URBE UNIVERSITY

UNIVERSITY CATALOG 2026

URBE Trust
D/B/A URBE University

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GENERAL INFORMATION

HISTORY

Based in Sweetwater, Florida, our university has been offering associates, bachelors and masters degrees since its initial approval in November 2016, under the name Rafael Belloso Chacin University. In 2018, the university registered the fictitious name URBE University currently in use. URBE is the acronym for **U**niversity **R**afael **Be**lloso. Dr. Oscar Belloso Medina, has dedicated his life to education and empowering others in pursue their dreams.

PURPOSE OF THE INSTITUTION – MISSION

URBE University provides students opportunities to become professional and competent in careers that lead towards employment in a dynamic global labor workforce. Our programs empower students to advance their knowledge on leadership, technology, innovation, problem-solving, and critical thinking. Our faculty, staff, and administration give our students direction, education, and support for professional advancement.

VISION

URBE University's vision is to be recognized for our educational programs, student-oriented services, work-force training, and economic development while developing ethical leaders who enhance our society.

CORE VALUES

We aspire to develop dynamic institutional behaviors and support the vision of the university.

Our core values are:

Teamwork
We work together in a way that leverages and values each other's expertise and insights increasing productivity and efficiency.

Respect
We respect each other deeply and value our abilities, our qualities, our achievements, and the importance of our role for success.

Responsibility
Fulfilling our responsibilities to one another, the university, and the community.

Commitment
We are committed to being the best we can be. To achieve this, we place our students at the center of everything we do and give 100% with a "can do attitude".

Honesty

We believe that to be successful, we must always be honest and open with our students, our stakeholders, our faculty, and all our employees. It impacts our jobs, our relationships, our feelings, and the actions we take.

Educational Objectives

The university is committed to helping students succeed. Our role as educators is to equip students with the knowledge, skills, and analytical tools to help them thrive in their present and future careers.

Our educational goals are to:

- Develop effective written and oral communication skills.
- Develop higher cognitive skills including critical thinking, creativity, and analytical abilities.
- Instill values such as ethics, responsibility, honor, and respect for others.
- Develop leadership skills.
- Develop a global perspective through intellectual and cultural experiences.
- Develop a sense of community participation and service.
- Prepare students to become lifelong learners.

Location

The university is located at 11430 NW20 Street, Sweetwater, Florida 33172

Website

The university's public website is www.urbe.university

Licensure

URBE University is licensed by the Commission for Independent Education, Florida Department of Education, license #5594. 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 (888) 224-6684. URBE University is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) to participate in the National Council for State Authorization Reciprocity Agreements."

Accreditation

The Accrediting Commission of Career Schools and Colleges (ACCSC) accredits URBE University.

Governing Board - Ownership

The university is owned by URBE Trust, a registered and active Florida Corporation owned by the Belloso Family. URBE University is a fictitious name.

Degrees Awarded

Program and Duration	Credits Required	Credential Awarded
Business Administration 24 Months	60	Associate of Science
Paralegal Studies 24 Months	60	Associate of Science
Mass Communications and Marketing 24 Months	60	Associate of Science
Computer Science 24 Months	60	Associate of Science

Business Administration 48 Months	120	Bachelor of Science
Mass Communications and Marketing 48 Months	120	Bachelor of Science
Business Administration (MBA) 24 Months	45	Masters
Instructional Design and Technology 24 Months	45	Master of Science
International Business 24 Months	33	Master of Science

HOURS OF OPERATION

Office Hours
Monday through Friday 9:00 AM – 5:00 PM

Library

Monday through Friday 9:00 AM – 5:00 PM

Virtual Room and Online Library
24 hours/ 7 days

FACILITIES AND EQUIPMENT

URBE University offers one convenient location at 11430 NW 20 Street, Suite 150, Sweetwater, Florida 33172, easily accessible by public and private transportation.

The space consists of 12,934 square feet. The University facility is equipped to accommodate the needs of the University's students, guests, faculty, and staff. The building has an area for reception, an office for admissions, an office for the President, and additional nine offices for the administrative and academic personnel. The library has a capacity for 20 students. There are five classrooms available for on campus instruction, and an auditorium. The maximum number of students in a typical classroom is 20. For online classes, the faculty student ratio is 1 to 20.

The facilities are centrally conditioned and structured, which is conducive to a good learning environment. The facilities are following state and county regulatory authorities and provide a safe and inviting environment that fosters learning.

HANDICAPPED FACILITIES

The school complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified person with disabilities, by reason of their disability, will be excluded from enrolling in a program of instruction.

TUITION AND FEES

Program	Registration Fee	Tuition	Textbooks	Other Fees	Total Cost

Associate of Science in Mass Communication and Marketing 60 credits	$100 (1) See no	$ 18,000 Cost per credit $ 300	$ 0 (2) See note	$ 350 (3) See note	$ 18,450
Associate of Science in Paralegal Studies 60 Credits	$100 (1) See no	$ 18,000 Cost per credit $ 300	$ 0 (2) See note	$ 350 (3) See note	$ 18,450
Associate of Science in Business Administration 60 credits	$100 (1) See no	$ 18,000 Cost per credit $ 300	$ 0 (2) See note	$ 350 (3) See note	$ 18,450
Associate of Science in Computer Science 60 credits	$100 (1) See no	$ 18,000 Cost per credit $ 300	$ 0 (2) see note	$ 350 (3) See note	$ 18,450
Bachelor of Science in Business Administration 120 credits	$100 (1) See note	$ 36,000 Cost per credit $ 300	$ 0 (2) See note	$ 350 (3) See note	$ 36,450
Bachelor of Mass Communication and Marketing 120 credits	$100 (1) See note	$ 36,000 Cost per credit $ 300	$ 0 (2) See note	$ 350 (3) See note	$ 36,450
MBA - Master of Business Administration (All concentrations) 45 credits	$100 (1) See note	$ 22,500 Cost per credit $ 500	$ 0 (2) see note	$ 350 (3) See note	$ 22,950
Master of Science in Instructional design and Technology (All concentrations)	$100 (1) See note	$ 22,500 Cost per credit $ 500	$ 0 (2) see note	$ 350 (3) See note	$ 22,950

45 credits					
Master of Science in International Business 33 Credits	$100 (1) See note	$ 16,500 Cost per credit $ 500	$ 0 (2) see note	$ 350 (3) See note	$ 16,950
Administration Fee (Charged per Term)	NA	NA	NA	$100	NA

(1) Note – The registration fee of $100 is charged with the first term of enrollment to the program. Students will not be charged again in consequent term enrollments if the student maintains an ENROLLED or LOA student status. Students that have been withdrawn and re-enrolled will be required to pay the $100 registration fee again.

(2) Note – The cost of textbooks is not included in the program fees. Students must purchase textbooks on their own.

(3) Note – The graduation fee of $350 is charged at the time of the exit interview.

(3) Note – The administration fee of $100/semester is charged at the beginning of each

Language

URBE University offers two (2) language tracks: English and Spanish. Applicants must select a language track by the time of enrollment. All courses are offered in English and Spanish.

Disclaimer Regarding Spanish Course Track

Students should be aware that completing a course or program in a language other than English may reduce employability opportunities where English is required.

Instruction Modality

Classes are offered on campus and online.

Disclosures

URBE University reserves the right to change programs, start dates, tuition, or cancel programs. A full refund will be provided for cancelled classes due to low enrollment, in accordance with the Florida Department of Education, Commission for Independent Education regulations.

Campus Safety and Security

The university has the utmost concern for the safety of each student, faculty member, and staff. All students, employees, and visitors should promptly report crimes in progress, accidents, and any other emergencies to local law enforcement by dialing 911. Information about the Emergency Preparedness Plan can be found on the university's website.

Catalog Information and Availability

The current student catalog is available at our institution public website and provided to prospective students inquiring about our programs of instruction. Each student receives an electronic copy of the current university catalog prior to enrollment.

ADMISSIONS

Admission Requirements for Associate and Bachelor Programs

Applicants are required to comply with the following to be considered for admission:

- Submit a high school diploma or GED.
- Submit a completed admission application.
- Pay the $100 application fee.
- Copy of a valid government issued ID.
- Online students must have access to the internet and equipment as specified in this catalog.
- Students applying for the undergraduate program must also submit a copy of their official transcripts from their High School and have achieved a minimum grade point average (GPA) of at least 2.0.
- Complete online assessment survey (required for all distance education students)

Admission Requirements for the Master Programs

Applicants are required to comply with the following to be considered for admission:

- Submit transcripts from a completed bachelor's degree (degree from a specific field not required)
- Submit a completed admission application.
- Submit a $100 application fee.
- Copy of valid government issued ID.
- Online students must have access to the Internet with minimum requirements as specified in this catalog under the distance learning section.
- Students applying for the graduate program must also submit a copy of their official transcripts from their undergraduate. An applicant with a GPA lower than the minimum can only be approved by the Dean.
- Academic credentials earned at institutions outside United States are to be evaluated by an official evaluation agency as per the policy included in this section of the catalog.
- Applicants whose primary language is not English and enrolling to the English Track must present proof of English proficiency as per the policy included in this section of the catalog.
- Applicants whose primary language is not Spanish and enrolling to the Spanish Track must present proof of Spanish proficiency as per the policy included in this section of the catalog.
- Complete online assessment survey (required for all distance education students)

Admissions Process

Urbe University is committed to assisting each student in their process of enrollment. Our aim is to provide each student with all necessary information and guidance to ensure each student has the best educational outcome while becoming part of Urbe's family. Prospective students are to complete the online application available at our public website www.urbe.university One of the admission advisors will start the process by conducting a preliminary interview and provide information on admission requirements, available program delivery modalities (on site or online), as well as instructions for document submission and evaluation. Completion of the admissions process is key to determining whether the student is qualified for the proposed program of enrollment, as well as to confirming all admission requirements have been satisfied.

After all admission requirements are met, the admission advisor will schedule the student for a program orientation before the semester starts.

Urbe University policies, procedures and requirements are all included in this catalog. We encourage prospective students to read in detail and let their admission's advisor know of any questions or concerns.

Admission advisors are available in person, via phone, email, WhatsApp, and video conference during normal business hours. You mail send an email to admissions@urbe.university.com at any time to request an appointment or to let us know any questions you may.

Admissions Requirement for International Students

International students who seek F-1 visa must meet the following requirements to be considered:

- Submit a completed admission application.
- Submit a $100 application fee.
- Submit a personal statement that describes the applicant's professional accomplishments and goals.
- Credentials evaluated by an official evaluation agency as per the policy included in this section of the catalog.
- Passport ID Page
- Student Financial Ability

All applications should be made directly to the Office of Admissions.

TRANSFER OF CREDITS

Students seeking to transfer credits earned at another postsecondary institution to URBE University or from URBE University to other institutions should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether the institution of the student's choice will accept their credits.

The policy of the University regarding the evaluation of course content from other universities to determine its equivalency with a course offered at URBE University is that the scope and objectives of the course must match the course offered at URBE University if it is to be accepted for transfer. For evaluation purposes, students must provide a copy of the official transcripts for the course to be evaluated. Evaluations are overseen on a case-by-case basis. The Dean overseas transfer of credit activities and works closely with the instructional design team to ensure a prompt and consistent process.

URBE University may recognize credits from licensed and/or accredited higher education degree granting institutions and will not transfer credits for courses below college level. Evaluation of transferability of credits is performed by the Academic Department.

Courses requested for transfer must have been taken within the last ten years to be considered. A grade of "C" (2.0 GPA) or higher is required for the transfer to undergraduate programs. A grade of "B" (3.0 GPA) or higher is required for transfer to graduate programs.

The maximum number of credit hours accepted for transfer are as follows:

- A maximum of 75% of credit hours may be applied towards an URBE University undergraduate program.
- A maximum of 50% credit hours may be applied towards an URBE University graduate program.

ENGLISH PROFICIENCY

Prospect students that are non-native English speakers enrolling to the English Track are required to demonstrate their English proficiency at the time of enrollment by complying with any of the following:

- Completion of a degree from a U.S college or university (additional documentation not required)
- Submission of a writing sample (evaluated by Academic Department)
- Interview with Dean
- Submit score from a recognized English test, such as:
  - TOEFL (Test of English as a Foreign Language)

- IELTS (International English Language Testing System)
- PTE (Pearson Test of English)
- Other English language qualifications such as Cambridge English exams (CAE/CPE) may also be accepted.

Approval of language track is at the discretion of the Academic Department. Availability and program are taken into consideration.

Spanish Proficiency

Prospect students that are non-native Spanish speakers enrolling to the Spanish Track are required to demonstrate their Spanish proficiency at time of enrollment by complying with the following:

- Completion of a college or university degree from a Spanish speaking country (additional documentation not required)
- Submission of a writing sample (evaluated by Academic Department)
- Interview with Dean

Approval of language track is at the discretion of the Academic Department. Availability and program are taken into consideration.

Submitting Academic Information

Official transcripts and corresponding evaluations must be received directly from the issuing institution addressed to URBE University. An unofficial transcript or a copy of a transcript will be enough for the proof credits/hours to be considered for transfer approval, as well as a proof of compliance with admissions requirements for enrollment. Students have until the end of the first week of the start to submit the official transcripts and corresponding evaluations. Students that do not comply by the end of the first week will be automatically withdrawn.

International student regulations

The F-1 visa category is monitored by the U.S. Department of Homeland Security through an electronic database called Student and Exchange Visitor Information System or SEVIS. International students are required to attend college full time and earn 12 or more credit hours each Fall and Spring term and make satisfactory progress each term toward the degree objective as stipulated in the College issued Certificate of Eligibility (Form I-20).

As an F-1 student, you are subject to many rules and regulations related to your immigration status. The PDSO and DSO are available to assist you and answer your questions about your immigration status, but it is your responsibility to know and abide by the law to maintain valid legal status. Per the Department of Homeland Security, International students must abide by the following regulations:

- Possess a passport that is always valid. It is recommended that you keep your passport valid at least six months into the future
- Maintain good academic progress towards completing your degree
- Attend the school/institution you were authorized to attend.
- Do not transfer schools or work off campus without United States Citizenship and Immigration Services' permission
- Keep a valid I-20;
- Notify USCIS within 10 days of an address change

Applicants with Foreign Credentials

Applicants with credentials from foreign countries must send their credentials to the institution's Registrar for evaluation along with an official translation (in case original is not in English) and official evaluation by

an approved educational evaluator service attesting that the diploma/degree/credits earned at a foreign institution are equivalent to a diploma/degree/credits earned at an accredited institution in United States. Foreign transcripts and high school diplomas must be translated and evaluated by a recognized member of the Department of Education, member of the American Translators Association (ATA), or by a member of the National Association of Credential Evaluation Services (NACES) www.naces.org. All other organizations must be reviewed and approved by the Academic Department.

Course Selection – Academic Registration

Prior to each term, the university and students revise the courses to be scheduled for the upcoming term, and the confirmed schedule is provided to the registrar for processing.

Add/Drop Period

Students may make schedule changes by filing an add/drop request form with the Registrar Department during the add/drop period. The end of the first week of classes is the last day for adding and changing courses. Please refer to the academic calendar included in this catalog for specific dates.

Program and Concentration Changes

Students may request a program change or concentration change under the following requirements:

1. **Eligibility Requirements:**
    - Meet with their academic advisor to discuss the proposed change.
    - Submit a formal Change of Program form.
    - Maintain a satisfactory GPA as determined by program requirements.
    - Complete any prerequisite courses required for the new program.
    - Receive final approval from the Academic Department.
2. **Restrictions:** Students who have completed 75% or more of their current program will not qualify for any program or concentration changes.

A one time $100 non-refundable fee will be assessed for each change of program or concentration change request.

FINANCIAL ASSISTANCE

Scholarships/Awards

URBE University offers the following scholarships/awards to all prospective and current students that may qualify:

Athletic Award

This merit award supports student-athletes wishing to continue their education by enrolling in one of the university's programs. and create a positive change in their future. This award is designed to help students who want to pursue a higher education degree while representing the university as an athlete. Please contact the university to learn more about this award.

Students wishing to apply must comply with the following requirements:

- Satisfy all admission requirements for acceptance to one of the Associates or Bachelors Degree at URBE University
- Present at time of enrollment an official high school or higher transcripts
- Submit the scholarship application with a completed essay.
- While enrolled at URBE University, maintain a minimum cumulative 2.0 GPA throughout the entire

program.

The Dr. Oscar Belloso Medina Merit Award

This merit award supports students wishing to continue their education by enrolling in one of the university's master programs, with the purpose to further their career, and create a positive change in their future. This award is designed to help students who do not qualify for federal student aid. Please contact the university to learn more about this award.

Students wishing to apply must comply with the following requirements:

- Satisfy all admission requirements for acceptance to one of the Master Programs at URBE University
- Present at time of enrollment an official bachelor's degree transcript with a minimum cumulative 3.0 GPA.
- Submit the scholarship application with a completed essay.
- While enrolled at URBE University, maintain a minimum cumulative 3.0 GPA throughout the entire program.

The Dr. Rafael Belloso Chacin Merit Award

This is an undergraduate scholarship for students wishing to further their education and create a better future for themselves and their families by enrolling to one of URBE University bachelor programs with the purpose to further their career and create a positive change in their future. This award is designed to help students who do not qualify for federal student aid. Please contact the university to learn more about this award.

Students wishing to apply must comply with the following requirements:

- Satisfy all admission requirements for acceptance to one of the Bachelor Programs at URBE University
- Submit the scholarship application with a completed essay.
- While enrolled at URBE University, maintain a minimum cumulative 2.0 GPA throughout the entire program.

The Opportunity Award

This is a graduate award for international students wishing to further their education and create a better future for themselves and their families by enrolling in one of URBE University masters' programs.

Students wishing to apply must comply with the following requirements:

- Must satisfy all international student admission requirements for acceptance to the Master Programs at URBE University
- Submit the scholarship application with response to essay question (Please speak with admissions for essay requirements)

The International Award

This is an undergraduate award for international students wishing to further their education and create a better future for themselves and their families by enrolling in one of URBE University bachelor programs.

Students wishing to apply must comply with the following requirements:

- Must satisfy all international student admission requirements for acceptance to the Bachelor Programs

at URBE University
- Submit the scholarship application with response to essay question (Please speak with admissions for essay requirements)

Award/Scholarship Committee

The University Scholarship Committee is formed by the following members of the staff of the Academic Department.

