tr>
<td>MAR 4470</td>
<td>Marketing Project</td>
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<tr>
<td>Electives</td>
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<tr>
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</table>
BBA FLOW CHART

General Education
(30 credit hours)

Business Foundation
(15 credit hours)
must include: Accounting I & II and Management

Electives
(18 credit hours)

BBA Core Requirements
(27 credit hours)
MGT 3640 – Organizational Communications
COM 3010 – Database Management
MGT 3620 – Organizational Behavior
STA 2010 – Probability and Statistics
MGT 3650 – Business Law & Ethics
ISY 3510 – Management of Information Systems
MGT 3110 – Managerial Accounting
MGT 4630 – International Business
MGT 4620 – Strategic Management

Academic Tracks
(Choose one)

Management Information Sys.
30 credit hours
CEC 3000
CEC 3070
ISY 3540
ISY 3550
ISY 4510
ISY 4520
ISY 4530
MGT 4570
Business Elective
Business Elective

General Management
30 credit hours
MGT 3610
MGT 3630
MGT 4610
MGT 4670
Business Elective
Business Elective
Business Elective
Business Elective
Business Elective

Accounting
32 credit hours
ACC 3310
ACC 3320
ACC 3330
ACC 3340
ACC 3360
ACC 4310
ACC 4320
MGT 4370
Business Elective
Business Elective

Marketing
30 credit hours
MAR 3410
MAR 3420
MAR 3430
MAR 3440
MAR 3450
MAR 3460
MAR 4410
MAR 4470
Business Elective
Business Elective

Total hours of program: 120 - 122 credit hours
BACHELOR OF SCIENCE IN ORGANIZATIONAL MANAGEMENT PROGRAM
Students must complete the following minimum requirements to earn the BSOM degree:

GENERAL EDUCATION COURSES – 30 credit hours
  12 credit hours in Humanities
    (6 credit hours must include English Composition I and II)
  9 credit hours in Social Sciences
  9 credit hours in Mathematics/Science
    (3 credit hours must include College Algebra)

BUSINESS FOUNDATION – 9 credit hours (choice of three)
  Accounting, Macroeconomics, Microeconomics, Finance, Marketing, Management

ELECTIVES – 30 credit hours

CORE COURSES – 27 credit hours

ACADEMIC TRACK – 24 credit hours

BSOM GENERAL EDUCATION COURSES (30 Credit Hours)

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>CR-HRS</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
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<td>Literature and Culture Issues</td>
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<tr>
<td>HUE 1999</td>
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<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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BSOM FOUNDATION COURSES (9 Credit Hours)

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<td>ACC 2001</td>
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<tr>
<td>FIN 2000</td>
<td>Principles of Finance</td>
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<tr>
<td>MAR 1011</td>
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### BSOM ELECTIVE COURSES (30 Credit Hours)

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<tr>
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<td>Electives</td>
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### BSOM CORE COURSES (27 Credit Hours)

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<tr>
<td>MGT 3640</td>
<td>Organizational Communications</td>
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<tr>
<td>MGT 3620</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3120</td>
<td>Critical Thinking for Managers</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3220</td>
<td>Leadership in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3650</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ISY 3510</td>
<td>Management of Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3210</td>
<td>Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4630</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4620</td>
<td>Strategic Management</td>
<td>3</td>
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### ORGANIZATIONAL MANAGEMENT ACADEMIC TRACK OFFERING

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<thead>
<tr>
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<tbody>
<tr>
<td>MGT 3610</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4020</td>
<td>Project Management</td>
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</tr>
<tr>
<td>MGT 4030</td>
<td>Financial Management</td>
<td>3</td>
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<tr>
<td>MGT 4130</td>
<td>Managing Change</td>
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<tr>
<td>MGT 4230</td>
<td>Marketing Management</td>
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<tr>
<td>MGT 4410</td>
<td>Quality Assurance</td>
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BSOM FLOW CHART

**General Education**
(30 credit hours)

**Business Foundation**
(9 credit hours)

- Electives
  (30 credit hours)

**BSOM Core Requirements**
(27 credit hours)
- MGT 3640 – Organizational Communications
- MGT 3120 – Critical Thinking for Managers
- MGT 3620 – Organizational Behavior
- MGT 3220 – Leadership in Organizations
- MGT 3650 – Business Law & Ethics
- ISY 3510 – Management of Information Systems
- MGT 3210 – Managing Diversity in the Workplace
- MGT 4630 – International Business
- MGT 4620 – Strategic Management

**BSOM Academic Track**
(24 credit hours)
- MGT 3610
- MGT 4020
- MGT 4030
- MGT 4130
- MGT 4230
- MGT 4410
- Business Elective
- Business Elective

Total hours of program: 120 credit hours
School of Engineering and Computer Science

The School of Engineering and Computer Science provides students an opportunity to grow knowledgeable in the theoretical, technical, social, cultural and practical aspects of the profession, and thus be able to enter and excel in the engineering and computer science industries. Towards such end, the School’s well-balanced curriculum is both structured and flexible for student learning. The School’s program of studies will prepare students to face situations of considerable complexity, comprehensiveness and social responsibility, at the same time allowing for personal interests to mature in individually chosen fields. At the Miami Campus, the School offers two computer science degrees.

Mission
The School of Engineering and Computer Science of Polytechnic University of Puerto Rico provides opportunities for individuals from diverse backgrounds to cultivate their potential for leadership, productivity and competitiveness with a sense of social responsibility toward their communities through exposure to intellectual, humanistic and technological advancement in engineering and computer science.

Career Opportunities
Computer Science students are highly regarded and sought by service, manufacturing, and production industries. Graduates have been provided the knowledge and skills to meet the needs and demands of an ever-changing society. Through various internships, students are exposed to various career positions in engineering and computer science. Graduates can assume various career roles such as Computer Programmers and Information Technology Managers, within specific areas of specialty, and a variety of professional positions in both profit and non-profit organizations.

Program Educational Objectives
The School of Engineering and Computer Science academic program objectives are:

- Develop technically educated individuals for employment as engineers or computer science technologists in their communities.
- Develop graduates with well-developed social consciences.
- Develop competitive graduates for advanced study in the areas of engineering or computer science.

Degrees Offered
Currently, the School of Engineering and Computer Science offers the following degrees:

- Bachelor of Science in Computer Science (BSCS)
- Bachelor of Arts in Computer Science (BACS)
PROGRAM ENTRANCE
All students that request admission and are admitted to the computer science programs must show evidence that they have acquired the academic abilities and skills necessary to progress through the major program of study. Those who do not have these abilities and skills as reflected by the results of their (1) College Entrance Examination Board exam, (2) high school grades, (3) previous college experience, or (4) other evidence, will be required to take additional courses to gain the knowledge. Thus, there may be variations on how to fulfill the Minimum Graduation Requirements stated below. The component of these courses, if required, is in addition to the credits of the Computer Science degree program. The following is a partial list of preparatory courses offered by the University:

PREPARATORY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0100</td>
<td>Preparatory Mathematics</td>
<td>3</td>
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<tr>
<td>MAT 0110</td>
<td>Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SCI 0110</td>
<td>Introduction to Physics/Science</td>
<td>3</td>
</tr>
<tr>
<td>ENC 0100</td>
<td>Preparatory English</td>
<td>3</td>
</tr>
<tr>
<td>ENC 0110</td>
<td>English Grammar</td>
<td>3</td>
</tr>
</tbody>
</table>

Students enrolled in one of the academic programs of the School of Engineering and Computer Science will need to have successfully prepared for their studies within the school.

These programs are designed to provide the students with the tools that will empower them to solve high complexity problems in innovative ways, using state of the art technology. The Bachelor of Science and Bachelor of Arts in Computer Science Programs are designed to accept students directly from high school or Community College students who have earned an Associate’s Degree in a related field.

