

URBE

UNIVERSITY



STUDENT HANDBOOK

Table of Contents

Mission	6
Admissions	6
General Admissions Requirements	6
Distance Education Orientation Requirement	7
Enrollment Agreement	7
Cancellation and Refund Policy.....	7
Course Cancellation	8
Program Cancellation Policy	8
English Proficiency	8
Transfer of Credits and Transcript Translation:	9
Section 3: Academic Calendar	9
Bachelor of Science	9
Master Programs	10
Academic Policies	10
Satisfactory Academic Progress Policy (SAP)	10
Required Minimum Cumulative Grade Point Average (GPA)	11
Calculating Grades and the Grade Point Average	11
Graduating Honors	11
Grading System	12
Students' rights for Grading and other Information	12
Academic Progress Categories	13
Final Grade Changes	13
Procedure for Students Addressing Classroom Related Issues.....	14
Maintaining Student Record	14
Course Numbering System:	14
Clock and Credit Hours	14
Language Paths	15
Mathematics and Writing Policy	15
Distance Learning Methods of Instruction	16
Plagiarism and Intellectual Property	16

Learning Platform for Online Classes.....	16
SHB.v2.2 (01/06/2026)	
Hardware/Software Requirements	17
Email and Internet Use Policy:	18
Electronic Library	18
Academic Advising	19
Attendance Policy	19
ATTENDANCE POLICY FOR ONLINE COURSES	20
Library Use Policy	20
Students Rights and Responsibilities	20
FERPA: Family Educational Rights and Privacy Act	20
Disability Services and Academic Accommodations	21
Health and Safety	21
Non-Discrimination Policy	21
Complaints	22
Alcohol and Drug Use	22
Sexual Harassment	22
Hazing Policy	23
Policy Against Hazing	24
Disciplinary Standings	24

Office of the President

Doral Park Building

2550 NW 100 Avenue

Doral, Florida 33172

Oscar Belloso Medina, PhD, President Dear

Students:

It is an exciting time for you and for all of us at URBE University. We at URBE are so very excited to be able to provide you with what will be one of the most important happenings in your life. Education is what will provide you with what you will need in your professional career and throughout your life. This academic year will offer many opportunities as well as challenges, yet with dedication, motivation, and the support from all of us at URBE you will soon find yourself walking across the stage at graduation and being awarded a degree.

As President of URBE, I am always so very happy to welcome new and returning students to the University. Just knowing how students will benefit and prosper during their lives as a result of the education received, obtaining a degree and future opportunities is what makes all of us at URBE so very committed. Each of us has an important job to do to ensure that you receive what is needed to be successful and to continue to be a life-long learner. It is your responsibility and commitment to fulfill the requirements, to work hard and to become an individual that makes a difference in all they do in life.

As a student sometimes there may be disappointments or challenges that you will face, however, remember someone is at URBE that will help you to make the decisions you need to overcome difficulties. Ask questions, be committed to your goals, work with and engage with peers and the faculty and learn and grow. Your achievements will result in your success and never think you cannot make it. Over the next few weeks, you will learn to manage your time and become familiar with your new and exciting learning environment. Take some time to review this student handbook and become aware of all that will assist you here at URBE.

All of us look forward to working with you in this phase of your life, assisting you and celebrating with you at the end of your successful educational journey.

Best of Luck!

Oscar Belloso Medina, PhD, President

Campus Director

Main Campus

11430 NW 20th Street, Suite 150

Sweetwater, Florida 33172

Dear Student,

On behalf of the faculty and staff of URBE University it is my pleasure to say welcome. We invite you to experience the challenging and rewarding educational opportunities we offer all of our students. Here at URBE, we understand making the decision to attend college is a serious commitment, which exemplifies a time of growth and focus to help you prepare for the academic rigor of a college education. This commitment takes discipline, purpose, and confidence to help you achieve your goals and pave the road to your future. It will provide opportunities to become professional and competent in the career you chose that will lead towards employment in a global labor workforce.

The entire URBE University family welcomes and supports all students in their learning, discovery, leadership development, and engagement both on and off campus. Rest assured that you are never alone at URBE University. Together we will create a force that will make you unstoppable making you an asset to our society. During your time at URBE, I encourage you to become a fully educated and active citizen of the community. I am confident that you will graduate from URBE University and leave your mark as a member of this institution.

As you expand your knowledge and develop your individual talents, URBE will be cheering for you every step of the way.



I wish you success!

Mary Carrillo, EdD (c), MBA, Campus Director

URBE UNIVERSITY STUDENT HANDBOOK

URBE University is a fictitious name; the official corporate name is Rafael Belloso Chacín University, Inc.

URBE is the acronym of **University Rafael Belloso**

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.