The University Scholarship Committee is charged with the following responsibilities:

- Oversee the process for the awarding of academic scholarships at the University.
- Reviewing applicants and selecting the recipients of academic scholarships.
- Hear appeals concerning the withdrawal of scholarships.

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has made a prior arrangement as a payment plan. The complete fulfillment of payment obligations is a condition for graduation.

Financial AID

The university offers financial aid to eligible students. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and are encouraged to contact the Finance Department for assistance or to address any questions regarding their financial aid options.

Financial Advisement

The university's financial services advisor is available during office hours to assist students with any questions they may have, as well as to assist them by updating their payment arrangements when necessary.

Tuitions, FEES, and Other Expenses

Tuition and other registration fees are due on or before the last day to register for any given term. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in URBE University until all fees are fully paid. Any students owing money to URBE University, regardless of the debt, will not be permitted to register.

Payment Methods and Plans

Tuition and fees may be paid by credit card, check, or money order at the Financial Services Department. On or before the last day of the Registration Period, the students should have either Paid in full; or (ii) paid a deposit of $100.00 or more and elected to participate in the Payment Plan that allows students to pay in installments. Those students who choose to pay in installments during the semester must do so according to the Payment Plan, the students are scheduled with (4) monthly payments with no interest charges, payable on installment due dates, as set forth by each individual student. All installments must be paid one month prior to the end of the semester. All past due payments will have a penalty of $25 late fee charge to the account.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund policy:

1. Cancellations must be made in person, email, certified mail, or termination by the institution.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, except for the registration fee.
4. Cancellation after attendance has begun, through the last day of the add/drop period, will result in a refund of all monies paid for the course/courses for the term of enrollment being requested for drop, except for the registration fee (not to exceed $150).
5. Cancellation after the last day of the add/drop period will result in no refund of the charges for the courses of the term in consideration.
6. Termination date: The termination date for refund computation purposes is the last date of actual attendance by the student.
7. Refunds will be made within 30 days of the termination date.
8. Cancellation of classes by the institution after attendance has begun will result in a 100 percent refund.
9. Should the prospective student not meet the entrance requirements will result in a 100 percent refund.

*Contact the Finance Department regarding any applicable return of funds

The University maintains a fair and equitable refund policy for students who withdraw, are dismissed, or otherwise fail to complete an enrollment period for which they have been charged tuition and fees. This policy applies to all students, regardless of funding source.

Institutional Refund Policy (Non–Title IV)

For students who do not receive Title IV federal financial aid, institutional refunds are calculated as follows:

• A full (100%) refund of tuition and fees is provided if a student withdraws prior to the first day of class.
• A partial refund is provided after the start of classes based on the percentage of the enrollment period completed.
• Once more than 60% of the enrollment period has elapsed, no institutional tuition refund is provided.
• Registration fees and other non-refundable fees, if applicable, are clearly disclosed in the University catalog and enrollment agreement.

The percentage of the enrollment period completed is calculated by dividing the number of calendar days completed by the total number of calendar days in the enrollment period, excluding scheduled breaks.

Title IV Return of Funds Policy

This policy applies to students who receive federal financial aid under Title IV of the Higher Education Act and withdraw from all courses during a payment period or period of enrollment.

Federal regulations require URBE University to determine how much federal financial aid was earned at the time of withdrawal.

1. Determination of Withdrawal

A student is considered withdrawn if the student officially notifies the University of withdrawal; stops attending all courses without official notification; or fails to complete the payment period or period of enrollment. The withdrawal date is: The date the student begins the official withdrawal process; or the last date of academically related activity for unofficial withdrawals. The date of determination is the date the University becomes aware the student has withdrawn.

2. Earned vs. Unearned Financial Aid

Federal financial aid is earned based on the percentage of the payment period completed.

- Up to 60% of the payment period: aid is earned on a prorated basis.
- After 60% of the payment period: the student is considered to have earned 100% of Title IV aid for that period.

The percentage earned is calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period (excluding scheduled breaks of five days or more).

3. Return of Unearned Funds

If the amount disbursed exceeds the amount earned, the unearned portion must be returned to the U.S. Department of Education.

URBE University will return funds in the following order (as applicable):

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS Loans
4. Federal Pell Grants

The University will return funds no later than 45 days from the date of determination of withdrawal.

4. Post-Withdrawal Disbursement

If the student earned more aid than was disbursed at the time of withdrawal, the student may be eligible for a Post-Withdrawal Disbursement (PWD).

- Grant funds will be disbursed automatically within 45 days of the date of determination.
- Loan funds require written confirmation from the student (or parent, in the case of PLUS loans).
- The University will notify the student within 30 days of the date of determination if eligible for loan funds.
-

5. Student Responsibility for Returned Funds

Students may be responsible for repayment of a portion of unearned funds returned by the University.

Any grant overpayment owed by the student will be reported to the Department of Education unless satisfactory repayment arrangements are made.

6. Institutional Refund vs. Title IV Return

The institutional refund policy and the federal Return of Title IV Funds policy are separate calculations.

A student may owe a balance to the University after the Title IV calculation is completed.

Even if a student receives no institutional refund, the University must still perform the federal R2T4 calculation if the student received Title IV funds.

7. Refund Processing Timeline

- Institutional refunds: within 30 days of termination date (ACCSC compliant).
- Return of Title IV funds: within 45 days of date of determination (federal requirement).

ACADEMIC POLICIES AND PROCEDURES

Grading System

Grades earned are calculated into the student's grade point average (GPA) and the credits assigned for the course taken are included in the calculation of total credit hours attempted for the program of enrollment.

Grading Scale

Grade Letter	Numerical Value	Quality Points	Letter Equivalence
A	90-100%	4.0	
B	80-89%	3.0	
C	70-79%	2.0	
D	60-69%	1.0	
F	60-69%	0	
I	-	-	Incomplete
TR	-	-	Transfer
W	-	-	Withdrawal

Graduation Policy for Undergraduate Programs

Undergraduate students who have maintained at least a 2.0 GPA, met all SAP requirements, and have completed all the required coursework for their major and have satisfied all their financial obligations are eligible for graduation.

Graduation Policy for Graduate Programs

Graduate students have to maintain at least a 3.0 GPA and meet all SAP requirements. Graduate students with more than 2 Cs in an individual course will not be able to graduate, unless they retake one of the classes to replace the C grade for a B or an A.

Application for Graduation

Application for graduation must be made to the University Registrar by the end of the fifth week of classes in the student's final term. The University Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework and satisfactory completion of the exit interview. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within five (5) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

Quality Points

Quality Points is a number that reflects the weight a course will have in the calculation of a grade point average (GPA). It is calculated by multiplying the grade points by the number of credits of the course in consideration.

GPA – Grade Point Average

GPA - (Grade Point Average) is a weighted academic index. It is calculated by adding the quality points for all courses and dividing that number by the total number of credits of the semester or program.

Incomplete Grade (I)

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

TR Grade

A grade of TR is assigned to all courses transferred to the program of enrollment. Neither the grade nor the credits are included in the GPA or credits attempted calculations.

W Grade

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the GPA and the credits for the course are not included in the determination of total credits attempted.

Course Load

Course Load for Undergraduate Students

Full time students are those students who are registered for at least 12 credit hours in one semester. Three quarter time students are those who are registered for a minimum of 9 credits and a maximum of 11 credits. Half time students are those who are registered for a minimum of 6 credits and a maximum of 8 credits. Less than half the time students are those who are registered for a minimum of 1 credit and a maximum of 5 credits.

Course Load for Graduate Students

Full time students are those students who are registered for at least 9 credit hours in one semester. Half time students are those who are registered for a minimum of 3 credit hours. Less than half time students are those who are registered for a minimum of 1 credit and a maximum of 2 credits.

Reduction of Course Load

The student who drops courses during a semester and reduces their course load will be classified in accordance with their reduced course load.

Restricted Course Load

Students in Academic Probation are automatically considered in a *Restricted Course Load*, and only allowed to take one course perm term.

Repeat Courses

If a student has an "F," repeats the course, and receives a better grade, for example, an "A", only the passing grades will be counted in the calculation of the cumulative grade point average. Both remain part of the student's permanent record, but the replaced grade should not show in the student's transcripts and the cumulative grade point average will reflect the grade earned on the latest attempt. After failing a course twice, the student will be withdrawn from the program of enrollment.

Credit Hour Definition

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total clock hours per semester: 15 hours of direct instruction appropriate to the level of credential

sought, during a semester, plus 30 hours outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Semester and Term Definition

URBE University operates in a semester system. The semesters begin in January, May and August/September corresponding to Winter, Summer, and Fall terms, respectively. A semester consists of 16 weeks divided into two terms of 8 weeks of instruction. Courses are offered during the three semesters, according to the lists of courses in this catalog.

Clock Hour Definition

The contact/clock hour is defined as 50 minutes of educational instruction and 10 minutes of recess.

Period of Enrollment Definition

The period of enrollment or payment obligation for all programs offered at the institution is the full program.

Academic Year Definition

An academic year is defined as three semesters.

Course Numbering System

The course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

Prefixes

ACG Accounting
ARH Art and History
BUL Business Law
CAP Computer Applications
COM Communications
ECO Economics
EDE Education
ENC English Composition
ENV Environmental Science
ETH Ethics
FIN Finance
GEO World Geography
ISM Information Management
MAC College Algebra
MAN Management
MAR Marketing
MBA Master of Business Administration
PHI Philosophy
SOC Sociology
QMB Quantitative Business Research
SPC Oral Communications
STA Statistics

Academic Advising

The university's academic advisor is available to help and give orientation to all students. Students are also free to direct any of their questions to appropriate academic and staff members.

Syllabus

A course syllabus is provided to each student upon the start of each course. Students should review the syllabus carefully to understand what the course outline indicates would occur in each week of the course. Students will learn at that time the date of the midterm and final exams. The syllabus contains all the information concerning the course including learning objectives, rubrics, textbooks, references and graded weekly activities. All the contact information pertaining to the instructor will be listed on the syllabus.

Academic Integrity Policy

The Academic Integrity Policy requires that all members of the University conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism, and other acts contrary to academic integrity are unacceptable and will not be tolerated at URBE University. The University will take severe action against dishonest students, faculty, staff, and administrators.

Self-expression is also an essential component to a rewarding and fulfilling educational experience. A university setting is an ideal forum for self-expression, voicing disagreement, and challenging accepted traditions. However, while the goal of the University is to educate and encourage, it also must curtail behavior that adversely affects others. As such, URBE University's policies require that such self–expression, although encouraged, must be delivered in a civil manner, always exhibiting respect for others.

Responsibilities of Students Concerning Academic Dishonesty

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

Students must take care not to provide opportunities for others to cheat. Students must inform the faculty member if cheating or plagiarism is taking place.

Academic Dishonesty and Plagiarism

URBE University has installed Turnitin Plagiarism Software on the Online Platform. All students will be required to submit their work through the Online Platform system. Work will be verified for authenticity before it is submitted to the professor. Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. An incident of Cheating or Plagiarism upon which a faculty member may act will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not act solely on the report of another party.

Procedures for Handling Cheating and Plagiarism

Any faculty member discovering a case of suspected cheating or plagiarism should make a responsible effort to confront the student with the evidence within five (5) working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.
If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the Dean.

This form is available in the office of the Dean. The Dean will hold a hearing in which the faculty member will present the evidence against the student. The Dean will decide who, in addition to the above, may be present at the hearing. The Dean will determine whether the evidence indicates that cheating/plagiarism has taken place.
If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

- The faculty member will send an Academic Dishonesty Form to the Dean. The Dean will inform the student in writing that these forms have been sent.

- Records of the incident will be kept in the Administrative Office.

This record shall be destroyed upon graduation or other forms of separation from the University if no further incidents of cheating or plagiarism occur.

If the records in the Office of the Academic Officer indicate that the student has committed two offenses, both incidents become part of the student's permanent academic record.

The faculty member shall decide how the student will be graded for the course in which cheating, or plagiarism occurred. The student may be required to resubmit the assignment or take a new examination. The student may receive a failing grade on the assignment or examination in question. The student may receive a failing grade for the course.

For a second or subsequent offense, the student shall be subject to suspension or dismissal from URBE University.

The student may appeal against any of the above decisions in writing to the Dean within thirty (30) working days.

Course Cancellation

Students who have registered for a course that is cancelled by the University will be given the opportunity to register for another course or receive a full refund of tuition and fees associated with that course.

Program Cancellation

Students who have enrolled in a program that is cancelled by the University will be given the opportunity to enroll in another program or receive a full refund associated with that program.

General Attendance Policy – Program Withdraw Determination

Students without attendance (to any of their enrolled courses) for a period of 14 consecutive days within a term, will be automatically withdrawn from their program of enrollment. Students may request a Leave of Absence (LOA) when in need of being absent from the university for a period longer than 14 days, due to reasonable circumstances such as family illness, disability, work conflict or emergency. Please refer to the policy on Leave of Absence included in this catalog for details.

Attendance Policy for On Campus Courses

Students enrolled in on-campus classes are expected to attend all scheduled University classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. It is the student's responsibility to arrange for any make-up work to be missed because of an absence. A student with no attendance for two consecutive weeks within a term will automatically be withdrawn and will not be eligible to receive credit or earn a letter grade.

Attendance Policy for Online Courses

Attendance for online classes is recorded based on student participation in the required assignments on a weekly basis. Students receive attendance for the week when at least one satisfactory grade has been posted by their instructor for an activity related to the week in consideration. A student with no attendance for two consecutive weeks during a course of enrollment will automatically be withdrawn and will not be eligible to receive credit or earn a letter grade.

Student Tardiness Policy

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

Make-Up Policy

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

Change of Program or Major

Students who contemplate a change from one program or major to another should discuss the possibility with the Academic Advisor. If a student changes his/her major or program only the credits that are common to both programs may be accepted toward the new degree program.

SATISFACTORY ACADEMIC POLICY (SAP)

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

Completion of a course is defined as a passing grade. A grade of "I" (incomplete), "W" (withdrawn), or "F", are not considered successful completion. Transfer credits are counted toward a student's current program count as both attempted and completed.

SAP – Evaluation Period Definition

Urbe University requires that all students enrolled be evaluated for academic progress at the end of each semester. A semester consists of a period of 16 weeks (2 terms). The evaluations will occur at the end of every B Term.

SAP - Quantitative Criteria

Students must complete at least 67% of the attempted credit hours of the corresponding evaluation period to remain in compliance with the institution's SAP Policy. Credit hour progression will be based on a

cumulative total of attempted hours to earned hours. For example, a student that is in SAP evaluation period of 12 credit hours is required to successfully complete a minimum of 8 credit hours (12 x 67% = 8).

SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 for undergraduate programs and 3.0 for graduate programs at the end of the SAP evaluation period been considered.

SAP – Evaluation, Financial Aid Warning and Probation

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Criteria) at the end of an evaluation period will be placed on academic Warning and maintain this status of academic warning during the following SAP evaluation period. A student placed on Warning status may be required to meet with the registrar and/or Dean to develop an academic success plan. This plan may include advising, reduction in scheduling, and/or tutoring. A student will be removed from academic warning only if the student has regained satisfactory academic progress status (meets SAP Criteria).

A student that fails to earn a satisfactory SAP evaluation after completing the academic Warning will be placed on a status of Probation for the following evaluation period. Students under the status of Probation will continue to follow the academic plan, will be evaluated at the end of their evaluation period, but will not be eligible for Title IV aid. Students on Probation who raise their CGPA and completion rate at or above the minimum standard will be removed from Probation and return to regular status. Students on Probation who do not improve by the end of the evaluation period will be withdrawn from the university. A student may receive more than one Probation period, but it cannot be consecutive. A student placed in a Probation status who loses eligibility for Title IV aid can submit an appeal for reconsideration (please see section on SAP-Appeals).

SAP – maximum frame (MTF) policy

The maximum allowable time limit for students to remain active in a program of enrollment is equal to 150% of the total credits of the program.

A student who reaches or exceeds the program's maximum time frame will be subject to an academic review to determine whether the student can reasonably complete the program. Reaching the maximum time frame does not automatically result in withdrawal or termination; however, financial aid eligibility will be determined separately in accordance with applicable SAP requirements and federal regulations.

SAP - Appeals

Any student who has been placed on academic Probation, but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard and lose eligibility of Title IV aid, may file a written appeal with supporting documentation to the Finance Department, who will make the final decision regarding the student's appeal within 5 days. The appeal committee will make a decision. The appeal must explain why SAP standards were not met and what has changed to allow the student to make SAP at the completion of the next evaluation period. If the student's appeal is granted, he or she will have an opportunity to continue receiving Federal Funds and be placed on academic probation but must meet the SAP standards by the end of the next evaluation period. The Academic Dean may provide the student with an academic plan that provides a path for the students to meet SAP criteria.

SAP - Probation

Students on financial aid probation may receive Title IV funds for only one evaluation period if approved in the Appeals Process. A student whose appeal has been approved will not receive Title IV funds for subsequent payment periods unless they have met SAP requirements. If SAP is not met during the next

evaluation period, the student will be withdrawn.

Readmission to a Program

A student who has been withdrawn due to not meeting SAP Criteria may not apply for re-enrollment.

STUDENT SERVICES

The Student Service Department is the liaison between the student and the University. It will inform, enhance, and enrich the lives of the students by assisting them by creating opportunities that can last a lifetime. From orientation to graduation, it serves with two goals in mind: The department's main objective will be effective communication and the fulfillment of the students' needs inaugurating the start of their academic term to completion and or graduation with the program of choice.

Under the supervision of the Campus Director, the University student services are in place to assist students with their various needs in areas such as, but not limited to, coping skills, general development, safety, and information concerning housing, transportation, and childcare. Information about these services and more can be found in the Student/Career Services Resource Center in Canvas. The goal of effective and worthwhile student services is to assist students and to directly involve the students in the affairs of the institution, fostering a sense of community among students, faculty, and administration.

Orientation

All students will be enrolled in the online orientation course prior to the first day of each term. All students are required to participate in all areas of the online orientation course. The course is designed to facilitate the students' transition to URBE University and to help familiarize new students with the organization and operation of URBE University. During orientation, students review the mission, vision, rules, and regulations of URBE University. Additionally, study techniques, academic standards, and counseling resources are discussed. All new and transfer students are encouraged to attend orientation.