BACHELOR OF SCIENCE AND BACHELOR OF ARTS IN COMPUTER SCIENCE
The student must complete the following minimum requirements to earn the Bachelor of Arts in Computer Science (BACS) or the Bachelor of Science in Computer Science (BSCS) degree:

GENERAL EDUCATION COURSES – 30 credit hours
12 credit hours in Humanities
   (6 credit hours must include English Composition I and II)
9 credit hours in Social Sciences
9 credit hours in Mathematics/Sciences
   (3 credit hours must include College Algebra)

COMPUTER SCIENCE FOUNDATION COURSES – 12 credit hours

BACS ELECTIVES – 27 credit hours

BSCS ELECTIVES – 18 credit hours
### CORE COURSES – 25 credit hours

### BACS ACADEMIC TRACK – 27 credit hours

### BSCS ACADEMIC TRACK – 38 credit hours

**BACS ACADEMIC DEGREE – TOTAL HOURS = 121 credit hours**

**BSCS ACADEMIC DEGREE – TOTAL HOURS = 123 credit hours**

#### BACS and BSCS GENERAL EDUCATION COURSES (30 Credit Hours)

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>CR-HRS</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
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<td>ENC 1102</td>
<td>English Composition II</td>
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<tr>
<td>LIT 2411</td>
<td>Literature and Culture Issues</td>
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<td>HUE 1999</td>
<td>Selected Topics in Humanities</td>
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<tr>
<td>PSY 2012</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SSE 1999</td>
<td>Selected Topics in Social Sciences</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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<td>PSC 1121</td>
<td>Physical Science</td>
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<tr>
<td>CGS 1100</td>
<td>Computer Science</td>
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#### COMPUTER SCIENCE FOUNDATION COURSES (12 Credit Hours)

<table>
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<th>COURSE</th>
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<tr>
<td>MAC 1147</td>
<td>Pre-Calculus/Algebra/Trigonometry</td>
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<tr>
<td>BSC 1005</td>
<td>Introduction to Biology</td>
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<td>CHM 1025</td>
<td>Introduction to Chemistry</td>
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<tr>
<td>CGS 2405</td>
<td>Intermediate Programming in C Language</td>
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#### BACS and BSCS CORE COURSES (25 Credit Hours)

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<tr>
<td>ETH 3050</td>
<td>Ethical &amp; Legal Aspects of Computers &amp; Technology</td>
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<tr>
<td>CEC 3000</td>
<td>Object Oriented Programming I</td>
<td>3</td>
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<tr>
<td>ETH 3020</td>
<td>Contemporary Social Problems in Computers &amp; Technology</td>
<td>3</td>
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<tr>
<td>MAT 2000</td>
<td>Calculus I</td>
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<td>CEC 3300</td>
<td>Object Oriented Programming II</td>
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<tr>
<td>MAT 3400</td>
<td>Discrete Mathematics</td>
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<tr>
<td>CEC 3070</td>
<td>Visual Basic Programming</td>
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<td>CEC 3070</td>
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<tr>
<td>CEC 3650</td>
<td>Data Structures</td>
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<tr>
<td>CEC 4000</td>
<td>Database Systems</td>
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<td>CEC 4050</td>
<td>Data Communications</td>
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<tr>
<td>CEC 4100</td>
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<td>CEC 4120</td>
<td>Assembly Programming Language</td>
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<td>CEC 4200</td>
<td>Internet Programming</td>
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<td>CEC 4650</td>
<td>Software Engineering I</td>
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<td>CEC 4710</td>
<td>Comp. Science Sr. Project I</td>
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<td>CEC 4750</td>
<td>Design and Analysis of Algorithms</td>
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<tr>
<td>CEC 4800</td>
<td>Electronic Commerce (EC) Technology</td>
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<tr>
<td>MAT 2650</td>
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<td>Probability and Statistics</td>
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BA/BS IN COMPUTER SCIENCE FLOW CHART

General Education Requirement
BACS (30 credit hours)
BSCS (30 credit hours)

Computer Science Foundation
BACS (12 credit hours)
BSCS (12 credit hours)

Electives
BACS (27 credit hours)
BSCS (18 credit hours)

Core Requirements
(25 credit hours)
ETH 3050—Ethical & Legal Aspects of Computers & Technology
CEC 3000—Object Oriented Programming (C/C++) I
ETH 3020—Contemporary Social Problems in Computers & Technology
MAT 2000—Calculus I
CEC 3300—Object Oriented Programming (C/C++) II
Computer Science Elective—3000 level
MAT 3400—Discrete Mathematics
CEC 3070—Visual Basic Programming

Academic Tracks

Bachelor of Arts
27 credit hours
CEC 3650
CEC 4000
CEC 4050
CEC 4120
CEC 4200
CEC 4650
CEC 4710
CEC 4750
Computer Science Elective

Bachelor of Science
38 credit hours
CEC 3650
CEC 4000
CEC 4050
CEC 4100
CEC 4120
CEC 4650
CEC 4710
CEC 4750
CEC 4800
MAT 2650
STA 2010
PHY 2600

Total hours of BACS program: 121 credit hours
Total hours of BSCS program: 123 credit hours
UNDERGRADUATE COURSE DESCRIPTIONS

ACC 2001 Principles of Accounting I
An introduction to the basic principles of financial accounting with emphasis on basic accounting procedures. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Other topics include inventories, receivables, and cash. (3 credits)

ACC 2011 Principles of Accounting II
A continuation of Accounting I, this course emphasizes accounting theory and applications as they apply to the accounting cycle. Discussions also include plant assets, intangible assets, current and long-term liabilities. Prerequisite: ACC 2001. (3 credits)

ACC 3310 Cost Accounting
A study of the methods and procedures of accounting in the determination of the unit cost of a product. It includes the procedures for the three main elements of the cost of the product (material, labor and overhead) using cost accumulation and standard cost. Emphasis is placed in the control of production costs. Prerequisite: ACC 2011. (3 credits)

ACC 3320 Computer Applications in Accounting
Installation, application and study of accounting software such as Peachtree and other popular packages in extensive use. These programs are used to analyze various accounting scenarios and prepare financial statements. Prerequisites: CGS 1100 and ACC 2011. (3 credits)

ACC 3330 Intermediate Accounting I
This is the first of two courses designed to cover financial topics in depth. The course covers the development of accounting principles, preparation of financial statements, and use of time value of money. Prerequisite: ACC 2011. (4 credits)

ACC 3340 Intermediate Accounting II
This course continues Intermediate Accounting I and is designed to cover additional financial topics in depth. The course covers the development of financial instruments and an introduction to the decisions and opinions of the regulatory bodies of the accounting practice. Prerequisite: ACC 3330. (4 credits)

ACC 3360 Federal Income Taxes
A study of the principles and procedures used to prepare income tax returns for individuals, partnerships, and corporations. Prerequisite: ACC 2011. (3 credits)

ACC 4310 Advanced Accounting
Special problems in the field of accounting. Includes partnerships, installment sales, consignments, home offices, consolidations, and non-profit organizations. It also includes topics in fund accounting. Prerequisite: ACC 3340. (3 credits)

ACC 4320 Auditing
A study of the principles of auditing and their application to financial statements. Internal control systems, auditing programs, ethical principles and responsibilities of auditors are covered. Prerequisite: ACC 2011. (3 credits)
**ARH 1000 Art Appreciation**
A chronological study of the visual arts from prehistory to modern day. Students will discover the visual arts as an important social force throughout history. (3 credits)

**BEL 3000 Selected Topics in Business I**
In-depth, intensive study of selected topics in the area of business. If different topics are studied, this course may be taken twice for credit. (3 credits)

**BEL 3100 Selected Topics in Business II**
In-depth, intensive study of selected topics in the area of business. If different topics are studied, this course may be taken twice for credit. (3 credits)

**BEL 3200 Selected Topics in Business III**
In-depth, intensive study of selected topics in the area of business. If different topics are studied, this course may be taken twice for credit. (3 credits)

**BEL 3300 Selected Topics in Business IV**
In-depth, intensive study of selected topics in the area of business. If different topics are studied, this course may be taken twice for credit. (3 credits)

**BSC 1005 Introduction to Biology**
Selected principles in biological science, including the cell concept, the organization of multicellular systems, plants and animals as organized systems, and man in relation to his environment. (3 credits)

**BUL 2241 Business Law I**
This course is an introduction to law and legal procedures from the perspective of business enterprises. Discussions relate to the proper conduct of business, the nature and source of law, courts, and courtroom procedures. (3 credits)