Academic Advisement

As previously mentioned, URBE University is an institution that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the Student Services Department to advise and mentor students with regard to academic and professional decisions. In addition, each faculty member is receptive to developing a professional, yet personal relationship with each student. As such, the students should feel comfortable if the need arises, seeking advice from a faculty member with regards to academic and professional matters.
Academic Advising and Student Services are available to support the faculty, and students achieve their goal successfully. The two departments function as intermediaries to bridge the communications gap between students and faculty. They are available, electronically, by phone or in person. Distance education students receive the same services as on campus students.

To encourage successful completion of URBE University's program, the advising team is available to assist students with their academic concerns. Faculty members provide information of their students' progress to the advising team. In turn, the academic advisor devises an academic improvement and time management plan, if needed. This may require tutoring by the faculty member based on the individual student's needs.
Each faculty member can be contacted 24/7 by his or her URBE University e-mail account. Response time to the student is withing 24 hours. If student needs help online or on the electronic learning platform, he or she must contact the Ed Tech Dept. for support via online chat or call the university's main telephone number at 305-964-8804.

Financial Advisement

The institution's financial services advisor is available during office hours to assist students with any questions they may have, as well as to assist them by updating their payment arrangements when necessary.

Career Services

Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, job opportunities. The department also provides businesses with applicant screening as well as referrals for local businesses and industries. The university does not guarantee placement.

Career development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis. Career and leadership development seminars are offered on an on-going basis. Topics such as effective resume writing and how to prepare for an interview assist students in conducting a professional job search. Workshops include networking, leadership and soft skills, civic responsibility, the "dos and don'ts" of social media, time management, financial success strategies, professionalism, and study skills. These seminars prepare students to succeed in college and in life.
It is the policy of URBE University's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field.
To preserve placement privileges, students are required to provide the department with a current resume and to maintain satisfactory academic progress and attendance. Additionally, all students must complete an exit interview before their graduation date. Although career services assistance is provided, URBE University cannot promise or guarantee employment.

The University defines a graduate as employed in the field when the individual obtains a position that is directly related to the program of study completed and demonstrates sustainable employment. In alignment with ACCSC requirements, employment is considered sustainable when the graduate has held the position for a minimum of one month, indicating a reasonable period of continued employment rather than short-term or temporary work. All employment classifications are documented and verified in accordance with institutional policy and accreditor standards.

Advising

Advising is available to all students for career and academic reasons. Advising is sincere, friendly, and always confidential. URBE University maintains contacts with various community organizations and agencies to help meet students' personal needs. Please contact the Director of Student Services for additional information.

Faculty/Student Interaction

Given the unique nature of online learning, faculty/student interaction is critical for success. Online classes offer opportunities for interaction, both faculty/student and student/faculty interaction. Methods of interaction include online lectures, e-mail, document sharing, threaded discussions, and interactive synchronized chat discussion areas. Students require a log in and participate in an online class a specific number of times per week. Faculty members review, respond, and reply to students within a 24-hour period. More traditional methods of contact are also available, including phone and e-mail, and office visits when feasible.

Library

The library's policy regarding student borrowing and return of items is posted in the library. Students are

allowed and encouraged to borrow materials from the library's general collection. Students can borrow materials for up to one month. These materials may also be renewed for a period of one month. Fines and late fees are assessed for late items at the rate of 25 cents per book per day. Students are charged replacement value up to a cost of $25 for any item that is lost. These fees are collected before the student can register for the next semester's classes.

Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian on occasion may grant permission for reference materials where necessary and appropriate. URBE University subscribes to the Library and Information Resources Network (LIRN). The online resource provides a wide range of resources for the students. The Library and Information Resources Network (LIRN) virtual library provides students with millions of peer-reviewed and full-text journals, magazines, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, E-Library, and more, covering topics for General Education, Business, Mass Communications, and Digital Education programs. This virtual library provides students with thousands of free accesses and peer-reviewed documents through Open Sources.

Housing

The University provides information about local apartments and rental opportunities for students interested in living near the campus. Students should first contact their campus Admissions Department. The University is located along major traffic arteries to allow for easy commuting for students.

Health Insurance

Student health insurance is available through independent providers. Agreements have been provided with Care Centers locally to support students with general medical assistance. These can be found on our website. www.urbe.university.

Graduation

URBE University commencement ceremonies are held annually. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they enrolled at least one term prior to the commencement ceremony. To graduate, students are required to meet with Student Services to complete a graduation application request, request participation and complete all required institutional and departmental exit interviews. Contact the Student Services Department for current fees.

Student Alumni

Graduating students are encouraged to enroll in our alumni association to remain in contact and support other students and the university. We welcome our students to participate in the organization.

Transcript Requests

Provided a hold does not exist, a student may request a transcript from the Registration Department by submitting a request to the following email: registrar@urbeuniversity.edu. The University will release the transcript to the student or send it directly to the requested college/university. Transcript requests may be made in person or by email. The University will charge $10.00 for each official transcript request. Official transcript requests may take approximately five (5) to ten (10) business days to process.

Maintenance of Student Records

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

Students should be aware that student records submitted to the University become the property of the University and shall not be released to third parties. The university reserves the right to use the records, as it deems appropriate. A hold shall be placed on the records of any student that owes an obligation to the University. A student may not register or receive a transcript from the University until the obligation is paid in full to the University and the hold is removed. Removal of a hold may take up to two (2) business days.

STUDENT RIGHTS

EQUAL OPPORTUNITY

Our institution does not discriminate because of sex, age, origin, disability, race, religious believes, or social origins and does not exclude any applicants for any of these reasons.

STUDENTS' RIGHT TO KNOW

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

MAINTENANCE OF STUDENT RECORDS

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

AMENDMENT OF RECORDS

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the URBE University official who maintains the records amend them. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the University for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will inform the student of the refusal and advise the student of the right to a hearing.

Should the request for a change in the student's records be denied, the student may appeal the decision to the Dean within thirty (30) days and request a hearing. The Dean shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of URBE University.

The decision of the Hearing Committee shall be final, except that final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective University file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

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

Student Privacy Records (Act of 1974)

The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records safely stored on the premises. The School requires written authorization from the student or the designated representative before disclosing any individual information. All information requested for by the U.S. Department of Education will be provided in accordance with applicable laws and regulations.

Students with Disabilities Policy

URBE University does not discriminate based on disability in the admission or access to, or operations, of its programs and activities. The university administrators will oversee provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable and specific accommodation is developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

Policy Against Sexual Harassment

URBE University intends to provide a work and study environment that is pleasant, healthful, comfortable, and free from intimidations, hostility, or other offenses, which might interfere with work performance. Harassment of any sort – verbal, physical, visual – will not be tolerated. Harassment can be seen in diverse ways. It may be, but is not limited to words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexual harassment conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Any faculty who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or to the Dean of the University. When management becomes aware that harassment might exist, law obligates the victim to take prompt and appropriate action, whether the victim wants the institution to do so.

Policy Against Hazing

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

Health and Safety

The university acknowledges that it is its duty to ensure, as far as reasonably practicable, the health, safety, and welfare of the students, staff, and anyone else who comes to the university. It is the policy of the university to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health.

Consequently, the university will, when practical:

- Provide and maintain a safe and healthy environment.
- Provide and maintain safe equipment.
- Provide information, training, and supervision to enable staff and students to perform their work safely.

- Maintain high standards of health, safety, and welfare in all University activities.

GRIEVANCE POLICY

URBE University is open to all students who are qualified according to the published admission standards. The University encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. The University is committed to non- discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations, or opinions.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaints to University Officers. In the absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human Resources, as appropriate. Unless the complainant signs it, it will be considered an informal complaint. URBE University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings, and recommendations. Reports will be kept confidential.

University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the university will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered, and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined the University Officers. Sanctions may include but are not limited to written reprimands on the student or employee's record, restriction or loss of privileges and suspension. Complaints may be withdrawn, but URBE University reserves the right to continue investigating as it was made aware of an act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time, a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal the determination of sanctions. Such appeals shall be directed to a higher university authority, which will re-evaluate the determination as deemed appropriate.

If the student finds URBE University has not resolved the complaint up to their satisfaction, the complaint may be referred to:

Florida Department of Education
Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Ph.: (850)-245-3200 or (888) 224-6684
www.fldoe.org/policy/cie

Students may also contact the Accrediting Commission of Career Schools and Colleges as shown below.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure

and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
https://www.accsc.org/| mailto: complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

Distance Education Students that have completed the internal institution complaint process and the applicable state process, may appeal non-instructional complaints to the Florida SARA PRDEC Council at FLSARAinfo@fldoe.org.

RULES AND REGULATIONS

STUDENT CODE OF CONDUCT

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by URBE University.

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
- Forgery, alteration, or misuse of University documents, records, or identification.
- Theft of and/or damage to property of the University, of a member of the University community, or of a visitor to the University.
- Unauthorized entry to or use of University facilities, which are locked, closed to student activities, or otherwise restricted to use.
- Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment, or structures.
- Disorderly, lewd, indecent, obscene conduct or expression on University owned property or at University sponsored or supervised activities.
- Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental injury. This behavior includes, but is not limited to:
- Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).

    - Verbal Harassment-statements incorporating abusive, obscene, or threatening language.
    - Physical Harassment - use of or threatened use of physical force or violence.
    - Stalking - willfully, maliciously, and repeatedly following or harassing another person.
    - Any harassment based on race, ethnicity, gender, disability, religion, or sexual orientation.

- Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
- Failing to comply with a judicial sanction, to include violation of specific probationary statutes.

- Purporting to or representing another person, an organization, or the University improperly without the consent or authority.
- Lying or perjuring self to University official.
- Attendance during the commitment of a violation of the University student conduct code constitutes permission or condoning of the act.
- Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Florida Law or URBE University's policy.
- Violating the University smoking tobacco use policy in specified facilities.
- Soliciting/selling for personal or organizational profit without proper consent of University officials.
- Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, deliberate interference with academic freedom and freedom of speech.
- Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials, or any other instrument that may be used to cause injury to body or damage to property.
- Violation of other published University policies, rules, or regulations.

DISCIPLINARY STANDINGS

A student's status regarding discipline is regulated by the following definitions, which are reflected in each student's record kept at the Registration Department.

Good Standing

The status of good standing indicates that a student has been duly enrolled in the University and is eligible to participate in all activities of the University. A student is presumed to be in good standing unless the student engages in an established misconduct.

Warning

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or similar type will be cause for further disciplinary action by URBE University.

Disciplinary Probation

This status indicates that the student's behavior has raised significant questions concerning the student's status as a member of the University community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from URBE University. The Dean may impose the sanction of disciplinary probation on a student. A statement of offense and decision will be placed in the student's file in the Registration Department. If while on disciplinary probation a student is found responsible for a further infraction of University policies/regulations, the student will be subject to the possibility of suspension/expulsion from URBE University.

Suspension

The status of suspension indicates the suspension/separation of the student from URBE University for a stated time due to serious or repeated violations of the rules or for undesirable conduct on the part of the student. A student will be permitted to re-register for courses after a semester probation period. The Dean may impose suspension. Statement of offense and decision will be placed in the student's file in the Registration Department.

Expulsion

This status, the most serious disciplinary action taken by the University, indicates the immediate, involuntary, and permanent separation of a student from URBE University because of established gross misconduct on the part of a student. After notice of expulsion, a student must leave the campus immediately. The expelled student does not have the privilege to apply for readmission to URBE University. Statement of offense and decision will be placed in the student's file in the Registration Department. A student's transcript will include documentation of expulsion. A student dismissed for disciplinary reasons at any time shall not be entitled to any claim or refund.

Appeals to Disciplinary Standings

A student may appeal any of the above decisions in writing to the Dean within thirty (30) working days.

Disciplinary Records

URBE University will retain its disciplinary records for one year after graduation. The University reserves the right to keep records for a longer period if so, specified in the sanction letter.

Leave of Absence

URBE University may grant a Leave of Absence (LOA) to a student who is temporarily unable to maintain continuous enrollment due to documented extenuating circumstances. A leave of absence may be approved for a maximum of 180 days within any twelve (12) month period, provided there is a reasonable expectation that the student will return and resume academic progress.

Acceptable reasons for requesting a Leave of Absence include, but are not limited to:

- Personal illness, injury, or medical condition of the student;
- Serious illness, injury, or death of an immediate family member;
- Military service obligations or deployment;
- Pregnancy, childbirth, or related medical conditions;
- Significant personal or family emergencies beyond the student's control;
- Natural disasters or other catastrophic events that prevent attendance;
- Employment-related obligations, including temporary work assignments or relocation, that interfere with continued enrollment;
- Legal obligations, including court appearances or jury duty; and
- Other documented extenuating circumstances approved by the University.

All leave of absence requests must be submitted using the University's Leave of Absence Request Form, signed and dated by the student, and must include the reason for the request and any supporting documentation, when applicable. All requests must be submitted to registrar@urbeuniversity.edu. Requests are reviewed on a case-by-case basis by the Academic Department. In cases involving unforeseen circumstances, a leave of absence may be approved retroactively, with the effective start date determined by the University.

Students approved for a leave of absence will receive written notification of the approval and the approved return date. Students must return and enroll no later than the approved return date. Failure to do so will result in the student being considered withdrawn for failure to maintain continuous enrollment.

Upon return from an approved leave of absence, students must resume their program at the same point at which the leave began. An approved leave of absence does not adversely affect academic standing but may impact the maximum time frame for program completion in accordance with the University's Satisfactory

Academic Progress Policy. No additional institutional charges are assessed during an approved leave of absence.

Alcohol and Drug Use

URBE University as an institution of higher education is dedicated to the wellbeing of all members of the University students, faculty, employees, and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of URBE University to prevent substance abuse through education and prevention. The University recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the University's policy to collaborate with members of the University community to provide channels of education and assistance. However, it is the responsibility of the individual to seek assistance. The university also recognizes that the possession and/or use of certain substances are illegal, and the university is obligated to comply with local, state, and federal laws.

URBE University's alcohol and drug policies are as follows:

While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal.

Tobacco Use Policy

The University wants to promote a healthful and clean work environment for students, employees, staff, and visitors. In accordance with Florida's Clean Air Act (FCIAA), smoking is prohibited in all University buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative offices, dining facility, or any other facility owned or controlled by the University. University administrators may subject students to disciplinary action as deem necessary when found in violation of this policy.

Computer Use Policy

URBE University's computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical, and lawful manner. The University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of URBE University. It applies to all users of the University's computing resources, including students, faculty, employees, alumni, and guests of the University. Computing resources include all computers, related equipment, software, data, and local area networks for which the University is responsible.

The computing resources of URBE University are intended for the legitimate business of the University. All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights, and intellectual property rights of others.

Computer hardware and software is the property of URBE University, and the user is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy university-purchased or leased software.

The following rules apply to all users of URBE University's computers. Violations of any of these rules may

be unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a violation of these rules:

- Computer users agree to use facilities and accounts for University related activities only.
- Accounts are considered the property of URBE University.
- An URBE University Officer must approve all access to central computer systems, including the issuing of passwords.
- Authorization for the use of the accounts is given for specific academic purposes.
- Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the University's rules.
- Electronic communications facilities, such as E-MAIL, are for URBE University-related activities only. Fraudulent, harassing, or obscene messages and/or materials are not to be sent or stored.
- Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using URBE University computers.
- Computers users are required to abide by federal copyright laws and URBE University's policy regarding the use of all digital materials, including peer-to-peer file sharing.

The appropriate agents will address inappropriate conduct and violations of this policy. In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to all URBE University's computing resources and appropriate disciplinary actions may be taken.

Email and Internet Policy

All email communications sent or received at the university should be considered official university correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy, and consideration. The university under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

All computers at URBE University have access to the Internet. It is expected that all individuals using URBE University's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

PROGRAM DESCRIPTIONS

Associate of Science in Paralegal Studies

60 Semester Credits

Program Description

The Associates in Paralegal Studies Program teaches students theoretical and practical perspectives while preparing them for a dynamic career in the legal field. Upon successful completion of this program, students will be able to work under the supervision of a law office and perform vital functions as a paralegal.

Program Objective

The Associate's Degree in Paralegal Studies equips students with foundational legal knowledge and practical skills to support attorneys in various legal settings. The curriculum focuses on legal research, writing, and understanding legal terminology and procedures. Graduates will be prepared to assist in case

preparation, document drafting, and client interaction, ensuring competence in the fast-paced legal industry.

Program Learning Outcomes

Upon completion of the program, students will be able to:

• Analyze and evaluate the law and modify standardized forms to create the appropriate work product of a typical entry-level paralegal.
• Demonstrate knowledge of the ethical and professional standards of the paralegal.
• Demonstrate proficiency with legal software and other technology used in the practice of law.
• Demonstrate knowledge of legal and ethical principles

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Delivery Method

This program is offered on campus and online.

Credential Granted Upon Completion

Upon successful completion of the program students receive an Associate of Science Degree in Paralegal Studies

Program Duration

The estimated program duration for full time students is 24 months.

Additional Fees not included in the program

Students are to purchase course textbooks on their own. The estimated cost of textbooks for the program is listed in this catalog under the Tuition and Fees section.

Program Outline

Associates of Science in Paralegal Studies		
Course Code	**Course Title**	**Credits**
Gen Ed		
ENC 120	English Composition I	3
MAC 105	College Algebra I	3
ENV 201	Environmental Science	3
SPC 260	Oral Communication	3
PHI 210	Critical Thinking	3
SOC 201	Sociology	3
GEO 200	World Geography	3
ARH 250	Art History	3
Core Courses		
PLA105	Introduction to Paralegal Studies	3
PLA110	Introduction to Torts	3
PLA120	Law Office Administration	3
CAP230	Computer Applications and Systems	3
PLA200	Legal Research and Writing I	3
ETH240	Ethics and Social Responsibility	3
PLA210	Immigration Law	3
PLA215	International Human Rights Law and Procedures	3
BUL270	Business Law	3
MAN215	Business Ethics	3

PLA220	Legal Research and Writing II	3
PLA225	Civil Law and Litigation	3
*Note: * denotes a course with a pre-requisite*		60

Associate of Science in Business Administration

60 Semester Credits

Program Description

The Associate degree in Business Administration provides students with basic business administration skills. Students are given an understanding of various methods and knowledge often used in the field. This program will allow students to acquire the skills to problem solve and gain a broad overview of the functional areas of business administration.

Program Objective

The Associate in Business Administration program prepares students for careers in business. In this program, students will develop written and oral communication skills, engage in active collaborative learning, and acquire real-world computer skills. This degree prepares students for entry level positions and various administrative assignments in the business environment.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Explain the basic concepts of the functional areas of business administration.
- Recognize credible sources of information and research techniques.
- Understand tactics and techniques used in the field of business administration.
- Identify ethical practices used in basic business.
- Articulate various concepts of the business environment including diversity and inclusion.
- Differentiate the different components of business administration.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Delivery Method

This program is offered on campus and online.

Credential Granted Upon Completion

Upon successful completion of the program students receive an Associate of Science Degree in Business Administration.

Program Duration

The estimated program duration for full time students is 24 months.

Additional Fees not included in the program

Students are to purchase course textbooks on their own. The estimated cost of textbooks for the program is listed in this catalog under the Tuition and Fees section.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the

admission's section.

Program Outline

Associates of Science in Business Administration		
Course Code	**Course Title**	**Credits**
Gen Ed		
ENC 120	English Composition I	3
MAC 105	College Algebra I	3
ENV 201	Environmental Science	3
SPC 260	Oral Communication	3
PHI 210	Critical Thinking	3
SOC 201	Sociology	3
GEO 200	World Geography	3
ARH 250	Art History	3
Core Courses		
BUL270	Business Law	3
CAP 230	Computer Applications and Systems	3
ECO 160	Principles of Macroeconomics	3
ETH 240	Ethics and Social Responsibility	3
MAN 201	International Business	3
ACG 101	Principles of Accounting	3
MAR 100	Marketing	3
MAN 215	Business Ethics	3
MAN 210	Quality Management	3
MAN 117	Principles of Management	3
MAN 212	Organizational Behavior	3
MAN 230	Organizational Development	3
*Note: * denotes a course with a pre-requisite*		60

Associate of Science in Mass Communication and Marketing

60 Semester Credits

Program Description

The Associate's Degree in Mass Communication and Marketing equips students with the required technical skills to be successful in today's media world. The program instructs students theoretical and practical perspectives while preparing them for careers in the fields of Communication and Marketing.

Program Objective

The Associate in Mass Communication and Marketing program prepares students for careers in communications and marketing. In this program, students will develop communications skills and acquire an understanding of the various aspects of marketing. Students will learn modern methods and techniques used in various media outlets.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Explain the goals and methods of various mass media outlets.
- Recognize credible sources of information and research techniques.
- Understand tactics and techniques used in the fields of communication and marketing.
- Identify ethical practices used in advertising.

- Articulate the process of human communication in its various contexts.
- Differentiate the different components of mass communication processes.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Delivery Method

This program is offered on campus and online.

Credential Granted Upon Completion

Upon successful completion of the program students receive an Associate of Science Degree in Mass Communication and Marketing

Program Duration

The estimated program duration for full time students is 24 months.

Additional Fees not included in the program

Students are to purchase course textbooks on their own. The estimated cost of textbooks for the program is listed in this catalog under the Tuition and Fees section.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Program Outline

Associates of Science in Mass Communication and Marketing		
Course Code	**Course Title**	**Credits**
Gen Ed		
ENC 120	English Composition I	3
MAC 105	College Algebra I	3
ENV 201	Environmental Science	3
SPC 260	Oral Communication	3
PHI 210	Critical Thinking	3
SOC 201	Sociology	3
GEO 200	World Geography	3
ARH 250	Art History	3
Core Courses		
COM 100	Using Information Effectively in Mass Communication	3
COM 102	Introduction to Mass Communication	3
COM 103	Principles of Advertising	3
COM 104	Principles of Strategic Public Relations and Integrated Communications	3
COM 105	Social Media and Strategic Communication	3
COM 202	Writing for the Media	3
COM 203	Advertising Media Planning	3
COM 204	Advertising Copywriting	3
MAR 201	Principles of Marketing	3
MAR 301	Social Media Marketing Strategies	3
COM 302	Media Law	3
COM 303	Media Criticism	3
*Note: * denotes a course with a pre-requisite*		60

Associate of Science in Computer Science

60 Semester Credits

Program Description

The A.S. in Computer Science equips students with the required technical skills to be successful in today's computer-driven world. The program teaches students how to develop algorithms using computational theory and modern operating systems. Graduates of this program will acquire skills in the following areas: programming, database management, software development, and web development.

Program Objective

The Associate in Computer Science program provides students with the ability to improve organizational operations, secure information systems, and provide technology-based solutions in the field of computer science. This program allows students to build a foundational knowledge in systems management, database administration, and computer programming.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Communicate effectively in a variety of professional contexts.
- Recognize credible sources of information relevant to the field of computer science.
- Understand computer science theory and software development fundamentals.
- Describe computing-based solutions to meet computing requirements in the context of computer science.
- Identify complex computing problems and apply applicable computer science principles to identify solutions.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Delivery Method

This program is offered on campus and online.

Credential Granted Upon Completion

Upon successful completion of the program students receive an Associate of Science Degree in Computer Science.

Program Duration

The estimated program duration for full time students is 24 months.

Additional Fees not included in the program

Students are to purchase course textbooks on their own. The estimated cost of textbooks for the program is listed in this catalog under the Tuition and Fees section.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

PROGRAM OUTLINE

Associates of Science in Computer Science		
Course Code	**Course Title**	**Credits**
Gen Ed		
ENC 120	English Composition I	3
CAL 105	Pre- Calculus	3
ENV 201	Environmental Science	3
SPC 260	Oral Communication	3
PHI 210	Critical Thinking	3
SOC 201	Sociology	3
GEO 200	World Geography	3
ARH 250	Art History	3
Core Courses		
CSC 100	Introduction to Computer Science	3
CAL205	Calculus*	3
CSC 105	Programming Fundamentals I	3
CSC 110	Principles of Computer Organization	3
CSC 115	System Analysis and Design	3
CSC 120	Programming Language	3
CSC 125	Operating Systems1	3
CSC 130	Security Essentials	3
CSC 200	Database Systems	3
CSC 205	Programming Fundamentals II*	3
CSC 210	Introduction to Java	3
CSC 215	Introduction to C++	3
*Note: * denotes a course with a pre-requisite*		60

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

120 SEMESTER CREDITS

PROGRAM DESCRIPTION

The Bachelor's Degree in Business Administration (B.S.) offers a core business curriculum infused with the application of ethics and corporate social responsibility principles in a technologically savvy environment. Graduates of this program acquire the skills necessary to solve interesting and challenging issues involving the creation and exchange of goods and services, the management and development of personnel, and the efficient and socially responsible use of resources.

PROGRAM OBJECTIVE

The Bachelor's Degree in Business Administration program prepares students to become highly versatile, receptive, and knowledgeable graduates who have mastered the fundamentals of business and have a steady command of the world's dynamic economy. This degree program prepares students for managerial entry level employment positions such as managers, assistant managers, supervisors, and other related administrative assignments in the business environment.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, students will be able to:

- Show proficiency in the knowledge of concepts and theories related to operation management, organizational behavior, business law, marketing, international business, accounting, financial, information technology, ethics, and social responsibility.
- Select and make effective use of software applications in the business framework.

- Apply the appropriate techniques to address professional issues in a variety of contexts.
- Identify characteristics and roles of groups and teams in the business context.
- Describe the types of markets to identify new business opportunities.
- Assess ethical problems that occur in different contexts of business decision making.
- Appraise the influence of cultural diversity in business performance in the global context.
- Develop alternative solutions and propose evaluation criteria for identified business problems.
- Create business documents making use of the appropriate techniques for written communication.
- Demonstrate the ability to effectively present a discussion to an audience.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Delivery Method

This program is offered on campus and online.

Credential Granted Upon Completion

Upon successful completion of the program students receive a Bachelor of Science Degree in Business Administration.

Program Duration

The estimated program duration for full time students is 48 months.

Additional Fees not included in the program

Students are to purchase course textbooks on their own. The estimated cost of textbooks for the program is listed in this catalog under the Tuition and Fees section.

Admission Requirements

Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

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Program Outline

Bachelor of Science in Business Administration		
Course Code	**Course Title**	**Credits**
Gen Ed		
ENC 120	English Composition I	3
MAC 105	College Algebra I	3
ENV 201	Environmental Science	3
ENC 121	English Composition II *	3
MAC 114	College Algebra II *	3
PSY 201	Psychology	3
PHI 210	Critical Thinking	3
SOC 201	Sociology	3
SPC 260	Oral Communication	3
GEO 200	World Geography	3
ARH 250	Art History	3
STA 240	Statistics	3
Core Courses		
BUL 270	Business Law	3
CAP 230	Computer Applications and Systems	3
ECO 160	Principles of Macroeconomics	3
ETH 240	Ethics and Social Responsibility	3
MAN 201	International Business	3

ACG 101	Principles of Accounting	3
MAR 100	Marketing	3
MAN 215	Business Ethics	3
MAN 210	Quality Management	3
MAN 117	Principles of Management	3
MAN 212	Organizational Behavior	3
MAN 230	Organizational Development	3
ACG 202	Managerial Accounting	3
ECO380	Principles of Microeconomics *	3
ACG 451	Accounting Information Systems	3
ECO 424	Cost Analysis *	3
FIN 215	Corporate Finance *	3
ISM 310	Management Information Systems *	3
FIN 390	Finance for Business *	3
MAN 319	Operations Management *	3
MAN 410	Integrated Business Topics	3
MAN 350	Human Resource Management *	3
MAN 415	Administration and Supervision *	3
MAN 419	Project Management *	3
MAN 420	Global Business strategies *	3
MAN 440	Strategic Management	3
QMB 400	Quantitative Business Research *	3
MAN 450	Capstone	3
*Note: * denotes a course with a pre-requisite*		120

Bachelor of Science in Mass Communication And Marketing

120 Semester Credits

Program Description

The Mass Communication and Marketing program is designed to provide students with a thorough understanding of electronic media from both theoretical and practical perspectives.

Program Objective

The Bachelor of Science Degree in Mass Communication and Marketing provides students with the opportunity to develop the knowledge, theory and skills required for employment in the broad field of Mass Communication or help them prepare for graduate studies. Graduates of this program are qualified for entry-level careers at media companies, advertising agencies, marketing departments at corporations or service organizations.

Program Learning Outcomes

Upon the completion of the program, students will be able to:

- Apply mass communication theories in specific contexts.
- Identify specific examples of media evolution.
- Explain the process of human communications in its various contexts.
- Apply the concepts of social and legal regulations regarding the use of communicative materials.
- Explain how human communication is impacted by different technologies and media.
- Justify the decision for resolving moral or ethical mass communication dilemmas.
- Rate the industry tools and techniques common to mass communication to make efficient use of them.
- Evaluate and apply diversity, objectivity, and balance to any form of mass communication.
- Create marketing campaigns based on the standards of ethical communications and responsibility to other individuals, the community, and the profession.

- Write compelling content that demonstrates proficiency in grammar, organized facts for a variety of media.
- Examine validity of sources and research techniques. Additionally, they will be able to interpret data in an intercultural context.
- Assess the best methods and strategies for developing a message.

Admission Requirements

Prospective students must comply with the admissions requirements as stated in this catalog under the admissions section.

Credential Granted Upon Completion

Upon successful completion of the program students receive a Bachelor of Science Degree in Mass Communication and marketing.

Delivery Method

This program is offered on campus and online.

Additional Fees not included in the program

Students are to purchase course textbooks on their own.

Program Duration

The estimated program duration for full time students is 48 months.

Program Outline

Bachelor of Science in Mass Communication and Marketing		
Course Code	**Course Title**	**Credits**
Gen Ed		
ENC 120	English Composition I	3
MAC 105	College Algebra I	3
ENV 201	Environmental Science	3
ENC 121	English Composition II *	3
MAC 114	College Algebra II *	3
PSY 201	Psychology	3
PHI 210	Critical Thinking	3
SOC 201	Sociology	3
SPC 260	Oral Communication	3
GEO 200	World Geography	3
ARH 250	Art History	3
STA 240	Statistics	3
Core Courses		
COM 100	Using Information Effectively in Mass Communication	3
COM 102	Introduction to Mass Communication	3
COM 103	Principles of Advertising	3
COM 104	Principles of Strategic Public Relations and Integrated Communications *	3
COM 105	Social Media and Strategic Communication	3
COM 202	Writing for the Media	3
COM 203	Advertising Media Planning	3
COM 301	Digital Publishing	3
COM 204	Advertising Copywriting *	3
COM 302	Media Law	3
COM 303	Media Criticism	3
COM 304	Feature Writing	3
COM 305	Public Relations Writing *	3
COM 306	News Editing	3
COM 307	Magazine Publishing	3

COM 402	News Reporting	3
COM 403	Mass Media and Society	3
COM 404	Mass Communication Research	3
COM 406	Sports Writing *	3
COM 409	Communication Process	3
COM 410	Media Ethics	3
COM 411	Special Topics in Mass Communications	3
COM 412	Multimedia Reporting Capstone	3
MAR 201	Principles of Marketing	3
MAR 301	Social Media Marketing Strategies	3
MAR 302	Social Media Marketing Campaigns *	3
MAR 401	Integrated Marketing Communications	3
MAN 317	Principles of Management	3
*Note: * denotes a course with a pre-requisite*		120

Master of Science in Instructional Design and Technology

45 Semester Credits

Program Description

The Master's in Instructional Design and Technology is designed for students who intend to pursue careers as experts who utilize instructional resources to improve technology-based learning and performance in various environments. The program allows students to create, implement and evaluate a diverse, modern educational experience. This program offers the following concentrations areas: Virtual Learning, Learning Design and Technology and Instructional Design and Development. The curriculum provides students with the experience needed to effectively use technology and multimedia tools. The program connects theoretical concepts to real world applications.

Program Objective

The Master of Science in Instructional Design and Technology provides students with knowledge and skills necessary to create technology-based learning environments in which learner needs and goals are met with and supported by technology. Students learn the theoretical issues associated with technology-supported instruction and the applications of technology to support best-teaching practices. Graduates of this program are qualified to accept employment in leadership roles for training and development in any work or educational environment such as schools, universities, hospitals, corporations, and non-profits.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Interpret technology-based learning and literacy theories to develop a conceptual frame to guide the implementation and use of effective technologies to support online learning and instructional design.
- Apply selected methods of qualitative and quantitative analysis to integrate effective instructional design into curriculum to maximize online student learning.
- Interpret critical perspectives on how advancement of future technologies can be used and is currently being employed in different contexts in online education.
- Summarize the ethical uses of instructional technology tools and information to teach digital citizenship and global awareness in web-based instruction.
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communication ideas and information in documents and presentations.
- Effectively operate learning management systems as it relates to the online learning environment.

Credential Granted Upon Completion

Upon successful completion of the program students receive a Master of Science Degree in Instructional Design and Technology.

Delivery Method

This program is offered on campus and online.

Program Outline

Master of Science in Instructional Design and Technology		
Course Code	**Course Title**	**Credits**
Required Courses		
EDE 501	Assessment, Learning, And Digital Education	3
EDE 502	Course Development for Multimedia Design	3
EDE 503	Instructional Design in Global Context	3
EDE 504	Designing Future Learning Environments	3
EDE 505	Education and Digital Culture	3
EDE 506	Information Literacies for Online Learning	3
EDE 507	Digital Game-Based Learning	3
EDE 508	Understanding Learning in The Online Environment	3
EDE 509	Tests and Measurement	3
EDE 510	Design of Online Collaborative Learning	3
EDE 511	Curriculum Theory	3
Concentration	Concentration Course I	3
Concentration	Concentration Course II	3
Concentration	Concentration Course III	3
EDE 640	Instructional Design and Technology Capstone	3
		45

Concentration Areas

Students choose one of the following concentration areas as part of their program of enrollment:

Course Code	Course Title	Credits
Concentration Area - Virtual Learning		
EDE 601	Distance Learning	3
EDE 602	Media for Instruction	3
EDE 603	Pedagogy and Innovation in Education	3
Concentration Area - Learning and Design Technology		
EDE 604	Learning Designs	3
EDE 605	Student-Centered Learning Using Technology	3
EDE 606	Integration of Advanced Technologies in Education and Training	3
Concentration Area - Instructional Design and Development		
EDE 607	Instructional Design	3
EDE 608	Development of Multimedia Instruction	3
EDE 609	Trends and Issues in Instructional Design and Technology	3

Credential Granted Upon Completion

Upon successful completion of the program students receive a Master of Science Degree in Instructional Design and Technology.

Delivery Method

This program is offered on campus and online.

Program Duration

The estimated program duration for full time students is 24 months.

Admission Requirements
Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Additional Fees not included in the program
Students are to purchase course textbooks on their own. The estimated cost of textbooks for the program is listed in this catalog under the Tuition and Fees section.

MBA – Master of Business Administration
45 Semester Credits

Program Description
URBE University's MBA Program develops business leaders by offering quality education in business disciplines. Additionally, the MBA Program assimilates theory and practice by choosing faculty members with a variety of professional experience and academic achievements. The program offers the following specializations: Accounting, Finance, Healthcare Administration, Human Resource Management, Information Security Management, Management, and Supply Chain Management.

Program Objective
This master program provides students with the opportunity to apply advanced theoretical concepts and knowledge from all functional areas of business through an analytical, decision-making process which focuses on solving practical problems. Graduates of the Master of Business Administration are prepared for leadership employment positions in business and management according to the area of concentration selected.

Program Learning Objectives
Upon completion of the program, students will be able to:

- Lead efforts to develop & implement ethical, creative, comprehensive solutions to complex organizational challenges.
- Lead strategically and ethically in the face of environments characterized by change, uncertainty & complexity.
- Analyze the critical partnerships between information technology & the user community to assure automation, organizational learning & strategic advantage.
- Apply business models & analytical tools to decision making.
- Analyze the impacts of changes in the economic & global business environments on decision making.
- Apply analytics to financial decision making; and
- Analyze financial & accounting information, while recognizing its value, uses & limitations.

Credential Granted Upon Completion
Upon successful completion of the program students receive an MBA – Master of Business Administration.

Delivery Method
This program is offered on campus and online.

Admission Requirements
Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

Program Duration
The estimated program duration for full time students is 24 months.