**CEC 3000 Object Oriented Programming (C/C++) I**
Introduces students to computers; Algorithm development, UNIX, and C++ are discussed in detail. The introduction covers top down analysis, problem analysis, flow charts, and pseudocode. Structured programming and development and debugging are also emphasized. C++ coverage includes variables, data types, operators, and functions. Prerequisite: MAT 2000 or MAC 1105. (3 credits)

**CEC 3070 Visual Basic Programming**
This course introduces the student to Visual Basic. Course covers the fundamentals of visual programming in Visual Basic. Topics discussed cover: variables and operators, using decision structures, loops and timers, strings, modules, procedures, and arrays. Prerequisite: CEC 3000. (3 credits)
**CEC 3300 Object Oriented Programming (C/C++) II**
The course continues with the development of programming skills using C++. It emphasizes modular program design, arrays, and pointer usage. Structured data types (arrays, structures, and linked list) and dynamic storage is introduced. The course presents some object-oriented concepts. Prerequisite: CEC 3000. (3 credits)

**CEC 3650 Data Structures**
The course covers the understanding of data structures and programming logic and their implementation using C++ or another similar language. The course emphasizes on recursion, and the use of pointers, lists, stacks, queues, and trees. Searching and sorting techniques are also discussed. Several programs are assigned. Prerequisite: CEC 3300 or MAT 2000. (3 credits)

**CEC 4000 Database Systems**
The course begins with an overview of the concepts, role, nature and purpose of database systems and computers in the application environment. It presents the relational model (as the primary design tool for today’s database systems), hierarchies and SQL. The course explores database constraints from the standpoint of integrity. Prerequisite: CEC 3650. (3 credits)

**CEC 4050 Data Communications**
This course is concerned with the exchange of data between two directly linked devices. The key aspects of transmission, interfacing, link control, and data transfers are examined. The physical and data link layers are discussed. Prerequisite: CEC 3300. (3 credits)

**CEC 4100 Operating Systems**
The course discusses various aspects of computer operating systems: processes, concurrent programming, and deadlocks. Prerequisite: CEC 3300. (3 credits)

**CEC 4120 Assembly Programming Language**
This course introduces students to the fundamental principles of machine language. Basic concepts such as number or data representation (binary, hexadecimal and others), branching and looping, memory organization, operands, instruction cycle, addressing modes, exception handling, etc. are introduced. Prerequisite: CEC 3300. (3 credits)

**CEC 4200 Internet Programming**
The course introduces the student to JAVA programming. How to create applets in JAVA; JAVA applets vs. autonomous programs; simple mathematical operations with JAVA applets; how to force JAVA applets to make decisions; how to make JAVA applets repeat one or more instructions; use of functions to simplify the applets; interaction with HTML and other topics. Prerequisite: CEC 3300 (3 credits)

**CEC 4650 Software Engineering I**
This course presents an engineering approach to the development of large software development projects. The course explains the successive steps of requirements analysis, specifications, designs, coding, debugging and testing, maintenance, and thorough documentation. Prerequisite: CEC 4000 (3 credits)
CEC 4710 Computer Science Senior Project I
Design of projects based on open-minded requirements. Projects will be selected to cover most areas of interest (i.e. Computer Software, Database Systems, investigative research based on issues that concern computer science and technology etc.). Projects will be selected in accordance with the student's area of interest. Prerequisite: Senior Standing. (3 credits)

CEC 4750 Design and Analysis of Algorithms
This course covers issues that arise in the analysis and design of algorithms used for solving computational problems. A number of common algorithm design paradigms and examples are presented and explained. Algorithm design issues are contemplated. Computability and computational tractability concepts are introduced. The importance of time and space requirements are greatly considered as the student designs algorithms to solve computational problems. Prerequisite: CEC 3650. (3 credits)

CEC 4800 Electronic Commerce (EC) Technology
This course will study the structure, organization, and use of the Internet. Internet technologies and their potential applications are examined including electronic commerce, database connectivity, and security. An emphasis will be placed on evaluating, organizing, and developing efficient models of electronic transactions and Web Information Systems. Prerequisite: CEC 3300. (3 credits)

CGS 1100 Computer Science
An introduction to computer fundamentals including information processing, operation, and usage of an operating system. Applications in word processing, electronic spreadsheets, electronic filing systems are presented. (3 credits)

CGS 2405 Intermediate Programming in C Language
An advanced application programming course using the C language. Emphasis will be on the design and use of structure computer algorithms for problem solving using “C”. Topics covered will include the design of independent modules, processing of text data as input, advanced sorting techniques, various file handling techniques, advanced data manipulation and data structures. Prerequisite: CGS 1100. (3 credits)

CHM 1025 Introduction to Chemistry
Elementary principles of modern chemistry, including concepts of atomic and molecular structure, chemical bonding, stoichiometry, and the properties of solutions. Prerequisite: MAC 1105. (3 credits)

COM 3010 Database Management
A study of the principles of a database system. Surveys the methodology used in database management and analyses the software and programming of the database environment. (3 credits)

ECO 2013 Principles of Macroeconomics
A study of basic economic concepts. Topics include the modern national income formation theory, economic fluctuations, money, monetary banking, fiscal policy, economic stabilization theory and policy, the public sector, economic growth and development, and comparative economic systems. (3 credits)
**ECO 2023 Principles of Microeconomics**
Study of the theory of markets, price mechanism, production, distribution and resource allocation; application of marginal analysis and equilibrium theory to the price and output decisions of the individual firm in pure competition, monopolistic competition, oligopoly and monopoly; agriculture; labor, rent interest and profits theory; international trade; and the economics of change. (3 credits)

**ENC 0100 Preparatory English**
The course is designed to develop basic written and oral skills. It promotes oral communication and personal expression, giving special emphasis to the development of vocabulary. By performing language functions, students acquire the basic skills of the English language. (3 credits)

**ENC 0110 English Grammar**
Fundamental course in language designed to provide students with grammar skills in English for listening and writing with emphasis in increasing student’s capability of developing logical thinking both in speaking and writing. Prerequisite: ENC 0100 or Placement by Admissions Office. (3 credits)

**ENC 1101 English Composition I**
This is a required general education course in college-level writing. Emphasis is placed on unified, coherent, and organized essay writing. Sentence and paragraph structure and writing fundamentals will also be reviewed. (3 credits)

**ENC 1102 English Composition II**
This is a required general education course in college level writing and builds on the foundation of English Composition I. Further development of the students’ skills in composition, essay, communication, and research are included. Prerequisite: ENC 1101. (3 credits)

**ETH 3020 Contemporary Social Problems in Computers and Technology**
Study and analysis of contemporary social problems that affect the engineering profession: e.g. ethical issues, conservation of the environment, restriction of financial resources, and possible solutions to these problems. (3 credits)

**ETH 3050 Ethical and Legal Aspects of Computers and Technology**
This course introduces students to the social, legal and moral aspects of computing, and the dilemmas that result from the evolution of computer technology. Course contents include ethical theory, decision making, professional code of ethics, “hacking” and computer crime, law enforcement, privacy and intellectual property issues, as well as environmental/health issues. (3 credits)

**FIN 2000 Principles of Finance**
This course is an introductory course reviewing the creation allocation and utilization of money, and the effect of monetary policy upon individuals, business, national and international economics. (3 credits)
**HUE 1999 Selected Topics in Humanities**
In-depth, intensive study of selected topics in the area of Humanities. If different topics are studied, this course may be taken twice for credit. (3 credits)

**HUM 1020 Humanities**
A basic approach to the creative ideas, works, and accomplishments of various cultures from the areas of art, drama, music, and literature. (3 credits)

**ISY 3510 Management Information Systems**
Introduction to the concepts of management information systems. Emphasis on system design. Analyze the organization in terms of its structure and information requirements. Identify major subsystems of the organization, such as requirements planning, manufacturing, human resources, etc. (3 credits)

**ISY 3540 Computers and Information Technology**
Provides students with a conceptual foundation in the areas of computer architecture, operating systems, programming, and telecommunications. Intended to serve as a facilitating course to allow the students to communicate effectively with technical members of the IT community. (3 credits)

**ISY 3550 Data Communications and Networks I**
A study of topics in teleprocessing. Analysis of data transmission, channels, computer equipment configuration, security of teleprocessing systems. Teleconferencing, electronic mail, electronic fund transfer, integration of teleprocessing and automation, Internet, electronic commerce and EDS concepts. Prerequisite: COM 3010. (3 credits)

**ISY 4510 Systems Analysis and Design**
This course introduces the student to the basic system analysis tools and the procedures to conduct a systems analysis. Topics covered include: initial analysis, logical design, and proposal preparation. Students gain experience through projects and/or case studies. Prerequisite: ISY 3510. (3 credits)

**ISY 4520 Computer Security and Audit**
This course is an introduction to systems auditing with emphasis on identification and correction of deficiencies, audit controls, and security. Topics include: audit techniques, security measures, and data security during transmission. Prerequisite: ISY 3510. (3 credits)

**ISY 4530 Local Area Network Systems**
This course examines LAN technology, the use of data, text, voice and image technology across a network, and the impact of automation in the enterprise. Students learn how to install, run, maintain, and manage a LAN. Prerequisite: ISY 3550. (3 credits)

**LIT 2411 Literature and Culture Issues**
In this course the student will delve into the basics of literature. The creation of imaginative literature will be reviewed as well as the aesthetic value. Consideration will be given to techniques and theories with the focus on practical criticism. Several genres and literary periods will be studied. (3 credits)
MAC 1105 College Algebra
A detailed introduction to the fundamental concepts of algebra. Topics include linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem solving skills. (3 credits)

MAC 1147 Pre-Calculus Algebra and Trigonometry
This covers topics in Algebra and Trigonometry including linear and quadratic equations, solutions of triangles and complex numbers, rational expressions, functions, and radian measure. Prerequisite: MAC 1105. (3 credits)

MAR 1011 Principles of Marketing
This course deals with the distribution of goods from producer to consumer and covers such topics as market research and analysis, buying and selling, product design, pricing, promotion, transportation, competition, and the responsibilities of the marketing manager. (3 credits)

MAR 3410 Sales and Retail Management
Study the principles and problems involved in recruiting and supervising the sales force. Methods of evaluating prospective salesmen; budgeting and control as they apply to the sales function; incentive programs to stimulate the sales activity. Also, study of the retail function in an organization, consideration of managerial problems in the operation of a large and small retailing organization, control of retail operations, design of retailing facilities and retailing strategies. Current developments in the field will be analyzed. Prerequisite: MAR 1011. (3 credits)

MAR 3420 Consumer Behavior
Study the consumer motivation, decision making process in selection of goods and services. Analyze the prevailing theories on consumer behavior. Study the methods used to examine this behavior that will help in marketing decision making aimed at consumers. Prerequisite: MAR 1011. (3 credits)

MAR 3430 Product Management
Study of techniques and practices applied to the creation, development and market implementation of new or existing products. Stages of product lifecycle and marketing strategies that can be used in each stage are analyzed. This course also discusses the necessary skills to become a Product Manager. Prerequisite: MAR 1011. (3 credits; two-hour lecture periods, twice per week)

MAR 3440 Service Marketing
Study the service sector of the economy. Development of marketing strategies to improve productivity and effectiveness of the services, publicity and media promotion for the service industry. Strategic development plans for service industry. Prerequisite: MAR 1011. (3 credits)

MAR 3450 Advertising
Analysis of consumer behavior to know his motivations, fundamental techniques in the communication area, formulation of goals and objectives, creative strategies, analysis of the promotional media use by the enterprise and a study of the socio economic issues that affect sales promotions. Topics of research may be: advertising as the enabling economic component in TV, newspapers, the Internet, etc. Prerequisite: MAR 1011. (3 credits)
MAR 3460 Public Relations
Introduces strategic issues and effective practices of communication between organizations and their constituencies. The course includes the study of public opinion research, media relations, public communication campaigns, consumer identity, and representational ethics. Students gain practical experience in writing news releases, conducting surveys, and designing integrated communications campaigns. Public relations help our complex pluralistic society to reach decisions and function more effectively by contributing to mutual understanding among groups and institutions. It serves to bring private and public policies into harmony. Prerequisite: MAR 1011. (3 credits)

MAR 4410 Marketing Research
Study the research activity in the marketing field, data collection analysis and methods. Emphasize marketing quantitative techniques, computers role in marketing research, control and evaluation of the marketing function. Prerequisites: MAR 1011 and STA 2010. (3 credits)

MAR 4470 Marketing Project
The Marketing Project course is oriented to integrate the knowledge and skills that student obtain in marketing area. The student will be using his presentation, research, creative and organization skills. The marketing project must be assigned by the professor in two principal aspects: First, produce a research project creating a marketing plan for a professor’s theme. Second, the student can work in a company in a marketing area (not sales). A written paper is required. Prerequisite: Department Head Authorization. (3 credits)

MAT 0100 Preparatory Mathematics
Study of number systems; elements of algebra; polynomial-basic operations; algebraic fractions; exponents and radicals and applications. A grade of “C” or better must be earned for placement in the next course. (3 credits)

MAT 0110 Algebra
Introduces properties of real numbers; fundamental operations and elements of algebra; factoring, fractions, exponents; roots and radicals; inequalities; absolute value; linear and quadratic functions. A grade of “C” or better must be earned for placement in the next course. Prerequisites: MAT 0100 or equivalent; Placement by Admissions Office. (3 credits)

MAT 2000 Calculus I
Limit, the derivative and its applications; finding derivatives by means of rules; chain rule, higher order derivatives; differentials; maxima and minima; related rates of changes; curve sketching using derivatives, definite and indefinite integrals, integrations; L’Hospital Rule and area under a curve. Prerequisite: MAC 1140. (4 credits)

MAT 2650 Calculus II
The course presents the area between curves, volumes of solids of revolution, hydrostatic pressure, surface area, moments and centroids, differentiation and integration of transcendental functions, integration techniques, indeterminate forms, trigonometric integrals and inverses, improper integrals, and introduction to hyperbolic functions, its derivatives and integrals. Prerequisite: MAT 2000. (4 credits)
MAT 3400 Discrete Mathematics
Includes the study of functions of several variables, partial derivatives, multiple integrals and their applications, vector analysis and surface integrals. Stoke’s, Green’s, and Gauss’s Theorems; convergence and divergence of sequences and series. Prerequisite: MAC 1114 or MAT 3100. (3 credits)

MAT 3703 Numerical Analysis
Basic ideas and techniques of numerical analysis. Topics include: finite differences, interpolation, solution of equations, numerical integration and differentiation, applications, introduction to applied linear algebra. Prerequisite: MAC 2312. (3 credits)

MGT 2021 Principles of Management
This course analyzes the major functions of management including planning, staffing, directing, and controlling. Emphasis is placed on learning how to manage organizations. Topics include goal setting, strategic planning, decision making, and organizational structure. (3 credits)

MGT 3110 Managerial Accounting
Focuses on the compilation, use and analysis of financial accounting as tools for management decision process, the role of the accounting manager in the enterprise, and the interpretation of financial systems; the use of costs as a tool for planning and controlling the activities of manufacturing and distributing merchandise as well as directing service enterprises. Emphasis on quantitative aspects of budgets, cost per unit, break-even point and decision process techniques. Prerequisite: ACC 2011. (3 credits)

MGT 3120 Critical Thinking for Managers
Principles, procedures, and practices of good communication and their relationship to management supervision are discussed. Oral and written communication skills as well as critical thinking skills and time management planning are emphasized. (3 credits)

MGT 3210 Managing Diversity in the Workplace
The course gives recognition to cultural diversity and strategies associated with workplace management. Concepts, delivery strategies, and values associated with cultural diversity are examined. (3 credits)

MGT 3220 Leadership in Organizations
This course examines the skills for understanding and leading individuals and groups in attaining both personal and organizations objectives are developed. The basic concepts of motivation, control changed, team building, and developing effective relationships in diverse work environments are examined. Proactive leadership devices such as organizational development, decision-making, and influence techniques are presented. (3 credits)

MGT 3610 Human Resources Management
A framework for the study, understanding, and application of human resources management in an organization. It includes topics such as EEO, and global human resource management. Job analysis, recruitment, performance evaluation, compensation, employee benefits and safety are also included. (3 credits)
MGT 3620 Organizational Behavior
This course focuses on the importance of understanding behavior in organizational settings and applying scientific methods to the resolution of managerial problems and the improvement of the organization. (3 credits)