PROGRAM OUTLINE

Masters in Business Administration		
Course Code	**Course Title**	**Credits**
Required Courses		
MBA 600	Managing Multicultural Organizations	3
MBA 605	Leadership Strategy and Management	3
MBA 610	Managerial Ethics	3
MBA 615	Business Research Methods	3
MBA620	Human Resource Management	3
MBA625	Strategic Marketing	3
MBA630	Managerial Accounting	3
MBA635	Economics of Organizational Architecture and Strategy	3
MBA640	Production and Operations Management	3
MBA645	Business Law	3
MBA650	Finance	3
Concentration	Concentration Course I	3
Concentration	Concentration Course II	3
Concentration	Concentration Course III	3
MBA699	Capstone	3
		45

CONCENTRATION AREAS

Students choose one of the following concentration areas as part of their program of enrollment:

Course Code	Course Title	Credits
Concentration – Accounting		
MBA655	Advance Auditing	3
MBA656	Financial Accounting	3
MBA657	Corporate Income Tax	3
Concentration - Finance		
MBA659	Managerial Finance	3
MBA660	Financial Markets and Institutions	3
MBA661	Financial Banking Management	3
Concentration – Healthcare Administration		
MBA662	Health Services Administration	3
MBA663	Human Resources in Health care	3
MBA664	Healthcare Law	3
Concentration – Human Resources Management		
MBA665	Performance Management	3
MBA666	Compensation and Benefits	3
MBA667	Recruitment and Selection	3
Concentration – Information Security Management		
MBA669	Legal Aspects of Cybersecurity	3
MBA670	Cybersecurity	3
MBA671	Information System Quality and Control	3
Concentration – Management		
MBA673	Managing Human Capital	3
MBA674	Organizational Change	3
MBA675	Critical Thinking for Managers	3
Concentration – Supply Chain Management		
MBA677	Global Logistics Management	3
MBA678	Logistic Systems and Analytics	3

MBA679	Chain Logistic Strategy	3
Concentration – Marketing		
MKT680	Marketing Analytics: Data-Driven Decision Making for Strategic Impact	3
MKT681	Strategic Social Media Marketing: Content, Communities, and Campaigns	3
MKT682	Digital Advertising Strategy: Platforms, Targeting & Programmatic Execution	3
Concentration – Sports Management		
SPM600	Introduction to Sports Management and Industry Overview	3
SPM610	Sports Marketing, Media, and Sponsorship	3
SPM620	Sports Finance and Facility Operations	3
Concentration – Sports Marketing		
SPMK610	Sports Marketing Strategy & Fan Engagement	3
SPMK620	Sports Sponsorship, Sales & Revenue Generation	3
SPMK640	Sports Data Analytics for Marketing Optimization	3

Additional Fees not included in the program
Students are to purchase course textbooks on their own. The estimated cost of textbooks for the program is listed in this catalog under the Tuition and Fees section.

Master of Science in International Business
33 Semester Credits

Program Description
URBE University's Masters in International Business (MSIB) program provides the academic foundation for students seeking professional careers in the global business market. This program develops global leaders and offers culturally diverse content. The MSIB program will provide students with the knowledge and expertise to be successful in a constantly changing global business environment.

Program Objective
This master program will provide students with the opportunity to learn and apply advanced theoretical concepts and knowledge from various areas of international business through an analytical, decision-making process which focuses on solving practical problems. Graduates of the Masters in International Business will be prepared for high level leadership employment positions in the areas of global business and management.

Program Learning Objectives
Upon completion of the program, students will be able to:

- Analyze the opportunities and risks of doing business in global markets
- Assess strategies that generate competitive advantages in the global arena
- Evaluate the management of multinational and multi-cultural human capital
- Analyze international business concepts and perspectives
- Develop an understanding of the political, cultural and economic global environment

Credential Granted Upon Completion
Upon successful completion of the program students receive a Masters in International Business

Delivery Method
This program is offered on campus and online.

Admission Requirements
Prospect students must comply with the admissions requirements as stated in this catalog under the admission's section.

PROGRAM DURATION
The estimated program duration for full time students is 24 months.

ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM
Students are to purchase course textbooks on their own.

Masters in International Business		
Course Code	**Course Title**	**Credits**
Required Courses		
MIB600	Fundamentals of International Business	3
MIB605	Global Trends	3
MIB610	Managerial Ethics	3
MIB615	International Finance and Banking	3
MIB620	International Strategy and Business Models	3
MBA677	Global Logistics Management	3
MBA674	Critical Thinking for Managers	3
MIB625	International Business Law	3
QMB600	Quantitative Business Research	3
AIB600	Artificial Intelligence for Business	3
MIB699	Capstone	3
		33

COURSE DESCRIPTIONS - UNDERGRADUATE PROGRAMS

ACG001 – Principles of Accounting
In this introductory course, the students will be acquainted with the basic concepts and procedures of recording, understanding, and reviewing financial transactions. The topics that will be studied include financial statements, information system, accrual accounting, sales and receivables, liabilities payrolls, investments, and operating assets. Pre-Requisites: None. Credit Hours: 3.

ACG202 – Managerial Accounting
This course introduces students to business and its legal environment. Among the topics of the course are the review of the U.S. legal system, common law, organizational structures, and the regulatory environment pertinent to business, as labor law and international law. The course also provides information about legal papers and entities, such as, contracts, business associations as agencies, partnerships and corporations, wills, estates, and trusts. Pre-requisite: ACG001 Credit Hours: 3.

ACG451 – Accounting Information Systems
This course provides the student with the tools to know and use the most common Computerized Systems in Accounting. The aspects developed in the course are, the type of information that is stored, the forms of compilation and the reports produced by these systems, as well as the
interrelation between the different systems. Similarly, practical activities are conducted, and emphasis is placed on the use of technology and advances in resources available on the Internet or for working the cloud. Pre-Requisites: None. Credit Hours: 3.

ARH250 – Art History
This course provides students with a general foundation on sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present. The course, however, emphasizes the major artists and artistic developments of the Western world. Art history also emphasizes the historical and social context of human made objects, considering patronage, gender, culture, religion, events, politics and more. Pre-Requisites: None. Credit Hours: 3.

BUL270 – Business Law
This course introduces students to business and its legal environment. Among the topics of the course are the review of the U.S. legal system, common law, organizational structures, and the regulatory environment pertinent to business, as labor law and international law. The course also provides information about legal papers and entities, such as, contracts, business associations as agencies, partnerships and corporations, wills, estates, and trusts. Pre-Requisites: None. Credit Hours: 3.

CAL105 - Pre-Calculus
In this course, students will build on previous fundamental concepts. Students will use their knowledge of algebra and trigonometry to strengthen and enhance conceptual understanding of mathematical reasoning used when modeling and solving mathematical and real-world problems.

CAL205 - Calculus
This course covers topics of differential and integral calculus including limits and continuity, higher-order derivatives, curve sketching, differentials, definite and indefinite integrals (areas and volumes), and applications of derivatives and integrals. Pre-Requisites: CAL105. Credit Hours: 3.

CAP230 – Computer Applications and Systems
This course provides an overview of Business Information Systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include the use of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries. Pre-Requisites: None. Credit Hours: 3.

COM100 – Using Information Effectively in Mass Communication
This course facilitates students the learning of techniques used today to be effective when to convey a message through the mass media. The student will learn to identify and analyze the context, the situation, and its interlocutor, with the purpose of practicing the style of communication and attitude that best adapts to the achievement of its objectives. Pre-Requisites: None. Credit Hours: 3.

COM102 – Introduction to Mass Communication
This course provides information on the fundamentals, main theories, and structures of mass communication media, as well as on professional careers in the media. Pre-Requisites: None. Credit Hours: 3.

COM103 – Principles of Advertising
The objective of this course is to facilitate the learn the theoretical foundations that support current advertising practices, their economic impact on global markets, current and future trends because of globalization and the development of information technologies. Pre-Requisites: None. Credit Hours: 3.

COM104 – Principles of Strategic Public Relations and Integrated Communication
This course empowers students to develop strategic public relations plans that allow the building of links

between organizations and their audiences. To do this, it facilitates the theoretical knowledge of Public Relations as a strategic discipline, forming a social communicator specialized in the design of public relations actions programs that knows the process of Advertising and has the capacity to conceptualize and create persuasive messages. Pre-Requisite: COM102. Credit Hours: 3.

COM105 – Writing for the Media
This course facilitates students the acquisition of the skills needed to write correctly and prepare original texts for the media. It also provides the knowledge of the different discursive communication strategies in the field of Journalism, Audiovisual Communication, Digital Communication, Advertising, and Institutional Communication. Pre-Requisites: None. Credit Hours: 3.

COM202 – Writing for the Media
This course facilitates students the acquisition of the skills needed to write correctly and prepare original texts for the media. It also provides the knowledge of the different discursive communication strategies in the field of Journalism, Audiovisual Communication, Digital Communication, Advertising, and Institutional Communication. Pre-Requisites: None. Credit Hours: 3.

COM203 – Advertising Media Planning
The purpose of this course is to provide students with theoretical-practical learning experiences that allow them to develop a media plan through the design of objectives, strategy planning, use of print media, audiovisual and social media. Pre-Requisites: None. Credit Hours: 3.

COM204 – Advertising Copywriting
This course provides students with the tools and marketing techniques for persuasive writing. The objective of this writing is to create messages for various media, including print, broadcast, direct mail, and new media, which induce the recipient of the message to take a determined action, by using psychological resources. Pre-Requisite: COM202. Credit Hours: 3.

COM301 – Digital Publishing
The students of this course will know the information technologies used for the creation of publications in digital media. In addition, they will know the techniques that can be applied for the design of interactive advertising content, recognize the applications used today and specialized software in the advertising area. Pre-Requisites: None. Credit Hours: 3.

COM302 – Media Law
This course provides fundamental knowledge about Media Laws and how they affect the rights and duties of the press, including electronic media. Special attention is given to the First Amendment, the topics of defamation and invasion of privacy, freedom of information, copyright. Legal considerations in reporting on judicial and governmental activities are also discussed. Pre-Requisites: None. Credit Hours: 3.

COM303 – Media Criticism
The students of this course will know the theoretical foundations used in the exercise of media criticism in the types of audience. In addition, they will learn to differentiate the fundamentals and techniques of consumer, social and academic sector criticism. Pre-Requisites: None. Credit Hours: 3.

COM304 – Feature Writing
This course provides students with the different feature writing techniques along with the tools for researching and drafting journalistic articles for publication in newspapers, magazines, and other media. The course examines research techniques that writers use for gathering information, to develop and organize ideas for feature stories as well as to adapt writing to specific audiences. Pre-Requisite: COM202.

Credit Hours: 3.

COM305 – Public Relations Writing
The students on this course will learn how to compose, edit, and produce multimedia material for the types of audience. In addition, they will know the techniques of drafting of publicity texts, argumentation, and analysis, as well as, to value the work of the public relations. Pre-requisite COM202. Credit Hours: 3.

COM306 – News Editing
The objective of this course is to develop student practical skills in mastery of the different techniques of news editing that will be published or sent to the public in masses. In addition, they will know the appropriate techniques to take care of the form and the content of the news. Pre-Requisites: None. Credit Hours: 3.

COM307 – Magazine Publishing
This course examines the principles, practices, problems, and current trends in magazine publishing by analyzing the entire creation and production process of periodical publications. Special emphasis is placed on the layout factors and the importance of the analysis that the target market has on the final product. Pre-requisites: None. Credit Hours: 3.

COM402 – News reporting
This course will allow students to learn about the different methods, techniques, and technological resources available to cover news that happens in their immediate context. Also, the student will learn how to use news gathering, direct observation and participant techniques. In addition, it will implement methods of using survey research data and official records. Pre-requisites: None. Credit Hours: 3.

COM403 – Mass Media and Society
This course focuses on the analysis of problems related to the impact of the mass media today characterized by the accelerated development of information and communication technologies. It analyzes its influence, its role in the creation of trends and patterns as well as the effects of the immediate access to the news in a globalized environment. Pre-requisites: None. Credit Hours: 3.

COM404 – Mass Communication Research
This course focuses on the concepts and methods of research applied to the specific context of the media. The topics to be studied include qualitative research, content analysis, survey research, quantitative and experimental research. The course explores diverse ways of collection, analysis, and interpretation of data, as well as the tools to make a critical analysis of the results obtained in the research process. Pre-requisites: None. Credit Hours: 3.

COM406 – Sports Writing
This course examines the methodological foundations that underpin the process of research and writing sports news for radio and television. Students will be able to draft featured articles and columns of opinion focused on local, state, and national sports. Pre-requisite: COM304. Credit Hours: 3.

COM409 – Communication Process
This course provides students with a vision of human communication as a dynamic, broad, complex, and multidimensional process. Among the topics to be addressed are the elements of communication, sender, receiver, code, message, channel and context, the different styles of communication, as well as the study of the different theories of communication. Pre-requisites: None. Credit Hours: 3.

COM410 – Media Ethics

This course will examine the philosophical foundations of ethics that influence the mass communication process. It will discuss professional codes, organizational values, social and ethical problems, or dilemmas that arise in the process of the professional exercise of the social communicator. Pre-requisites: None. Credit Hours: 3.

COM411 – Special Topics in Mass Communications
In this course, the types of segmentation of information will be studied according to the level of complexity of the subject. The student will learn to identify strategies for appropriately communicating specific subjects. In addition, it will analyze the laws that regulate or not the transmission of information of specific subjects**.** Pre-requisites: None. Credit Hours: 3.

COM412- Multimedia Reporting Capstone
This course has the intend to provide the students with the opportunity to bring closure to the program and apply and integrate the knowledge and skills they have acquired by researching and create multimedia news and feature articles that incorporate hypertext, graphics, photographic, audio and video elements. Credit Hours: 3.

ECO160 – Principles of Macroeconomics
This course focuses on the understanding of macroeconomic phenomena, their causes, their effects, and the economic policy-making alternatives embedded in the phenomenon of globalization. The topics to be developed include the definition of the main macroeconomic magnitudes and their measurement, in addition to the concepts of aggregate expenditure, asset market, macroeconomic equilibrium and the labor market. Pre-requisites: None. Credit Hours: 3.

ECO380 – Principles of Microeconomics
This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events. Pre-Requisite: ECO360. Credit Hours: 3.

CAL105 – Programming Fundamentals I
This course introduces the fundamental concepts of structured programming. Students will be given a comprehensive introduction to programming for computer science and technology. Topics include software development methodology, functions arrays, data types, and mechanics of testing, running, and debugging. This course assumes computer literacy. Pre-Requisites: None. Credit Hours: 3.

CAL205 – Calculus
This course covers topics of differential and integral calculus including limits and continuity, higher-order derivatives, curve sketching, differentials, definite and indefinite integrals (areas and volumes), and applications of derivatives and integrals. Pre-Requisites: CAL105. Credit Hours: 3.

CSC100 - Introduction to Computer Science
In this course, students will be introduced to the field of computer science. In this course. This course is designed for students with no prior programming experience and addresses the basics in the field. Students will gain the practical and essential skillsets to apply various concepts of computer science. Pre-Requisites: None. Credit Hours: 3.

CSC105 - Programming Fundamentals I
This course introduces the fundamental concepts of structured programming. Students will be given a comprehensive introduction to programming for computer science and technology. Topics include software

development methodology, functions arrays, data types, and mechanics of testing, running, and debugging. This course assumes computer literacy. Pre-Requisites: None. Credit Hours: 3.

CSC110 - Principles of Computer Organization
This course is an introduction to the basic organization of operation of computers, including logical structure, hardware components, and computer system performance. Areas of study include digital logic and data representation, performance measures, memory structure, input/output, and multiprocessors. Pre-Requisites: None. Credit Hours: 3.

CSC115 - System Analysis and Design
This course focuses on the development of information systems and of their software components. Students are introduced to the whole systems development process. Areas of study include documenting organizational process, analyzing information flows, and reengineering/designing information systems. Pre-Requisites: None. Credit Hours: 3.

CSC120 - Programming Language
This course provides students with the fundamental concepts in programming languages and the major tools and techniques to implement them. Students will examine different languages, compare their properties, and gain the ability to achieve productive fluency in any new programming language. Pre-Requisites: None. Credit Hours: 3.

CSC125 - Operating Systems1
This course focuses on an introduction to operating system design and implementation. Students will learn classical internal algorithms and structures of operating systems, CPU scheduling, memory management, and device management. Pre-Requisites: None. Credit Hours: 3.

CSC130 - Security Essentials
This course covers fundamental cloud security concepts, including access control, data encryption methods, and how network access to your infrastructure can be secured. Students will learn essential information security skills and techniques to protect and secure critical information and technology assets. Pre-Requisites: None. Credit Hours: 3.

CSC200 - Database Systems
In this course, students learn fundamental concepts of database design and use. This course focuses on the study of data models, data description languages and new trends in databases. Areas of study include data integrity, data security, and data administration. Pre-Requisites: None. Credit Hours: 3.

CSC205 - Programming Fundamentals II
This course focuses on the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Areas of focus include searching and sorting techniques, and an introduction to software engineering. Pre-Requisites: CSC 105. Credit Hours: 3.

CSC210 - Introduction to Java
In this course, students are given an understanding of Java Programming. Students will gain experience writing, compiling, and executing Java programs. This course will teach students how to build robust applications that use Java's object-oriented features. Pre-Requisites: None. Credit Hours: 3.

CSC215 - Introduction to C++
This course is an introduction to programming using C++. Students will learn the fundamentals of object-oriented design with development, testing, implementation, and documentation. Areas of focus include

language syntax, data and file structures, input/output devices, and files. Pre-Requisites: None. Credit Hours: 3.

ECO424 – Cost Analysis
This course provides students with the theoretical aspects and tools necessary to perform the analysis, evaluation, and application of strategies in the management of the costs involved in the direction of the company's operations. Topics to be addressed include evaluating and implementing effective cost control strategies, comprehensive management of company costs, effective tracking of production costs and services. Likewise, the student will learn how to use cost analysis as a tool for making business decisions. Pre-Requisite: ACG002. Course Credits: 3.

ENC120 – English Composition I
The course of English Composition I focuses on the basic elements of English Composition and writing to students gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing. Pre-Requisites: None. Credit Hours: 3.

ENC121 – English Composition II
This course is designed with the purpose of developing in students the skills to produce argumentative writing. The primary purpose of this subject is to offer a global introduction to the postulates of structured writing with an emphasis on having a clear introductory focus, solid support, an excellently stated thesis, a clear purpose, audience, and coherent organization. It highlights the various forms of expository writing such as comparison and argumentation. Pre-Requisite: ENC120. Credit Hours: 3.

ENV201 – Environmental Science
This introductory course allows students to know the basics of environmental science. Then emphasizes the application of these fundamentals to real-life environmental problems. The course aims to sensitize students about the importance of knowledge of environmental policies, their economic impact, and the appropriate behavior as individuals to address this reality. Pre-requisites: None. Credit Hours: 3.

ETH240 – Ethics and Social Responsibility
This course provides a current perspective on the ethical behavior of organizations and how they intervene in the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally. Pre-requisites: None. Credit Hours: 3.