MGT 3630 Organizational Development
The course studies organizational change, processes, decision making styles, organizational effectiveness, efficiency, and productivity. It emphasizes the use of innovative models of intervention theories, corporate evolution, and organizational cultural change. The course focuses in the development of a new philosophy of doing business. (3 credits)

MGT 3640 Organizational Communications
The role of communication in the effective management of formal organizations is studied. Contemporary communication theory as well as a set of strategies and methods helpful in analyzing an organization’s ability is examined. (3 credits)

MGT 3650 Business Law and Ethics
Current topics in the area of law, regulatory controls, and ethical issues and their effect on decision making are examined. Attention is given to developing critical thinking skills to make humane and informed choices in resolving managerial dilemmas which pose ethical or legal problems. (3 credits)

MGT 4020 Project Management
The course examines the formal and informal functions of organizations and diagnose an agency or organization based on a systems model. Student will analyze and solve problems using systematic approaches associated with project management. (3 credits)

MGT 4030 Financial Management
Utilization of accounting and financial data as a managerial decision tool is discussed. Students will explore methods of measuring the financial strength and stability of organizations through financial statements, ratios, and current market data. Prerequisite: ACC 2011. (3 credits)

MGT 4130 Managing Change
This course examines concepts and strategies for managing change in the business environment. Processes, procedures, and skills for managing change are also discussed. (3 credits)

MGT 4230 Marketing Management
Management of the marketing function of firms. Fundamental procedures for decision-making in areas such as promotion, product research, channel selection, and pricing. (3 credits)

MGT 4370 Accounting Practices
This course is designed to provide the student with practical and real life experiences in the field. A written report reflecting the course experiences will be prepared by the student. Prerequisite: Senior Standing. (3 credits)
**MGT 4410 Quality Assurance**
The modern management principles of the quality movement are presented. The history of total quality management, process management, and implementation of quality assurance programs in organizations are examined. (3 credits)

**MGT 4570 Management Information Systems Practice**
This course is designed to provide the student with practical and real life experiences in the field. A written report reflecting the course experiences will be prepared by the student. Prerequisite: Senior Standing. (3 credits)

**MGT 4610 Total Quality Management**
The course presents the different elements in the total quality control management function. It focuses upon the foundations of quality control and their industrial applications. Statistical principles will be used as a basic tool in decision making related to the variables that need to be controlled. Prerequisite: STA 2010. (3 credits)

**MGT 4620 Strategic Management**
This course studies contemporary models geared toward development of strategies, planning, and control of organizations. It focuses on strategic management and business policy as well as the decision making process to develop competitive organizations. (3 credits)

**MGT 4630 International Business**
This course examines the aspects and activities of international business and offers insight into the importance of world trade among multinational organizations. The diversity among international markets is also examined. (3 credits)

**MGT 4670 Management Practices**
This course is designed to provide the student with practical and real life experiences in the field. A written report reflecting the course experiences will be prepared by the student. Prerequisite: Senior Standing. (3 credits)

**MSE 1999 Selected Topics in Mathematics or Sciences**
In-depth, intensive study of selected topics in the areas of Mathematics or Sciences. If different topics are studied, this course may be taken twice for credit. (3 credits)

**MUL 1010 Music Appreciation**
A chronological study of music from prehistory to modern day. Students will discover music as an important social force throughout history. (3 credits)

**PHY 2600 Physics I**
Principles and applications of mechanics. Includes motion in one, two, and three dimensions, Newton’s Laws, work and energy, rotation, static equilibrium of a rigid body, particles, and conservation of momentum. Prerequisite: MAT 2000. (4 credits)

**PSC 1121 Physical Science**
A general study of the common phenomena, concepts and principles selected from astronomy, physics and chemistry. (3 credits)
PSY 2012 Introduction to Psychology
This course is designed to be an overview of the field of psychology. It provides a basic understanding of human behavior. (3 credits)

SCI 0110 Introduction to Physics
Introduction to Physical Sciences with classroom demonstrations. Includes the following: general guidelines about history and development of scientific thought and method, measurements and conversion of units and some useful fundamental mathematics for physics, basic concepts in mechanics; motion description in one and two dimensions. A grade of “C” or better must be earned for placement in the next course. (3 credits)

SPC 1026 Fundamentals of Speech Communication
This course reviews the oral communication skills necessary for success in the student’s personal, professional and educational settings. The student will develop appropriate communication behavior. (3 credits)

SPN 1120 Elementary Spanish I
A course designed for beginners to acquire proficiency in the basic skills of Spanish: listening/understanding, speaking, reading and writing. Emphasis is placed on vocabulary and pronunciations. (3 credits)

SPN 1121 Elementary Spanish II
A continuation of Elementary Spanish I, this course is designed to take the beginning Spanish-speaking learner to the next level. Continued emphasis is placed on listening/understanding, speaking, reading and writing. Prerequisite: SPN 1120. (3 credits)

SSE 1999 Selected Topics in the Social Sciences
In-depth, intensive study of selected topics in the area of Social Sciences. If different topics are studied, this course may be taken twice for credit. (3 credits)

STA 2010 Probability and Statistics
Introduction to the fundamentals of descriptive and inferential statistics; procedures for the collection organization and analysis of data; frequency distributions, graphing techniques, measures of central tendency, measures of dispersion, standard deviation and probability distributions. Prerequisite: MAC 1105. (3 credits)

SYG 2000 Introduction to Sociology
An overview of society with emphasis on the relationships between human culture and the individual. It looks at cultural norms, the organization of society, human behavior in groups, social institutions, and the implications of social change. (3 credits)

WOH 2012 World Civilization I
A survey course emphasizing world civilizations from the prehistoric period to the 18th century. Discussion traces events which have shaped our cultural history. (3 credits)
GRADUATE PROGRAMS
SCHOOL OF BUSINESS AND MANAGEMENT
The School of Business and Management at Polytechnic University of Puerto Rico provides a solid foundation in business concepts and technological perspective to those students who aim to receive a Master’s Degree. The graduate program contributes to the intellectual and professional formation of students through the development of critical and analytical thinking skills, enabling students to relate to the reality of the entrepreneurial world and the convergence of technology and management. The program is designed to create awareness of the social responsibility of management within the global economic system and the importance of effective communication. It encourages creative leadership and flexibility to adapt to rapid change. Polytec Miami offers a Master of Business Administration degree and a Master of Engineering Management degree as part of the Graduate Program.

CAREER OPPORTUNITIES
Graduates from this program are highly regarded and sought by the manufacturing, hospitality, health, production and construction industries, as well as the Government and service sector of the economy. The program prepares students to assume managerial responsibilities in today’s technological environment.

MISSION
The School of Management of Polytechnic University of Puerto Rico provides opportunities for individuals from diverse backgrounds to enhance their potential for leadership, productivity and competitiveness with a sense of social responsibility toward their communities, through exposure to intellectual, humanistic and technological advancement in the business administration field.

PROGRAM EDUCATIONAL OBJECTIVES
The educational objectives of the School of Management are:

- Develop technically educated individuals that can effectively function as business administrators or entrepreneurs in their communities.
- Develop graduates with well-developed social consciences.
- Develop graduates that contribute to the advancement of the body of knowledge in all areas of business administration.

DEGREES OFFERED
The School of Management offers graduate instruction leading to the degree of Master of Business Administration (MBA) with concentrations in Management of Technology, Management of International Enterprises, Marketing Management, Logistics and Supply Chain Management, Project Management, General Management, Healthcare Management, Human Resources Management, Accounting, and Finance. Polytec Miami also offers graduate instruction leading to the degree of Master of Engineering Management (MEM) with four areas of specialization: Construction Management, Manufacturing Management, Environmental Management and Project Management.

PREPARATORY COURSES
The MBA and MEM programs are designed to allow the participation of students with diverse educational backgrounds. Students registering for the MBA or MEM program are encouraged to meet certain preparatory courses before entering the core courses. Listed below are suggested preparatory courses: Financial Accounting, Business Finance, Introduction to Marketing, Micro Economics, and Macro Economics.
MINIMUM REQUIREMENTS
The MBA degree requires a minimum of 39 credit hours of graduate course work with a minimum grade point average of 3.0 on a 4.0 system. No thesis or comprehensive exams are required.

The MEM degree requires a minimum of 39 credit hours of graduate course work with a minimum grade point average of 3.0 on a 4.0 system. No thesis or comprehensive exams are required.

Polytec Miami will accept transfer of graduate credits from regionally accredited institutions. The maximum amount of acceptable transfer credits, per program, is up to 18 credit hours. Transfer of credits can be considered only for courses completed with a grade of “B” or better prior to admission to the University. These credits must have been earned within ten years before the date of admission to the specific degree program. No credits will be considered for courses completed elsewhere after admission to the University.

ACADEMIC LOAD
The minimum full-time load per term is six (6) for graduate students. To register for nine (9) credit hours or more, the student must acquire the approval of the Department Director.

The student must complete the following minimum requirements to earn the Master’s degree:

MASTER CORE COURSES (30 Credit Hours)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>MBA CR-HRS</th>
<th>MEM CR-HRS</th>
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<tbody>
<tr>
<td>MGM 5500</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>3</td>
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<tr>
<td>MGM 5700</td>
<td>Probability and Statistical Methods</td>
<td>3</td>
<td>3</td>
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<tr>
<td>MGM 6070</td>
<td>Managing Human Resources</td>
<td>3</td>
<td>3</td>
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<tr>
<td>MGM 6560</td>
<td>Management of Information Systems</td>
<td>3</td>
<td>3</td>
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<tr>
<td>MGM 6620</td>
<td>Managerial Finance</td>
<td>3</td>
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<tr>
<td>MGM 6690</td>
<td>Decision Making Techniques</td>
<td>3</td>
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<tr>
<td>MBA 5600</td>
<td>Managerial Economics</td>
<td>3</td>
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<tr>
<td>MBA 5700</td>
<td>Managerial Marketing</td>
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<tr>
<td>MBA 6830</td>
<td>Operations Management</td>
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<tr>
<td>MBA 6900</td>
<td>Strategic Management</td>
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<tr>
<td>MEM 5600</td>
<td>Engineering Economic Analysis</td>
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<tr>
<td>MEM 6110</td>
<td>Engineering Management I</td>
<td>3</td>
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<td>MEM 6120</td>
<td>Engineering Management II</td>
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<tr>
<td>MEM 6970</td>
<td>Engineering Management Problems</td>
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<td>TOTAL CORE COURSES</td>
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MBA - MANAGEMENT OF INTERNATIONAL ENTERPRISES ACADEMIC TRACK

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<tr>
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<tbody>
<tr>
<td>MIE 7010</td>
<td>International Business Operations</td>
<td>3</td>
</tr>
<tr>
<td>MIE 7020</td>
<td>International Business Strategies</td>
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<tr>
<td>MIE 7110</td>
<td>International Finance</td>
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# MBA - MANAGEMENT OF TECHNOLOGY ACADEMIC TRACK

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<tbody>
<tr>
<td>MMT 6010</td>
<td>Management of Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MMT 6020</td>
<td>Management of Technology II</td>
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<tr>
<td>MMT 6030</td>
<td>Technical Enterprises</td>
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# MBA - GENERAL BUSINESS ACADEMIC TRACK

This concentration allows the students to design their own program by selecting courses from any of the other two concentrations, to match their particular interests. A total of 9 credits must be taken.

# MBA – ACCOUNTING ACADEMIC TRACK

<table>
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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>ACC 6500</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACC 6600</td>
<td>Advanced Auditing</td>
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<tr>
<td>ACC 6800</td>
<td>Advanced Financial Accounting</td>
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# MBA – FINANCE ACADEMIC TRACK

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<tr>
<td>FIN 6500</td>
<td>Advanced Corporate Finance</td>
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<td>MIE 7110</td>
<td>International Finance</td>
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<tr>
<td>FIN 6800</td>
<td>Investments</td>
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# MBA – HEALTHCARE MANAGEMENT ACADEMIC TRACK

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<th>COURSE</th>
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<tbody>
<tr>
<td>HCM 6500</td>
<td>Healthcare Management I</td>
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<td>HCM 6600</td>
<td>Healthcare Management II</td>
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<td>HCM 6800</td>
<td>Healthcare Ethics</td>
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# MBA – HUMAN RESOURCES MANAGEMENT ACADEMIC TRACK

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<tbody>
<tr>
<td>HRM 6500</td>
<td>Employee and Labor Law</td>
<td>3</td>
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<tr>
<td>HRM 6600</td>
<td>Training and Development</td>
<td>3</td>
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<tr>
<td>HRM 6800</td>
<td>Compensation and Benefits</td>
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# MBA – MARKETING MANAGEMENT ACADEMIC TRACK

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<tbody>
<tr>
<td>MKM 6500</td>
<td>Sales Management</td>
<td>3</td>
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<tr>
<td>MKM 6600</td>
<td>Consumer Behavior</td>
<td>3</td>
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<tr>
<td>MKM 6800</td>
<td>International Marketing</td>
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### MBA – LOGISTICS/SCM ACADEMIC TRACK

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<tbody>
<tr>
<td>LSC 6500</td>
<td>Advanced Logistics Management</td>
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<td>LSC 6600</td>
<td>Advanced Supply Chain Management</td>
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<tr>
<td>LSC 6800</td>
<td>Lean Enterprise</td>
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### MBA – PROJECT MANAGEMENT ACADEMIC TRACK

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<th>COURSE</th>
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<tbody>
<tr>
<td>PJM 6500</td>
<td>Project Management: Initiation, Implementation and Termination</td>
<td>3</td>
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<tr>
<td>PJM 6600</td>
<td>Project Risk Management</td>
<td>3</td>
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<td>PJM 6800</td>
<td>Project Procurement Solicitation</td>
<td>3</td>
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### MEM - MANUFACTURING MANAGEMENT ACADEMIC TRACK

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<tbody>
<tr>
<td>MEM 6420</td>
<td>Maintenance Management</td>
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<tr>
<td>MEM 6610</td>
<td>Productivity Management</td>
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</tr>
<tr>
<td>MBA 6830</td>
<td>Operations Management</td>
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### MEM - CONSTRUCTION MANAGEMENT ACADEMIC TRACK

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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>MEM 6410</td>
<td>Construction Management</td>
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<td>Cost Estimating and Contracting</td>
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### MEM - ENVIRONMENTAL MANAGEMENT ACADEMIC TRACK

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<tbody>
<tr>
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### MEM - PROJECT MANAGEMENT ACADEMIC TRACK

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# MBA/MEM FLOW CHART

## MBA/MEM Core Requirements
(18 credit hours)
- MGM 6070 – Managing Human Resources
- MGM 6560 – Management of Information Systems
- MGM 5500 – Managerial Accounting
- MGM 6620 – Managerial Finance
- MGM 5700 – Probability and Statistical Methods
- MGM 6690 – Decision Making Techniques

## MBA Track
(12 credit hours)
- MBA 5600 – Managerial Economics
- MBA 5700 – Managerial Marketing
- MBA 6830 – Operations Management
- MBA 6900 – Strategic Management

## MBA Concentrations (Choose One)
(9 credit hours)

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## MEM Track
(12 credit hours)
- MEM 5600 – Eng. Econ. Analysis
- MEM 6110 – Engineering Mgt. I
- MEM 6120 – Engineering Mgt. II

## MEM Concentrations (Choose One)
(9 credit hours)

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<td>EPM 6910, MEM 6920, MEM 6930</td>
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Total hours for MBA Program: 39 credit hours
Total hours for MEM Program: 39 credit hours
GRADUATE COURSE DESCRIPTIONS

ACC 6500 Accounting Information Systems
An introduction to accounting information systems (AIS) and the relationship of AIS to Management Information Systems. Includes analysis of hardware and software, system design and the systems development life cycle (SDLC) approach, database management systems (DBMS), internal control, flowcharting, data flow diagrams and their application to the accounting cycles (revenue, expenditure, conversion). Microsoft Access will be used to develop a basic system. Prerequisites: ACC 3330/3340 & MGM 6560 (3 credits)