FIN215 – Corporate Finance
This course is designed to prepare students for the use and application of fundamental concepts of managerial finance and on decision making for a business from a corporate finance point of view. The course focuses on financial management, financial statements analysis and the time value of money. Among other topics studied during this class are debt valuation, interest rates, capital market theory, asset pricing, long term financing, working capital management, financial policies, and capital budgeting techniques. Pre-Requisite: ACG002. Credit Hours: 3.

FIN390 – Finance for Business
This course provides the student with a knowledge of the financial management process of business, the behavior of financial markets and the tools, techniques and methodologies currently used for decision making. In this sense, the knowledge of the types of financial planning, working capital management,

capital budgeting, long-term financing and international finance is deepened. Pre-Requisites: ACG001. Credit Hours: 3.

GEO200 – World Geography
This course will allow students to examine how geography shapes the dynamics of human societies, making emphasis on the geo environmental, geopolitical, and geo social phenomena that help to know the implications of global location and topography for the people of in the modern world. Pre-Requisite: None. Credit Hours: 3.

ISM310 – Management Information Systems
This course provides the student with a vision of the strategic role of information in a modern organization. For this, the concept of management information system is defined and an analysis of its components, resources and activities is made. The student acquires skills in the use and harnessing of different management information systems for decision making, planning, organization, management, and control. The types of management systems, including knowledge management, are presented, and studies of small business applications are conducted. Pre-Requisite: CAP330. Credit Hours: 3.

MAC105 – College Algebra
This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions. Pre-requisites: None. Credit Hours: 3.

MAC114 – College Algebra II
This course includes the following topics: systems of equations and inequalities; matrix approach to solving linear equations systems, determinants, and Cramer's rule; conic sections; sequences and mathematical induction. Pre-Requisite: MAC105. Credit Hours: 3.

MAN117 – Principles of Management
This course provides an essential and applied introduction to management theory and concepts. Grounded in organizational behavior principles, the course emphasizes the core functions of management through an action-oriented approach. Students will explore key managerial roles, decision-making processes, organizational structures, leadership styles, and control mechanisms. Through discussions, case study analyses, and a final project, students will gain practical insights into effective management practices.Pre-requisites: None. Credit Hours: 3.

MAN201 – International Business
The purpose of this course is to facilitate students the knowledge about international financial system, including management of international operations, international marketing, trade, and international accounting. Among other topics studied in this course are the economic theories that support the international business operations, business strategies and alliances, as well as globalization, country differences, foreign exchange market, exporting, importing and countertrade. Pre-requisites: None. Credit Hours: 3.

MAN210 – Quality Management
This course provides students with the opportunity to broaden their knowledge in management theories that support quality principles, as well as their impact on the organization, management, control, and evaluation processes according to current trends. The students of this course will develop practical skills to design management planning considering the processes, available resources, organizational structure, and

standards worldwide. Pre-requisites: None. Credit Hours: 3.

MAN212 – Organizational Behavior
This course will enable students to understand how personality and perception influence behavior in organizations as well as how to apply this knowledge in effective work design to enhance work performance in organizations. The topics to be studied include theories and concepts of decision making and problem solving, motivation and leadership, goal setting, feedback, and conflict management, to develop strategies for improving work performance, organizational communication, and effective teamwork. Pre-requisites: None. Credit Hours: 3.

MAN215 – Business Ethics
The students of this course will deepen their knowledge of theories that support philosophical, ethical, and moral principles and their impact on organizational behavior, how to face ethical problems and act accordingly. In addition, they will be able to identify and evaluate the set of values, norms, codes, and principles that shape the behavior of people in the organization and their impact on the process.
of generating an optimal work environment, making decisions, solving problems, and interacting with their clients and the sociocultural context**.** Pre-requisites: None. Credit Hours: 3.

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

MAN319 – Operations Management
This course facilitates in the students the knowledge related to the Operations Management in attention to the processes that comprise it and the results obtained, supported by a practical theoretical methodology that allows them to implement it in a business environment. The course is based on identifying operations strategies, process flow, optimization of the value chain, quality of service, process improvement and project management with minimal impact of environmental impact. Pre-Requisites: MAN 317. Credit Hours: 3.

MAN230 – Organizational Development
This course provides students with the theoretical and practical fundamentals of the change management process in a planned and systematic manner, considering employees' attitudes, beliefs, and values. This knowledge allows them to identify strategies for the creation and implementation of formation programs for employees, to develop their talent and be more competitive assuming the change process as a business opportunity. Pre-Requisites: None. Credit Hours: 3.

MAN350 – Human Resources Management
This course deals with the management of human resources as a set of organizational processes aimed at maximizing both the performance of the organization and the satisfaction of its members. Specifically, it addresses the recruitment and selection of employees considering the psychosocial nature of the process, which includes job analysis and the identification of competencies, recruitment of candidates, evaluation, and decision-making. The course also addresses the issue of performance evaluation and the training of personnel as tools to improve their skills. Pre-Requisite: MAN330. Credit Hours: 3.

MAN410 – Integrated Business Topics
This course provides students with learning experiences that allow them to strategically analyze the administrative structure of similar businesses to identify best practices and implement them in their

business model. In this sense, students can develop skills that allow them to define organizational objectives, development policies, strategic plans, resource allocation, process evaluation and strategic innovation to be competitive and sustainable over time. Pre-Requisites: None. Credit Hours: 3.

MAN415 – Administration and Supervision

In this course students learn to identify the methods, phases, and techniques of the process of administrative supervision. They will also know the importance of working as a team,
exercising positive leadership and effective communication to achieve administrative supervision aimed at innovation and constant learning. Pre-Requisite: MAN330. Credit Hours: 3.

MAN419 – Project Management

This course provides the basic elements of project management. The aspects to be developed include planning techniques, monitoring, control, and evaluation of the project, as well as the selection of the staff and computer tools available for project management. It includes the themes of the life cycles of the project and the environment in which it is developed. Pre-Requisite: MAN319. Credit Hours: 3.

MAN420 – Global Business Strategies

The students on this course will learn to perform a comprehensive analysis of the global business system and how to develop strategic plans that allow them to implement international trade management and invest in the types of markets. They will also learn to identify the legal and cultural foundations that influence the exercise of multinational companies and future trends. Pre-Requisite: MAN301. Course Credits: 3.

MAN440 – Strategic Management

The course is intended to provide the students with a modern and pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies. It emphasizes the importance of the permanent analysis of the external and internal factors that have an impact on the operations of the company and with the future of the current decisions in the framework of the strategic management. It covers important management topics, including the context of strategy, leadership, managerial uses of structure and design, and performance. Pre-Requisites: None. Credit Hours: 3.

MAN450 – Capstone

The course provides students with the opportunity to integrate and apply learning from their professional programs of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future. Pre-Requisites: None. Credit Hours: 3.

MAR201 – Principles of Marketing

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

MAR301 – Social Media Marketing Strategies

This course explores social media strategies facilitated by Internet, digital, and mobile technologies, and platforms, and how to integrate them into existing marketing plans; systematically evaluate innovative technologies and delivery platforms to determine an optimal marketing mix, given objectives and available resources. The purpose of this course is that students gain the ability to plan and execute a cost-effective, strategic marketing program that includes new media integrated with conventional marketing approaches.

Pre-Requisites: None. Credit Hours: 3.

MAR302 – Social Media Marketing Campaigns
This course will develop the students' ability to create and implement a social media marketing campaign as well as evaluate and measure its success effectively and successfully. the developed skills will be focused on creating, applying, and integrating the appropriate social media tools to meet the marketing objectives of the organization. The course will address key elements such as audience, campaign objectives strategic plan, tactics, tools, and metrics to measure the campaign success. Pre-Requisites: COM203. Credit Hours: 3.

MAR100 – Marketing
This course will introduce students in the fundamental concepts and elements involved in the marketing process: product, price, promotion, and distribution as well as planning, research and organization required to implement marketing techniques and strategies. In this course, the managerial, economic, social, and legal implications of marketing activities, policies and strategies will be studied. Pre-Requisites: None. Credit Hours: 3.

MAR401 – Integrated Marketing Communications
This course provides the student with the necessary knowledge to design a strategic market plan in an integrated way. To this end, it focuses on the importance of a strategic planning process for communication, in a way that allows it to be effective at the time of its execution, regardless of how and when the message is disseminated while maintaining the consistency of the image and perception. Pre-Requisites: None. Credit Hours: 3.

PHI210 – Critical Thinking
This course helps students develop strategies for “learning to think” and “thinking for learning,” using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, it is meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thought and expressions. Pre-Requisites: None. Credit Hours: 3.

PLA105- Introduction to Paralegal Studies
This course introduces students to the role and legal ethics of the paralegal profession. Students will study career related subjects and the function of paralegals in the legal system. Students will learn how to identify legal issues, understand various specialties, and learn the skills necessary to excel in the field. Pre Requisites: None. Credit Hours: 3.

PLA110- Introduction to Torts
This course explores the procedures and guidelines for allocating losses from harm to one’s person, property, and other interests. The course addresses the fundamental ideas behind tort claims and defenses against them. Students will examine the theoretical and practical aspects of tort liability. Pre-Requisites: None. Credit Hours: 3.

PLA120- Law Office Administration
This course focuses on the foundational skills necessary to effectively manage a law office. Students will gain knowledge on how to manage all the different tasks, assist clients, and carry out the responsibilities required to be successful in the legal industry. Pre-Requisites: None. Credit Hours: 3.

PLA200- Legal research and Writing I
This course is an introduction to the techniques of legal research and writing. Students focus on locating,

analyzing, applying, and updating sources of law, effective legal writing, and the use of research methods. Students will learn how to use and analyze primary and secondary legal authorities to solve legal problems. Pre-requisites: None. Credit Hours: 3.

PLA210- Immigration Law
This course examines the legal and historical consideration that shape U.S. immigration law. In this course, students will learn about the foundation of immigration power, roles of different federal agencies, governing statues, and types of immigration status, protection, and citizenship. Pre-requisites: None. Credit Hours: 3.

PLA215- International Human Rights Law and Procedures
This course examines the history, development, and structure of international human rights law. Students will learn about the nature, status, and efficacy of international human rights. Students will gain knowledge about institutions, policies, procedures defining international human rights. Pre-requisites: None. Credit Hours: 3.

PLA220- Legal Research and Writing II
This course is a continuation of Legal research and writing I. In this course, students will obtain a deeper understanding of legal research and writing techniques. Students will learn how to analyze in proper written form including both objective and persuasive writing. Pre-requisites: Legal Research and Writing I. Credit Hours: 3.

PLA225- Civil Law and Litigation
This course examines the process and procedure of civil law. Students will learn about discovery, settlement negotiations, and appeals. This course will focus on the responsibilities of the paralegal preparing court documents for the various aspects of the litigation process. Pre-requisites: None. Credit Hours: 3.

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

QMB400 – Quantitative Business Research
This course provides students with methodological knowledge to conduct business research applied using descriptive and inferential statistics. Students will learn to analyze the information obtained in research work, to make decisions and interpret statistical results in business. Pre-Requisites: STA240. Credit Hours: 3.

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

SPC260 – Oral Communication
This course allows the student to develop verbal and corporal communication skills that are used in the professional context in which they develop. Students will learn how to master techniques for improving speech and posture when speaking, projecting a professional body image, and expressing their ideas with clarity and eloquence. Pre-Requisites: None. Credit Hours: 3.

STA240 – Statistics
This course includes the following topics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistical problems. Pre-Requisites: None. Credit Hours: 3.

COURSE DESCRIPTIONS – GRADUATE PROGRAMS

AIB600 – Artificial Intelligence for Business
This course examines a conceptual introduction to artificial intelligence (AI), and a thorough understanding of the fundamental techniques of AI. In this course, students will gain an awareness of the risks and ethical considerations associated with using AI in business, and an application of AI to solve problems. Pre-Requisites: None. Credit Hours: 3

EDE501 – Assessment, Learning and Instructional Design
This course will provide students with the tools that allow them to have an analytical comprehension of assessment purposes and practices that are relevant to both online and conventional forms of assessment, as well as evaluate the pedagogical benefits of the use of online assessment in educational settings and their limitations. The topics include a range of conceptually and empirically grounded frameworks for the development of instructional design that qualify them to identify and review possible online assessment tools in a specific subject area and institutional setting. Pre-Requisites: None. Credit Hours: 3.

EDE502 – Course Development for Multimedia Design
This course prepares students to understand and apply a range of approaches to the design of online courses as well as critically evaluate these approaches by understanding of their philosophical and theoretical bases. It incorporates web-based multimedia lessons and assessment activities. This course will teach design and how to build the course components appropriate to the institutional and educational context. Pre-Requisites: None. Credit Hours: 3.

EDE503 – Instructional Design in Global Context
This course prepares students to have a critical understanding of the social and political characteristics of the online environment, considering its historical and ideological basis. They will acquire the ability to analyze and assess the role of educational organizations in the development of the online environment, being aware of the social and political context and its implications on digital education. Pre-Requisites: None. Credit Hours: 3.

EDE504 – Designing Future Learning Environments
This course teaches the theoretical principles that have impacted the collaborative learning process, based on the use of information and communication technologies, as well as current trends and future challenges. The student will learn the theoretical principles of communication, course and content delivery and multimedia design as a basis for understanding current digital practices and those that will be available in the future. Pre-Requisites: None. Credit Hours: 3.

EDE505 – Education and Digital Culture
This course presents the concepts of digital cultures. The topics address the emergence of digital culture, looking at how it interfaces with learning cultures, popular culture, and ideas of virtual community and how the digital domain changes the way we understand community. Pre-Requisite: EDE503. Credit Hours: 3.

EDE506 – Information Literacies for Online Learning
This course will provide students with learning strategies that enable them to understand the process of

technological literacy for the development of designing future learning environments. This course also proposes that students learn to find information, evaluate it, use it, and redo it with an ethical criterion that allows them to share and generate new knowledge in virtual learning environments. Pre-Requisite: EDE504. Credit Hours: 3.

EDE507 – Digital Game-Based Learning

In this course students will learn theories that explain the relationship between digital games, didactic games, and learning, as well as the application of computer-based games and other devices to facilitate the learning process online. In addition, they will examine theories that explain how to design digital games using narrative and dramatization in simulated educational settings. Also, they will practice with the types of commercial games existing in educational environments to promote experiential learning. Pre-Requisites: None. Credit Hours: 3.

EDE508 – Understanding Learning in the Online Environment

This course will provide students with an approximation to neuroscientific theories that explain how the learning process occurs in individuals, cognitive processes, and knowledge construction. In addition, they will be able to design didactic strategies that allow them to create innovative educational practices that enhance the significant learning in the individual taking into consideration the socio-cognitive aspects. Pre-Requisites: None. Credit Hours: 3.

EDE509 – Tests and Measurement

In this course, the student will learn the theoretical principles that base the evaluation process of the learning in virtual environments. In addition, they will learn to establish the differences between evaluation and measurement, the purposes of each one, the methodology of quantitative evaluation, forms of participation, moments of evaluation, techniques and instruments of evaluation and measurement. The student will develop practical skills to design a learning assessment plan considering the methodological aspects of reliability, validity, collection, and interpretation of information to make value judgments and make decisions. Pre-Requisite: EDE501. Credit Hours: 3.

EDE510 – Design of Online Collaboration Learning

In this course students will learn to develop collaborative learning projects, considering the elements that comprise it, such as learning objectives, process-centered learning cognitive strategies, learning activities, evaluation and learning assessment, technological and digital resources. They will also learn to use communication and information technologies to implement collaboratively designed learning projects, search for research findings and estimate their impact on the learning process in virtual environments. Pre-Requisites: None. Credit Hours: 3.

EDE511 – Curriculum Theory

In this course students will analyze and discuss the epistemological, methodological, and procedural fundamentals of the curriculum, as well as the different theories and models on which the educational practice has been based, and how to apply them in the articulation of a course to the design of an academic program. Pre-Requisites: None. Credit Hours: 3.

EDE601 – Distance Learning

This course focuses on the study of distance learning in educational settings. Distance education will be examined as a method of instruction in terms of delivery, development and implementation, and the role and functions of the different actors involved in this kind of instruction will be analyzed. By the end of the course, students will be able to design a distributed learning system based on emerging technologies that support distance education. Pre-Requisites: None. Credit Hours: 3.

EDE602 – Media for Instruction
This course focuses on the study of distance learning in educational settings. Distance education will be examined as a method of instruction in terms of delivery, development and implementation, and the role and functions of the different actors involved in this kind of instruction will be analyzed. By the end of the course, students will be able to design a distributed learning system based on emerging technologies that support distance education. Pre-Requisites: None. Credit Hours: 3.

EDE603 – Pedagogy and Innovation in Education
This course provides students with the knowledge that enables them to understand how new technology-based educational resources have innovated the processes and didactics of the different educational fields. The course examines how these innovations make possible the existence of new ways of accessing knowledge and how they have transformed the roles of educators and students, as well as the processes of educational management and evaluation of learning. Pre-Requisites: None. Credit Hours: 3.

EDE604 – Learning Designs
This course is centered in providing students with the knowledge that allow them to suit and apply the best practices of curriculum design to the current educational environments using the techniques more suitable for achieving the learning outcomes, by being effectively designed for the different instructional models. Pre-requisite: EDE511. Credit Hours: 3.

EDE605 – Student-Centered Learning Using Technology
This course provides the students with theoretical knowledge and fosters the development of the necessary skills to develop an instructional design based on innovative technologies to generate student-centered learning activities. In this regard, the course explores the possibilities offered by advanced technologies for the design of activities aimed at students with special needs, such as limited vision, hearing problems, etc. and promotes an inclusive classroom. Pre-Requisites: None. Credit Hours: 3.

EDE606 – Integration of Advanced Technologies in Education and Training
This course examines the different models of didactic training focused on learning processes with support in information and communication technologies, integrating multimedia applications based on the Web and social media. Students will also know how the process of social construction of knowledge takes place from the acquired theoretical learning and will put their knowledge into practice through the implementation of integrated learning projects. Pre-Requisites: None. Credit Hours: 3.

EDE607 – Instructional Design
This course provides participants with practical theoretical foundations to identify the components that make up a didactic instructional design focused on learning processes, such as the definition of competencies, learning indicators, activities, technological resources, as well as time management and definition of responsible. The students of this course will develop the necessary skills to perform the didactic analysis, the implementation and evaluation of the instructional design based on the curricular foundation that supports it. Pre-requisite: EDE511. Credit Hours: 3.