ACC 6600 Advanced Auditing
A study of modern auditing techniques. Includes tools and techniques of risk assessment, the audit risk model and the audit plan. The implications and auditing of information systems and technology, GAAS and PCAOB standards, ethics and the Sarbanes-Oxley requirements. Prerequisites: ACC 3330/3340 & ACC 4320 (3 credits)

ACC 6800 Advanced Financial Accounting
A study of theory and techniques preparing consolidated financial statements, partnerships, foreign subsidiary accounting and non-profit accounting. Prerequisites: ACC 3330/3340 (3 credits)

EPM 6910 Introduction to Environmental Regulations
Discusses the technical, economic, political, administrative and social forces that influence the environmental quality regulations and the use of natural resources. Review of federal and state regulations and programs to minimize air, land, and water pollution. Prerequisite: MEM 6120. (3 credits)

FIN 6500 Advanced Corporate Finance
This course extends the principles of corporate finance. Value of the firm, raising capital, dividend policy, mergers and acquisitions, derivative instruments and risk management will be studied. Prerequisite: MGM 6620 (3 credits)

FIN 6800 Investments
Topics include fundamental and technical security analysis, portfolio strategy, risk/return analysis, the operation of U.S. securities markets, investment in fixed income securities, mutual funds, and international investment. Prerequisites: MGM 6620 & MBA 5600 or ECO 2013 (3 credits)

HCM 6500 Healthcare Management I
This course provides an overview of the history, structure and current perspectives of the US healthcare system. The course examines topics such as: cost, financing, access to healthcare, information management systems, public health and systems for delivery of healthcare are covered. (3 credits)

HCM 6600 Healthcare Management II
This course offers a global perspective on how the United State and other countries address issues of health and health care. The course reviews organizational principles, practices and the management of health service organizations. Prerequisite: HCM 6500. (3 Credits)
HCM 6800 Healthcare Ethics
This course discusses ethical issues in the healthcare field. Cases and a variety of topics related to the healthcare field are discussed. (3 credits)

HRM 6500 Employee and Labor Law
History, structure, policies, and operations of labor unions, the functioning of industrial relations activities within organizations, and important concepts and terminology in labor management relations. Contract administration is emphasized with a focus on the day-to-day relationships. (3 credits)

HRM 6600 Training and Development
This course offers the theoretical and applied components of training and development within all types of organizations. Principles of adult learning, identifying training needs, developing and delivering effective training programs, and evaluating training are explored. (3 credits)

HRM 6800 Compensation and Benefits
This course will examine compensation and benefits programs and how they inter-relate with other strategic programs of the organization. Students will view these programs from both the management and the employee perspective, using both theory and practice to grow in their understanding. (3 credits)

LSC 6500 Advanced Logistics Management
Analysis of internal and environmental factors affecting logistical systems and operations. Includes the integration of transportation, inventory, facility location, informational flow, materials handling and packaging activities into a system for managing a physical flow of inbound and outbound products and materials in a global environment. The total-cost and total-system approaches are developed in relationship to planning and managing the logistical function within the organization. (3 credits)

LSC 6600 Advanced Supply Chain Management
The distribution and logistics imperative is to achieve cost-containment while delivering customer satisfaction. Course examines how channel integration fosters the coordination, systemization needed to maximize efficiency and produces the greatest net value for the customer. Students explore how resource allocation and channel relationship decisions impact inventory, transportation, warehousing and operations within the organization. (3 credits)

LSC 6800 Lean Enterprise
Course presents key concepts of Lean Enterprise with an emphasis on reducing waste and optimizing smoothness of work & material flow by applying multiple Lean tools. Students will be presented with principles of value-stream mapping and improvement, standardized work, continuous process improvement tools and strategy, and other Lean Enterprise knowledge. (3 credits)

MBA 5600 Managerial Economics
Fundamentals of supply and demand, analysis of consumer behavior, analysis of production cost, main structures of the market place, brief introduction to linear programming of the economic systems, and development of economic concepts and macroeconomics. (3 credits)
**MBA 5700 Managerial Marketing**  
The study of the strategic processes of creating time and place utilities. It deals with how to identify customer’s needs, change those needs to wants, and sustain the desire of the particular product (service or good). How this process can be applied to profit and non-profit organizations. (3 credits)

**MBA 6830 Operations Management**  
This is a graduate course in manufacturing techniques. In this course the student will become familiar with the tools, techniques, and types of manufacturing processes and with production planning, scheduling, and control. Topics such as Inventory Control, Just-In-Time, TQM, and World Class Manufacturing will be discussed. Also, introduction to manufacturing systems such as factory layout, robotics, and manufacturing cells will be included. (3 credits)

**MBA 6900 Strategic Management**  
This course will be studied in the context of cases. Mergers, acquisitions, international boundaries and global perspectives on a broad range of issues are explored. The issues are addressed from the perspective of firms ranging in size from small companies to multinationals. Prerequisite: (Completion of MBA Core Courses). (3 credits)

**MEM 5600 Engineering Economic Analysis**  
This is a graduate course in engineering analysis emphasizing the planning and control of engineering economics, including manufacturing costs. Project cost evaluation, interest rates, continuous compounding, present worth and capitalization are included. Rate of return, replacement analysis, cash flow diagrams, decision trees, and value engineering techniques are included. (3 credits)

**MEM 6110 Engineering Management I**  
Introduction to the elements of modern management and business practices. This course is designed to provide students with the principles used by professionally trained managers to guide the typical industrial and business enterprise. (3 credits)

**MEM 6120 Engineering Management II**  
This course enables the students to gain an understanding of the fundamental concepts and principles of general management emphasizing their application in technological and scientific organizations. The management process is broken down into: planning, organizing, leading, and controlling. Prerequisite: MEM 6110. (3 credits)

**MEM 6170 Cost Estimating and Contracting**  
This course introduces the engineer to the fundamental principles that govern public enterprises such as government departments, state and municipal government, etc. Probability and decision theory, as well as cost-effectiveness studies are introduced. (3 credits)

**MEM 6410 Construction Management**  
The management of construction is studied. The course addresses planning, scheduling, controlling, and following different activities such as cost estimation, insurance, accounting, labor relations, etc. The course is designed to help students gain a perspective of the construction industry. (3 credits)
**MEM 6420 Maintenance Management**
This course is designed to help students gain a perspective regarding the maintenance of buildings, industries, and facilities management. Administrative tools and methodology specific to maintenance activities are introduced. Students learn how to manage money, equipment, materials, and personnel to carry out maintenance functions. (3 credits)

**MEM 6610 Productivity Management**
This course introduces the engineer to the different approaches to Total Quality Management. Throughout the course, various techniques are discussed, such as TQM, Crosby, Juran, and Deming philosophies. The concepts of quality circles, zero defect, corrective action, Pareto analysis, and others are also discussed. (3 credits)

**MEM 6820 Business and Construction Law**
Concepts of business law and construction law are discussed. Zoning, codes, and construction litigation are also discussed. (3 credits)

**MEM 6920 Environmental Engineering**
This course introduces the student to the different methods of water purification for industrial use, waste, water treatment and disposal, air pollution control, and toxic waste management and disposal. (3 credits)

**MEM 6930 Energy and the Environment**
Introduction to the supply and demand of energy resources, including petroleum, natural gas, coal, nuclear power, solar, wind, and ocean energy sources. Conservation and efficient use of energy in different engineering activities are introduced. (3 credits)

**MEM 6970 Engineering Management Problems**
This is a project course that provides the opportunity to apply concepts and methods studied previously to the solution of problems in engineering administration. Students work individually or in small groups on a number of projects approved by the instructor. Prerequisite: MEM 6120. (3 credits)

**MGM 5500 Managerial Accounting**
This graduate course studies the financial and economic principles and techniques of decision making. The role of decision criteria based on generally accepted accounting principles is explained in detail. The student acquires the basic information needed by a manager to have control of the firm and achieve his objectives in an efficient manner. (3 credits)