EDE608 – Development of Multimedia Design
In this course, students will develop practical skills to create instructional models based on learning processes with support in multimedia resources. The course focuses on the design, development, implementation, and assessment of multimedia- based learning experiences. Pre-Requisites: None. Credit Hours: 3.

EDE609 – Trends and Issues in Instructional Design and Technology
This course will examine the theoretical background and historical evolution of instructional design and technology. Also, the contributions of technological innovation and neuroscience will be studied for the solution of the educational problems detected in the modern history of humanity. The student will be able to

identify new learning focuses, analyze the current trends demanded by education at a global level and anticipate the challenges that must be faced in the future. Pre-Requisites: None. Credit Hours: 3.

EDE640 – Digital Education Capstone
In this course, the student will be able to examine a problem of learning, a challenge, or an opportunity, and provide the answer by conducting a proposal that gives solution to the educational problem detected. The student will produce a final work that may encompass a variety of structures, depending on the concentration area of studies in digital education. It can include multimedia projects, scientific articles, portfolios, where the acquired knowledge and creativity are conjugated. Pre-Requisites: None. Credit Hours: 3.

MBA600 – Managing Multicultural Organizations.
This course focuses on the complex dynamics of ethnic, racial, gender, and other diversity in organizations as seen from the vantage points of social science and organizational studies. We will adopt multiple levels of analysis to critically explore the current state of theory, research and application regarding the role and treatment of differences and the creation of inclusion in the workplace. Pre-Requisites: None. Credit Hours: 3.

MBA605 – Leadership Strategy and Management
In this course you will learn about organizational leadership, individual decision making, group decision making, and managing motivation. The objectives are to understand why and how leadership skills are so critical to organizational success and learn the foundations of effective leadership skills. Pre-Requisites: None. Credit Hours: 3.

MBA610 – Managerial Ethics
This course uses the global business context to instruct students about important legal, ethical, and cultural challenges they will face as business leaders. Cases and materials will address how business leaders, constrained by law and motivated to act responsibly in a global context, should analyze relevant variables to make wise decisions. Topics will include basic theoretical frameworks used in the analysis of ethical issues, such as right-based, consequentialist-based, and virtue-based reasoning, and conflicting interpretations of corporate responsibility. Pre-Requisites: None. Credit Hours: 3.

MBA615 – Business Research Methods
Business Research Methods focuses on the nature, scope, and significance of research and research methodologies. Additionally, the course studies primary and secondary research methods with applications to specific problems, using qualitative and quantitative designs for individual investigation on current problems within a student's area of interest. Students will complete an individual research proposal based on a business topic of interest, using the course's textbooks, and selected scholarly and peer reviewed sources. Pre-Requisites: None. Credit Hours: 3.

MBA620 – Human Resources Management
Professionally managing human resources should be a critical part of any organization's overall strategy for success. This course will provide the student with a comprehensive understanding of Human Resource Management (HRM) by exploring today's Human Resource (HR) environment including current trends in HRM. The course examines the principles of employee recruitment and selection, job design and job analysis, employment law, employee compensation, training and development, and safety and health. Pre-Requisites: None. Credit Hours: 3.

MBA625 – Strategic Marketing
Overview of marketing or marketing management with an emphasis placed on enabling the marketing

manager to create strategies that "fit" the product/service to the organization's distinctive competencies and its target market. Development of decision-making skills in marketing and provides an overview of the strategic marketing management process. Different methods are used to address and exemplify the issues and problems that are engaged in creating and implementing the marketing strategy. Pre-Requisites: None. Credit Hours: 3.

MBA630 – Managerial Accounting

This course provides students with a comprehensive understanding of financial and managerial accounting. Topics covered include financial statements, financial analysis of those statements, cost accounting, and accounting's role in managerial decision-making. Pre-Requisites: None. Credit Hours: 3.

MBA635 – Economics of Organizational Architecture and Strategy

To develop an economics-oriented framework that facilitates the identification and analysis of business problems, and the development and implementation of solutions to those problems. The tools of the course apply to economy-wide problems, industry-wide problems, firm and organization specific problems and individual decision-making. You should expect to leave the course, not with a set of "cookbook" solutions to problems, but with a set of new, powerful ways of thinking about business problems and their solutions. Pre-Requisites: None. Credit Hours: 3.

MBA645 – Business Law

The business law course deals with statutes and regulations that affect businesses, families, and individuals in their related roles. Knowledge of business law is useful to all students, because all students will eventually assume roles as citizens, workers, and consumers in their communities and in society at large. Requisites: None. Credit Hours: 3.

MBA665 – Performance Management

Compensation and benefits play a significant role in attracting, motivating, and retaining employees. This course examines how to establish and manage effective compensation and benefits systems that support the organization's strategic direction while also meeting employee needs and complying with legal requirements. Pre-Requisites: None. Credit Hours: 3.

MBA640 – Production and Operations Management

Production and Operations Management is concerned with the management of resources and activities that produce and deliver goods and services for customers. Efficient and effective operations can provide an organization with major competitive advantages since the ability to respond to customer and market requirements quickly, at a low cost, and with high quality, is vital to attaining profitability and growth through increased market share. As competition becomes fiercer in an increasingly open and global marketplace, a company's survival and growth become contingent on its ability to run its operations efficiently and to exploit its resources productively. Pre-Requisites: None. Credit Hours: 3.

MBA666 – Compensation and Benefits

Establishing and maintaining an organization's pay structure and benefits packages are the principal responsibilities of a compensation and benefits manager. This course will deliver the specialized knowledge and skills in the field which you need to develop compensation and benefits programs effectively. Pre-Requisites: None. Credit Hours: 3.

MBA667 – Recruitment and Selection

Employees are commonly recognized as an organization's most valuable resource. Thus, effectively staffing an organization is one of the most critical managerial responsibilities. This course examines best practices, current trends, legal issues, and research on effective recruitment and selection of human capital so that

students may learn how to establish and effectively manage staffing systems. Pre-Requisites: None. Credit Hours: 3.

MBA650 – Finance
This course focuses on finance (corporate financial management and investments) for both non-majors and majors preparing for upper-level course work. The primary objective is to provide the framework, concepts, and tools for analyzing financial decisions based on fundamental principles of modern financial theory. Pre-Requisites: None. Credit Hours: 3.

MBA669 – Legal Aspects of Cybersecurity
The ability to secure information within a modern enterprise—large or small—is a growing challenge. Threats to information security are global, persistent, and increasingly sophisticated. Long gone are the days when managers could hope to secure the enterprise through ad hoc means. Pre-Requisites: None. Credit Hours: 3.

MBA670 – Cybersecurity
This course addresses the interdisciplinary field of cybersecurity by discussing the evolution of information security into cybersecurity, cybersecurity theory, and the relationship of cybersecurity to nations, businesses, society, and people. Pre-Requisites: None. Credit Hours: 3.

MBA671 – Information System Quality and Control
A comprehensive coverage of modern quality control techniques to include the design of statistical process control systems, acceptance sampling, and process improvement. Pre-Requisites: None. Credit Hours: 3.

MBA655 – Advanced Auditing
This course builds on the knowledge base from beginner-level Auditing, to provide students with an in-depth understanding of professional standards, the audit process, advanced auditing techniques, and the auditor's role in ensuring that publicly issued financial statements are fairly presented. Students will apply auditing procedures to financial statement transaction cycles and conduct audit sampling and testing techniques using specialized data analysis software. The course will also cover advanced topics concerning complex auditing judgments, and the use of audit software tools. Pre-Requisites: None. Credit Hours: 3.

MBA699 – Capstone Project
Candidates for completion of the MBA degree will complete projects demonstrating their conceptual, analytical, research, and practical management skills achieved through the courses in the program. The project, called a capstone because it represents a crowning achievement as a capstone does in architecture, is a 3-credit, one-term requirement that is completed at the end of the program. It is a closely supervised experience resulting in a paper that demonstrates student's ability to synthesize and utilize the skills and knowledge they have gained throughout the MBA program. Pre-Requisites: None. Credit Hours: 3.

MBA657 – Corporate Income Tax
Federal income taxation of corporations and their shareholders with emphasis on the formation of the corporation, capital structure, operational alternatives, distributions, partial and complete liquidations, personal holding companies, and the accumulated earnings tax. Formation, operation, and liquidation of S-corporations are also covered. Pre-Requisites: None. Credit Hours: 3.

MBA656 – Financial Accounting
This course focuses on financial and managerial accounting. Topics covered include financial statements, financial analysis of those statements, cost accounting, and accounting's role in managerial decision-making. Pre-Requisites: None. Credit Hours: 3.

MBA662 – health Services Administration

This course provides a foundation in Health Services Administration. The course focuses on the structure and functions of the U.S. Health Care System. The health care system in the community and its environment are examined to determine how they impact the Health Services Administration. Topics to be covered include overview of the U.S. Health Care System (private and public sectors), interface between Public Health and U.S. Health Care System, various health care delivery structures, health care workforce, health care resources, types of health services, financing of health services and health care coverage, meeting the health care needs of special populations, and critical issues in health services. The student will conduct a community health system analysis. Pre-Requisites: None. Credit Hours: 3.

MBA663 – Human Resources in Health Care

This course provides a foundation of knowledge and skills applicable to the current issues in Human Resources Management with a focus on healthcare. Students will be exposed to key laws, issues and concepts related to HR management. The course uses a combination of informative lectures, executive team exercises, group presentations, classroom discussions, and case study analyses to provide students with the tools and insight needed to explore a variety of human resource management issues in healthcare. Pre-Requisites: None. Credit Hours: 3.

MBA664 – Healthcare Law

This course explores the legal, policy and ethical issues encountered by health care professionals in the continuously evolving health care system. Topics will include government regulation of health care providers, patient consent to and refusal of treatment, human reproduction issues, privacy and confidentiality, tax-exemption, antitrust, fraud and abuse, mental health issues and health information management. Students will gain the ability to analyze legal and ethical health care resources by engaging in interactive discussions and informative research. Pre-Requisites: None. Credit Hours: 3.

MBA659 – Managerial Finance

The responsibilities, concerns, and methods of analysis employed by corporate financial managers, and the role of financial markets and institutions in the modern economy. Topics of study include capital structure, dividend policy, asset evaluation, capital budgeting, risk analysis, and portfolio theory. Pre-Requisites: None. Credit Hours: 3.

MBA660 – Financial Markets and Institutions

This course provides instruction on the financial markets and an evaluation of the institutions, instruments and participants involved in the industry. The mainstream markets to be evaluated include the equity, money, bond, futures, options, and exchange rate markets. The subject systematically reviews each of the mainstream financial markets and investigates the various institutional participants and the types of financial instruments offered. Pre-Requisites: None. Credit Hours: 3.

MBA661 – Financial Banking Management

This course delves into the structure, management, and practices of investment banking (IB)— from larger more universal players to boutique operations. It covers the business activities of mergers and acquisitions, financing and investment, and the creation of value through financial advisory services. Pre-Requisites: None. Credit Hours: 3.

MBA673 – Managing Human Capital

Students will gain a working knowledge of planning, organizing, and managing human resource systems; and will gain direct abilities to design, direct, and assess human resource systems in enhancing relationships with internal and external customers, leading to organizational effectiveness. Pre-Requisites: None. Credit

Hours: 3.

MBA674 – Organizational Change
This course investigates strategies and skills for influencing individuals and groups for organizational effectiveness. Students will learn leadership models and skills that can be used in a diverse and global environment. Attention will be given to important leadership issues in the 21st century such as ethics, change, and innovation. Students will have the opportunity to assess their own skill sets and consider development plans for enhancing those skills sets. Pre-Requisites: None. Credit Hours: 3.

MBA675 – Critical Thinking for Managers
The ability to think critically and creatively, in order evaluate opportunity, manage risk, and learn from outcomes is integral to sustaining success. The themes of critical thinking and entrepreneurial mindset are threads within the curriculum that will help you develop a career advantage. Pre-Requisites: None. Credit Hours: 3.

MBA677 – Global Logistics Management
This course explores the logistics and supply chain operations from a global perspective. Course material and experiences will focus on import and export processes, port and logistics facility operations, raw material and finished goods movement across borders, and equipment and technology for global logistics. Pre-Requisites: None. Credit Hours: 3.

MBA678 – Logistics Systems and Analytics
Students will learn to make improved business logistics and supply chain management decisions through the practical application of multiple analytical techniques used by managers in the field. Emphasis is placed on supply chain network analysis and design, inventory analysis and decision making, equipment and resource management, information management systems for analyzing and executing logistics decisions, and process management improvements to reduce total logistics cost and improve logistics service. Pre-Requisites: None. Credit Hours: 3.

MBA-679 – Chain Logistics Strategy
Supply Chain Logistics Strategy provides active-learning opportunities for students to evaluate current strategic issues in managing logistics and transportation throughout consumer and industrial supply chains. Today's supply chains require managers to be skilled in evaluating complex business logistics situations and in making decisions that have immediate and long-term corporate implications. The real-world and live case-based materials are designed to help students develop high-level analytical and decision-making skills pertaining to the logistics operations that influence the service levels and capabilities of domestic and global supply chains. Pre-Requisites: None. Credit Hours: 3.

MIB600 – Fundamentals of International Business Management
This course examines the basic concepts and theories of international business management. Various theoretical frameworks will be discussed, including theories of international corporations, international trade and economics, and foreign investment. Students will understand why the phenomenon of international business exists in different forms and the role of multinational companies in international business activities.
Pre-Requisites: None. Credit Hours: 3

MIB605 – Global Trends
This course focuses on the current global megatrends as well as the evolution of political thought across national boundaries, geographical areas, and the international economy. Students will discuss how doing business across national borders is affected by political power, current geopolitical hotspots, political order

and relations, and foreign policy. Pre-Requisites: None. Credit Hours: 3

MIB610 – Managerial Ethics
This course will help students develop contextual intelligence specifically for international business issues and obtain tools required to become an effective manager in the global business landscape. Pre-Requisites: None. Credit Hours: 3

MIB615 – International Finance and Banking
An examination and analysis of corporate negotiation strategies in such areas as collective bargaining, mergers, joint ventures, and with government regulation agencies. The legal environment affecting the negotiated process will be closely scrutinized, as well as internal and external political processes. Pre-Requisites: None. Credit Hours: 3

MIB620 – International Strategy and Business Models
This course is designed to equip students with the necessary tools and concepts to navigate the challenges of managing a multinational corporation in today's dynamic global environment. The course utilizes the case method and focuses on strategy and business model creation, as well as decision-making and implementation in the face of diverse environmental and institutional limitations. Pre-Requisites: None. Credit Hours: 3

MIB625 – International Business Law
This course examines how the legal systems of the world and international law function as dynamic, social, and political entities that influence legal issues in corporate, governmental, and international commercial contexts. Through an investigation and comparison of several international legal systems, we will examine the distinctions between national laws and legal systems in this course. Pre-Requisites: None. Credit Hours: 3

MIB674 – Critical Thinking for Managers
This course investigates strategies and skills for influencing individuals and groups for organizational effectiveness. Students will learn leadership models and skills that can be used in a diverse and global environment. Attention will be given to important leadership issues in the 21st century such as ethics, change, and innovation. Students will have the opportunity to assess their own skill sets and consider development plans for enhancing those skills sets. Pre-Requisites: None. Credit Hours: 3

MIB677 – Global Logistics Management
This course examines global logistics in the areas of planning, organizing, and business logistics control. In this course, students will grasp the concept of Global Logistics Managements, Supply Chain organizations, and Logistics functions. This course examines US Supply Chain models and models around the world. Pre-Requisites: None. Credit Hours: 3

MIB699 – Capstone
This course is a culmination of the content learned in all courses. Students will complete a project demonstrating their conceptual, analytical, research, and practical management skills achieved through the courses in the program. The project, also known as capstone, represents a crowning achievement. The capstone is a 3-credit, one-term requirement that is completed at the end of the program. It is a closely supervised experience resulting in a paper that demonstrates student's ability to synthesize and utilize the skills and knowledge they have gained throughout the MIB program. Pre-Requisites: None. Credit Hours: 3

MKT680 - Marketing Analytics: Data-Driven Decision Making for Strategic Impact
This course empowers students to harness the power of data analytics to drive high-impact marketing

strategies. Through a mix of theory and hands-on application, students will learn to collect, analyze, and interpret customer and market data to optimize pricing, promotion, product positioning, and channel decisions. The curriculum bridges classic marketing models with modern machine learning techniques, equipping future leaders to make evidence-based decisions in a dynamic marketplace. Pre-Requisites: None. Credit Hours: 3

MKT681 - Strategic Social Media Marketing: Content, Communities, and Campaigns
This course explores the strategic use of social media to build brand awareness, engage customers, and drive business growth. Students will examine platform-specific strategies, content creation best practices, influencer marketing, and data-driven campaign management. The course emphasizes both organic and paid approaches, with hands-on experience in planning, executing, and measuring cross-channel social media initiatives. By integrating case studies and industry tools, students will be prepared to lead impactful social media strategies in various industries. Pre-Requisites: None. Credit Hours: 3

MKT682 - Digital Advertising Strategy: Platforms, Targeting & Programmatic Execution
This course provides students with a strategic and practical foundation in digital advertising, focusing on how to effectively reach and engage audiences across connected platforms and devices. Topics include display, video, mobile, and audio advertising; programmatic media buying; audience segmentation; and campaign planning and execution using tools like Google Ads and DV360. Students will learn how to design non-disruptive, high-performing ads experiences that align with user behavior, media formats, and business goals. Emphasis is placed on real-time optimization, ROI measurement, and ethical targeting practices.. Pre-Requisites: None. Credit Hours: 3

SPM 600 – Introduction to Sports Management and Industry Overview
This course provides a comprehensive understanding of the sports industry, including its structure, governance, and key stakeholders. Students explore management principles as they apply to professional, collegiate, and community sports organizations. Credit Hours: 3

SPM 610 – Sports Marketing, Media, and Sponsorship
Examines marketing strategies, fan engagement, media relations, and sponsorship development. Emphasis is placed on the integration of digital media, analytics, and global branding within the sports industry. Credit Hours: 3

SPM 620 – Sports Finance and Facility Operations
Focuses on financial management, budgeting, and revenue models specific to sports organizations. Topics include facility design, operations, maintenance, and sustainable management practices. Credit Hours: 3

SPM 630 – Sports Leadership, Event, and Program Management
Students integrate their learning through a comprehensive capstone project. The course emphasizes leadership, event planning, and strategic decision-making by requiring students to design and execute a real or simulated sports business initiative. Credit Hours: 3

SPMK 610 – Sports Marketing Strategy & Fan Engagement
This graduate-level course provides an in-depth study of the sports marketing ecosystem. Students will explore market segmentation, fan psychology, brand loyalty drivers, sports consumer behavior, and integrated marketing strategies used by teams, leagues, and events. Emphasis is placed on applying theory to real-world sports marketing challenges, developing strategic thinking, and engaging effectively with diverse fan bases. Credit Hours: 3

SPMK 620 – Sports Sponsorship, Sales & Revenue Generation
This course focuses on the core principles and practices of sports sponsorship acquisition, partnership activation, media rights, ticketing strategies, licensing, and corporate relationship management. Students will explore modern revenue-generation models and develop comprehensive sponsorship proposals tailored to sports organizations. Credit Hours: 3

SPMK 630 – Digital & Social Media Marketing in Sports
This course explores the evolving landscape of digital and social media marketing within the sports industry. Students will examine digital trends, platform strategies, branding, analytics, influencer partnerships, fan engagement, and content creation specific to sports organizations and athletes. Hands-on projects and real-world case studies will prepare students to develop sport-specific digital marketing campaigns using current digital tools and technologies. Credit Hours: 3

SPMK 640 – Sports Data Analytics for Marketing Optimization
This course introduces students to the analytical tools and frameworks used to evaluate fan data, sponsorship ROI, social media insights, and marketing effectiveness in the sports industry. Through direct projects and data-driven case studies, students will apply analytics to optimize marketing decisions, create insight-based strategies, and predict fan engagement outcomes. Credit Hours: 3

QMB600 – Quantitative Business Research
This course provides an overview of the quantitative techniques and methodologies in business. Students will develop the fundamental knowledge and skills needed to conduct effective primary and secondary qualitative and quantitative research and to analyze and present findings and conclusions.
Pre-Requisites: None. Credit Hours: 3

ONLINE DELIVERY

Urbe University offers its programs in both onsite and online modalities.