**MGM 5700 Probability and Statistical Methods**
The course explains various probability and statistical methods to sample, measure dispersion, skewness, and probability distributions. Testing hypothesis, analysis of variance, linear regression, correlation, multivariable analysis, and time series analysis are introduced. Case studies of quality control and engineering decisions are assigned and discussed. (3 credits)
MGM 6070 Managing Human Resources
Principles and methodology to manage Human Resources in scientific and technical enterprises. Techniques for hiring, benefits, incentives, promotion, retention, development, etc. are discussed, emphasizing the human dimension. Techniques for handling complaints, insubordination, and violations of regulations are introduced. (3 credits)

MGM 6560 Management of Information Systems
Information systems designed to support management in the areas of finance, manufacturing, marketing databases, and data communication are introduced. (3 credits)

MGM 6620 Managerial Finance
Financial concepts encountered in engineering situations are introduced based on the fact that they are an integral part of planning, organizing, directing, and controlling activities. The financial cycle of budgeting, accounting, controlling and auditing is discussed. Prerequisite: MGM 5500. (3 credits)

MGM 6690 Decision Making Techniques
This is a course where the scientific management methods for making decisions and solving administrative problems are explored. Bayesian analysis, linear programming, and analysis of alternatives are discussed. Strategic analysis, projections, forecasting, PERT, CPM, and other management techniques are introduced. Prerequisite: MGM 5700. (3 credits)

MIE 7010 International Business Operations
This course examines the global environment, and reasons for the globalization of an organization. Michael Porter’s diamond theory of international competitiveness is discussed, as well as the latest work on the theory of multinational enterprises. Prerequisite: Completion of MBA Core Requisites. (3 credits)

MIE 7020 International Business Strategies
This course examines international business strategies using an integrated approach. Functional international strategies are explained in the context of actions taken by global companies in a variety of settings. Foreign exchange and multinational strategies are covered. Prerequisite: MIE 7010. (3 credits)

MIE 7110 International Finance
Financial concepts encountered in engineering situations are discussed. Auditing, budgeting, funding, evaluation of alternatives and control of expenses are discussed. Prerequisite: MGM 6620. (3 credits)

MKM 6500 Sales Management
The course present techniques for identifying, recruiting and training sales personnel. In addition techniques for monitoring and controlling sales force are evaluated, including forecasting, budgeting, incentive and motivation programs are discussed. Prerequisite: MBA 5700. (3 credits)
**MKM 6600 Consumer Behavior**
This course addresses the consumer motivation and decision making process in the selection of goods and services. Factors affecting purchasing decisions and customer satisfaction is analyzed, including buyer behavior to better understand customers and their needs. Prerequisite: MBA 5700. (3 credits)

**MKM 6800 International Marketing**
This course examines concepts, principles and international methodology to manage marketing activities that create an exchange that satisfies the individual customer across national borders. The study of the strategic processes and marketing mix across the globe is covered. Prerequisite: MBA 5700. (3 credits)

**MMT 6010 Management of Technology I**
This course examines external environmental factors essential to managing organizations involved in new technologies. Considers the adoption of technologies and innovative processes. The students develop skills in acquiring and interpreting information about the external environment to facilitate technology management. Prerequisite: MGM 6560. (3 credits)

**MMT 6020 Management of Technology II**
This course analyzes the issues associated with resource management for a technology based firm. This includes manufacturing technologies, information technologies, workforce and materials. Prerequisite: MMT 6010. (3 credits)

**MMT 6030 Technical Enterprises**
This course emphasizes the interface of technology with technical issues. Emphasis is given to the spirit of enterprise, business incubators, and the government role. (3 credits)

**PJM 6500 Project Management: Initiation, Implementation and Termination**
This course introduces project management fundamentals and principles from the perspective of a manager, who must organize, plan, implement and control non-routine activities to achieve schedule, budget and performance objectives. Topics include project selection, organization and charters, planning, conflict and negotiation, budgeting, cost estimation, scheduling, monitoring, controlling, auditing, and termination. (3 credits)

**PJM 6600 Project Risk Management**
This course addresses the important elements of risk management. The coursework also explores the risk management processes outlined in the Project Management Body of Knowledge (PMBOK) Guide. Topics include risk management planning, risk identification, risk analysis, development of appropriate responses, and risk monitoring and control. (3 credits)

**PJM 6800 Project Procurement and Solicitation**
This course presents the major processes through which goods and services are acquired in the project management environment. Topics include planning, solicitation, source selection, contract administration, and contract closeout. (3 credits)
FACULTY

_Evangelina Alonso_
Psy.D., Psychology
Miami Institute of Psychology
MS, Psychology
Miami Institute of Psychology
BS, Psychology
Miami Institute of Psychology

_Thais Alvarez_
LLM, Taxation
Georgetown University
JD, Nova Southeastern University
Master’s in Accounting
Nova Southeastern University
BS & BA, Education International Relations
Florida International University

_Martin V. Arroyo-Feliciano_
MBA, General Management
Inter-American University
BBA, Accounting & Finance
University of Puerto Rico

_Rosa Belvis_
MBA, General Management
Polytechnic University of Puerto Rico
BBA, General Management
Polytechnic University of Puerto Rico

_Ernesto Castro_
MBA, Marketing/Management
University of Phoenix
BS, Business Administration
Thomas Edison State College

_Iris Febo_
MBA, Accounting
Inter American University
BBA, Accounting
Inter American University

_Patricia Fleri_
MS, TESOL
Florida International University
BS, English
Florida International University
FACULTY (CONTINUED)

**Dalia Gil**  
PhD, Technical Sciences  
Havana Polytechnic Institute  
B.SC., Havana Polytechnic Institute

**Ulises Guigou**  
MS, Mechanical Engineering  
Odessa Engineering Institute of the Merchant Marine  
BS, Mechanical Engineering  
Odessa Engineering Institute of the Merchant Marine

**Taina Matos**  
PhD, Materials Science and Engineering  
Norfolk State University  
MS, Materials Science-Polymer Synthesis  
Norfolk State University  
BS, Chemistry  
Norfolk State University

**José A. Morales**  
PhD, Walden University  
MBA, Inter American University of Puerto Rico  
BSIE, University of Puerto Rico

**Rolando Nigaglioni**  
PhD Candidate, Business Administration/Project Management  
North Central University  
Graduate Studies, Project Management  
Capella University  
MBA, General Management  
Polytechnic University of the Americas  
MEM, Construction/Manufacturing Management  
Polytechnic University of the Americas  
BS, Civil Engineering  
Polytechnic University of Puerto Rico

**Juan Nobels**  
PhD Candidate, Management Organizational Leadership  
University of Phoenix  
MBA, Nova Southeastern University  
BS, Organizational Behavior  
Barry University

**Israel Ortiz, III**  
MBA, Computer Information Systems  
Polytechnic University of Puerto Rico  
BS, Computation Mathematics  
University of Puerto Rico-Humacao
FACULTY (CONTINUED)

Carlos A. Pérez
MBA, Management
Turabo University, Puerto Rico
BBA, Accounting
Turabo University, Puerto Rico

José O. Rivera
PhD Candidate, Project Management
Polytechnic University of Cataluña
MS, Engineering Management
Florida Institute of Technology
BS, Industrial Engineering
University of Puerto Rico

Manuel Rodriguez
Graduate Studies/Math
Nova Southeastern University
Graduate Studies/Math
Converse College
MBA, Business
Keller Graduate School of Management
BS, Electrical Engineering
University of Miami
BA, Spanish Literature & Mathematics
University of Miami

Jose A. Rodriguez-Robles
Doctor of Medical Science
Catholic University of Puerto Rico
MBA, Healthcare Management
University of Phoenix
MEM, Construction Management
Polytechnic University of the Americas
BS, Natural Science
Caribbean University of Puerto Rico

Osvaldo Sanchez
Doctoral Program-SBE, International Management
Nova Southeastern University
MBA, Business
Saint Thomas University
BBA, Business
University of Miami
FACULTY (CONTINUED)

Manuel Sicre  
DBA Candidate  
Nova Southeastern University  
MBA, Finance  
St. Thomas University  
BBA, Finance/Accounting  
Florida International University

Iris Soto  
MBA, Human Resources  
Metropolitan University  
BA, Secondary Education  
University of Puerto Rico

Karen Valdes  
MBA, Polytechnic University of Puerto Rico  
BS, Florida International University

Stephen Valdes  
MSM, Master of Management Science  
St. Thomas University  
BA, Bachelor of Arts History  
University of Miami
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