Admission Requirements for Associate and Bachelor Programs

Applicants are required to comply with the following to be considered for admission:

- Submit a high school diploma or GED.
- Submit a completed admission application.
- Pay the $100 application fee.
- Copy of a valid government issued ID.
- Online students must have access to the internet and equipment as specified in this catalog.
- Students applying for the undergraduate program must also submit a copy of their official transcripts from their High School and have achieved a minimum grade point average (GPA) of at least 2.0.
- Complete online assessment survey

Admission Requirements for the Master Programs

Applicants are required to comply with the following to be considered for admission:

- Submit transcripts from a completed bachelor's degree (degree from a specific field not required)
- Submit a completed admission application.
- Submit a $100 application fee.
- Copy of valid government issued ID.
- Online students must have access to the Internet with minimum requirements as specified in this catalog under the distance learning section.
- Students applying for the graduate program must also submit a copy of their official transcripts from

their undergraduate. An applicant with a GPA lower than the minimum can only be approved by the Dean.

- Academic credentials earned at institutions outside United States are to be evaluated by an official evaluation agency as per the policy included in this section of the catalog.
- Applicants whose primary language is not English and enrolling to the English Track must present proof of English proficiency as per the policy included in this section of the catalog.
- Applicants whose primary language is not Spanish and enrolling to the Spanish Track must present proof of Spanish proficiency as per the policy included in this section of the catalog.
- Complete online assessment survey

Distance Education Orientation

New online students are automatically enrolled in an online orientation before they are allowed to begin their courses. The orientation gives students the opportunity to become comfortable with the institution's online student learning platform. Students must participate in all areas of the orientation course to receive attendance. Students must complete the assessment survey, which will be reviewed by the registrar. Completion of this survey confirms students have the proper equipment and ability to learn via online distance education modality. If a student receives a score of less than 80% of the survey questions, the registrar will speak with them to address any areas of concern and to determine if distance education will allow them to be successful.

Add/Drop Period

Students may add or drop courses without academic or financial penalty during the official Add/Drop Period, which is the first 7 calendar days of the term. Courses added during this period will appear on the student's academic record, and courses dropped will not be recorded. After the Add/Drop Period ends, schedule changes are subject to the institution's withdrawal policies and may result in academic and/or financial consequences.

Academic Advising

The academic advisor and students engage each month in person, via phone or video conference, to encourage successful completion of their program of study. Faculty advisors also are available through email for guidance related to academic issues.

Academic Support

By accessing the Virtual Classroom, students are in contact with professors and this communication is provided as follows:

1. Forums: All courses have an inquiry discussion to address students' questions about different academic topics.
2. Course Chats and Messages: Chatting with professors and peers provides synchronous interaction. In addition, here students can ask individual questions to professors and/or tutors regarding academic or non-academic issues that could affect their performance.

Technical Support

Technical support on the use of the platform is available at students' and professors' request throughout the course and provides information about course activities and how to use the platform tools. Students have access to technical support from Monday to Sunday 24/7. A Technical Support Hotline is available on the student's portal.

Class Materials

Online class material is prepared before the semester begins, and available to students when the course of enrollment is opened.

General Attendance Policy – Withdraw Determination

Students without attendance (to all of their enrolled courses) for a period of 14 consecutive days within a term, will be automatically withdrawn from their program of enrollment. Students may request a Leave of Absence (LOA) when in need of being absent from the university for a period longer than 14 days, due to reasonable circumstances such as family illness, disability, work conflict or emergency. Please refer to the policy on Leave of Absence included in this catalog for details.

Attendance Policy for Online Classes

Attendance for online classes is recorded based on student participation in the required assignments on a weekly basis. Students receive attendance for the week when at least one assignment has been posted for any activity related to the week in consideration. If a student is without any attendance for two (2) weeks or more (consecutively) within a term, that student will automatically be withdrawn. Extenuating circumstances such as military, illness or funerals will be determined on an individual basis with documentation provided by the student.

Hardware/Software Requirements for Students

The distance learning platform requires specific features to "carry out" different tasks. Thus, students and teachers should have a device that meets the following standards:

HARDWARE	
MINIMUM	**RECOMMENDED**
Pentium D or higher.	PC or MAC from 2008 to present
1 GB Memory RAM or higher.	4 GB Memory RAM or higher.
[1024x728] Video resolution	[1366 x 768] Video resolution
Fixed or wireless Internet Access (1Mb).	Fixed or wireless Internet Access (5Mb min).
Microphone and Audio Headphones.	Microphone and Audio Headphones.
Camera	Camera

SOFTWARE	
MINIMUM	**RECOMMENDED**
Web Browser Mozilla Firefox v.22 or more recent.	Any web browser: we recommend Mozilla Firefox or Google Chrome (updated).
Operating Systems:	Operating Systems:
Windows XP or more recent	Windows 7 and up
Mac OSX 10.5 "Leopard®"	Mac OS-X 10.5 "Leopard®" and up
Acrobat Reader (Free software).	Acrobat Reader (PDF Reader).
Macromedia Flash Player.	Macromedia Flash Player.
Microsoft Office, Open Office, or Libre Office.	Microsoft Office, Open Office, or Libre Office.

Learning Platform

Our learning platform is Canvas; it provides our learners with a tutorial that guides them on the diverse ways they can interact online. Our students may work individually and collaboratively and will take part in synchronous and asynchronous activities in which they can choose their own learning pace. The online

resources are available to our learners and can be downloaded from our platform. Users will be shown a wide variety of activities they can complete once the course starts. The elements contained in the platform are:

- Course Syllabus: Outlines the path to the class.
- Chats: Allows the student to interact with other students and the professor.
- Forums: This asynchrony tool allows the class participants to create threads of information that will be available throughout the class. A great tool for studying down the road.
- Calendar: Reminds the students how the class has advanced and reminds them of tasks, quizzes, or exams ahead.
- Document load zone: Throughout the course the student will have places to load assignments in a clear and convenient way.

Response Time

When a student sends a message with a question, or posts a message in a forum, the instructor is expected to respond within 24 hours during weekdays, and 48 hours during the weekends.

Student Assessment

Each course in a program provides a variety of both formative and summative assessments to evaluate student learning. Most courses require written assignments in the form of essays or short responses to discussion questions that cognitively engage the learner in achievement of the performance objectives specified for each course. Summative evaluations take the form of either written essays or final exams.
Students are required to complete an end-of-course survey. The responses provide feedback on the students' learning experience for that course. Responses cover the range of questions about the instructional materials, instructor facilitation, support materials, student service support, and technology.
The students' assessment grades, course grades and end of course survey responses provide a continuous feedback loop into course development and instruction that allows for continual improvement.

Course Syllabi

A course syllabus is available to students in their course portal as soon as the course is open. The syllabus includes all information pertaining to the course including objectives, textbooks and references, activities to be completed per week, the grading system, attendance policy, rubrics, additional resources, and faculty office hours.

Student Success

To evaluate the students' success in achieving the online learning goals, students must:

- ✓ Submit all course work, projects, and assignments online.
- ✓ Conduct research, and work individually, as well as collaboratively.
- ✓ Participate in discussions / Virtual Classroom (real time)/ and chat.

Professors are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' and professors' performance throughout the course. Student progress is evaluated by using our virtual classroom tools provided by our platform.

Computing and Networking Resources

Although all learning resources, the Learning Management System, and Discussion Boards are not open for public access, students should note that they are not private or confidential and neither students nor faculty should assume privacy when communicating in the Learning Management System. The institution may access and observe communications conducted in the Learning Management System for regulatory, accreditation, and other administrative purposes, or for the purpose of enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct, or other complaints.
In addition, Riggs College of Allied Health recognizes the need to provide limited access to the Discussion

Board and to other learning resources to persons other than students, alumni, faculty, and staff.

Discussion Board Access

For regulatory, accreditation, and other administrative purposes, Discussion Boards may be accessed and observed by persons other than students, faculty, and staff. Access to the Discussion Boards will be authorized only after the review of such a request and the determination that access is necessary and appropriate, does not infringe on the activities of students and faculty, and does not threaten the academic integrity of the Discussion Boards. Although the Discussion Boards are not open for public access, they are neither in the private nor confidential domain; neither students nor faculty should assume privacy within the Discussion Boards.

Student Login, Username and Password

Each student is assigned a designated username and password to log into the online platform and courses. Students with technical issues, please contact Technical Support via email for assistance if any login problems occur.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities conducted under a student's username rests solely with that student. Students are responsible for keeping their password secret and not providing it to anyone. A student found to provide their login access to someone else for the purpose of completing class work will be given a grade of F for the course and required to repeat at their own cost.

Contact Information for Students

Students are responsible for keeping their contact information accurate and current. Students' contact information is the information they submitted upon initiating the application process. Students wishing to update any of their contact information should contact the support department through their portal and include:

- ✓ Student's full name (first and last name)
- ✓ Student ID

The primary form of official communication is through e-mail. Students are required to maintain active e-mail addresses and inform the institution of a change of address according to the process described above. To ensure receipt of important communications, students should make sure that spam filters are set to receive e-mail from the institution.

Student Services

All administrative personnel as available to students during the university normal business hours in person, over the phone, or via video conference.

Faculty is also available as per their office hours listed in the student learning portal in person, over the phone or via video conference.

E-Library

Students and faculty have access to the University´s Online Library, which is an important online resource for academic assignments, projects, and research. URBE University subscribes to LIRN, Library and Information Resources Network, available at www.lirn.net. This library provides students and faculty with access to instructional, academic, and research resources.

Email Communication

E-mail communication is the preferred communication medium for students, faculty, and staff. To take

advantage of this technology, it is required that students, faculty, and staff acquire and maintain e-mail access with the capability to send and receive attached files.

HOW TO CONTACT US

Visit our school website at www.urbeuniversity.edu
Call us at 844-744-8723.

Send us an email to one of the following addresses depending on your need or request:

General information info@urbeuniversity.edu
Academics academics@urbeuniversity.edu
Admissions admissions@ urbeuniversity.edu
Bursar Office bursar@urbeuniversity.edu
Registrar Office registrar@urbeuniversity.edu
Career/Student Services careerandstudentservices@urbeuniversity.edu
Technical Support support@urbeuniversity.edu

STAFF AND FACULTY

OFFICERS OF THE UNIVERSITY

President ……..……...

Campus Director/ Director of Education Programs ……. Eric Roberts, PhD

Director of Operations…… ……..Oscar Belloso Vargas, PhD

Director of Administration..... Maria Andreina Belloso, PhD

Director of Marketing ..... Maria Ines Belloso, PhD

Financial Director……...Monique Pulido

Dean/Director of Business Programs……..... ……Raymond Lopez, PhD

Associate Director of Admissions/Student Services …...……..Francia Gamboa

IT Coordinator & Systems Admin …… Sal Rodriguez

Associate Dean/Instructional Designer ……..Jose J. Escobar

Associate Operations Officer……..... Jennifer Sola

Librarian ……..... Karely Carrion, MLTS

FACULTY LISTING

Arroyo, Maelyn
Master of Environmental Management, Metropolitan University, Puerto Rico
Bachelor of Science, Interamerican University, Puerto Rico

Boloix, Mayra
Masters in TESOL and Psychology/ Guidance Counseling, Carlos Albizu university, Florida Bachelor's in Education, University of Miami, Florida

Cardenas, Evelyn
PhD in Business/ Marketing/ North Central University, MBA/ The University of Iowa,
BBA in Marketing and BA in International Studies, The University of Iowa

Fernández, Arnaldo
Máster in Journalism, Universidad de la Habana, Cuba.
Bachelor of Science in Teaching Physics in High School, Universidad de la Habana, Cuba.

Fuenmayor, Jesús
PhD in Management Science, Universidad Dr. Rafael Belloso Chacin, Venezuela.
Master's in Communication Science, Universidad Dr. Rafael Belloso Chacín, Venezuela.

García, Alfonso
DBA, Argosy University, Florida. MBA, University of Phoenix, Arizona.
Bachelor of Science, Barry University, Florida.

Gonzalez, Ada
Master of Science, ESL Education, University of Cienfuegos, Cuba
Bachelor of Science, ESOL Pedagogic University, Felix Varela of Santa Clara, Cuba

Herrera, Andrea
Master of Arts/ Medieval & Byzantine Studies, Art History, King's College, England
Bachelor of Arts/ English Literature, Pepperdine University, Malibu, California

Lederman, Nathan
PhD in Economics, Universidad Central de Venezuela (UCV), Caracas - Venezuela
Master of Business Administration (MBA), the University of Illinois at Urbana- Champaign, U.S.A.
Master in Economics, Universidad Católica Andrés Bello (UCAB), Caracas – Venezuela

Medina, Idali
Course Development for Multimedia Design, University of Havana.
Bachelor of Science in Mathematics, in Mathematics, University of Havana

Mena, Juan
Master of Accounting/ Florida Atlantic University, Florida
Master in Business Administration, INCAE School of Business, Nicaragua
Bachelor of Administrative Studies, York University, Canada

Monteavaro, Rafael
Master Degree in Mathematics, in Mathematics Pure and Applied, University of South Florida
Master's Degree in Mathematical Sciences in Specialty, University of Havana, Cuba
Bachelor of Science in Mathematics, in Mathematics, University of Havana, Cuba

Morales-Ramirez, Carlos
Master of Arts in Geography, West Chester University of Pennsylvania

Perez, Jessica
Doctorate in Business Administration, Capella University.
Masters in Business Administration, Brandman University.
Bachelor of Arts, Concordia University

Rea, Carolyn
Master of Arts in Clinical Psychology, Edinboro University, Pennsylvania
Bachelor of Arts in Psychology, Edinboro University, Pennsylvania

Silva, Alberto
Doctor of Philosophy in Business Administration, Universidad de Almería, Spain.
Master of Engineering, University of Florida.

Skala, Jorge G
Master of Business Administration, University of Phoenix

Theodore, John
DBA in Management, University of South Africa, South Africa

VanderPal, Geoffrey
DBA in Finance, Nova Southeastern University, Florida
Master's International Business, Nova Southeastern University, Florida
Bachelor of Science in Business Administration, Columbia College, New York

Waltman, Bradley
Master's degree in English, Hunter College, New York
Bachelor's Degree in Spanish, James Madison University, Virginia

ACADEMIC CALENDAR 2026-2027

2026

Winter Semester – 16 weeks	Summer Semester – 16 weeks	Fall Semester–16 weeks
Jan 12 to Apr 27, 2026	**May 11 to August 30, 2026**	**Aug 31st to Dec 20, 2026**
Winter A- Jan 12 to Mar 8 Winter B – Mar 9 to May 10	Summer A – May 11 to July 5 Summer B – July 6 to Aug 30	Fall A–Aug 31 to Oct 25 Fall B – Oct 26 to Dec 20
Holidays Jan 19 – MLK Day Feb 16 – Presidents Day April 3rd – Good Friday	**Holidays** May 25th – Memorial Day July 4th – Independence Day	**Holidays** Sept 7 – Labor Day Oct 12 – Indigenous People Day/Columbus Day Nov 11- Veterans Day Nov 26- Thanksgiving
Spring Break	**Graduation**	**Christmas Recess**

April 13th to April 19th 2026	May 15th 2026	December 21st to January 3rd 2027
GRADUATION		
Last day to apply for May Commencement	**March 20th 2026**	
Commencement Ceremony	**Friday May 15th, 2026**	

2027

Winter Semester – 16 weeks	**Summer Semester – 16 weeks**	**Fall Semester–16 weeks**
Jan 11 to May 9, 2027	**May 10 to August 29, 2027**	**Aug 30th to Dec 19, 2027**
Winter A- Jan 11 to Mar 7 Winter B – Mar 8 to May 9	Summer A – May 10 to July 4 Summer B – July 5 to Aug 29	Fall A–Aug 30 to Oct 24 Fall B – Oct 25 to Dec 19
Holidays Jan 18 – MLK Day Feb 15 – Presidents Day April 3rd – Good Friday	**Holidays** May 31th – Memorial Day June 19th - Juneteenth July 5th – Independence Day	**Holidays** Sept 6 – Labor Day Oct 11 – Indigenous People Day/Columbus Day Nov 11- Veterans Day Nov 25- Thanksgiving
Spring Break	**Graduation**	**Christmas Recess**
March 22 to March 26 2027	May 14th 2027	December 20th to January 2nd 2028
GRADUATION		
Last day to apply for May Commencement	**March 19th 2026**	
Commencement Ceremony	**Friday May 14th, 2027**	