Admissions

The admissions department engages interested individuals about the opportunities and quality of URBE University. Trained and knowledgeable admission representatives provide information about programs and degrees offered at URBE and assist individuals with their career choices. Additionally, admission representatives coordinate campus tours, interviews, open house days and special community events.

Interested individuals may obtain applications by visiting the campus, meeting with an admission representative and if necessary, take any required entrance tests. The current University Catalog is made available to individuals who have applied to the university by email. The catalog will be

provided electronically to the student. The student will be required to return an acknowledgement form.

General Admissions Requirements

Applicants to the University must meet the following requirements as well as any specific program requirements as noted in the University Catalog. Applicants seeking acceptance to the University must be eighteen years or older (18). Those individuals who may apply to the University and are not eighteen or older, will be considered for conditional acceptance if they meet the University's requirements and parental/guardian formal authorization is provided.

1. Applicants must complete and entrance interview with an admission representative.
2. An enrollment agreement must be completed.
3. Applicants who have completed secondary education outside of the United States must provide to the University original copies of all required information such as transcripts and diplomas or General Education Diploma (GED) regarding secondary education.

The applicant is exempt from providing evidence of the completion of secondary education if he or she can provide the following:

1. A degree obtained in an educational institution recognized by the United States Department of Education
2. Official transcripts of the credits obtained in a college or university recognized by the United States Department of Education.
3. Evaluation from a recognized and approved by the United States Department of Education evaluation agency certifying that the degree and credits obtained are equivalent to those obtained from a United States institution of higher education. All evaluations must be in English.
4. Provide an official academic transcript from a post-secondary institution approved by the United States Department of Education if the applicant requests transfer of acquired credits.

Distance Education Orientation Requirement

Prospective students for distance learning modality must successfully complete an online student orientation questionnaire in order to be allowed to complete the enrollment process. The orientation gives students the opportunity to become comfortable with the online student learning platform and for Urbe to assess the student readiness for distance education.

Enrollment Agreement

Upon meeting with an admissions representative, review of the University Catalog, Student Handbook, and all financial obligations and costs are known, applicants will need to sign and date an enrollment agreement. Upon review of all information an authorized University official shall sign and date the enrollment agreement constituting admission to the University. A copy of the enrollment agreement shall be provided to the applicant.

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. Cancellation 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, with the exception of 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, with the exception of the registration fee (not to exceed \$150).
5. Cancellation after the last day of the add/drop period, will result 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 100 percent refund.
9. Should the prospective student not meet the entrance requirements will result in 100 percent refund.

A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the University site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. The University will provide its graduates with assistance and job leads upon graduation, upon cannot guarantee job placement or employment.

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 Policy

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

English Proficiency

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

TOEFL (Test of English as a Foreign Language) Score of 500 or better on the written exam or score at least 173 on computerized test, or a score of 173 on a computer- based examination, an internet-based (IBT) of 61 or an IELTS score of 6.0 or higher.

At least six (6) credit hours of English composition (passing grade of C or better) from an accredited U.S college or university, or

Completion of an A.A. or A.S. degree from a U.S college or university

Applicants who do not demonstrate minimum English proficiency requirements must successfully complete ELP courses.

TOEFL exemptions are considered on an individual basis, applications for exemption must include one of the following categories:

1. The applicant comes from an English-speaking country.
2. The applicant has completed with a minimum grade point average of 2.0 at least one year of full-time study at a recognized high school, college, or university in which the primary language is English.
3. The applicant provides evidence of completing a high level of intensive English study.
4. The applicant has evidence of having obtained a passing grade in a proficiency test of English.

Transfer of Credits and Transcript Translation:

Individuals with previously obtained college level credits from accredited institutions of higher education may submit official transcripts for review. The Deans and other designated academic officials will review the transcripts and determine the acceptability of the credits toward the University courses. It is at the discretion of the University to determine acceptable transfer credits. The reviewed and determined transfer credits will be processed by the Registrar's Office. The University also reserves the right to make changes to programs and courses available. Official transcripts from colleges and universities outside of the United States must be translated by a credentialing evaluation member of the NACES, a recognized and official translation association.

Section 3: Academic Calendar

The University offers both undergraduate and graduate degree programs though the semester system. During the academic year there are three semesters, Fall, Winter and Summer. Undergraduate degree programs may be completed in four (4) years with a total of one hundred

and twenty (120) credits. Graduate degree programs may be completed within eighteen (18) months with a total of forty-five (45) credits.

Each semester has eight-week terms for the Undergraduate and Graduate Programs:

Semester 1 Fall: September through December Terms A and B

Semester 2 Winter: January through April Terms A and B

Semester 3 Summer: May through August Terms A and B

Note: **The official Academic Calendar can be found at www.urbe.university** All our programs are offered on-line, on ground, and hybrid.

Bachelor of Science

Business Administration

Mass Communication and Marketing

Master Programs

Business Administration (MBA)

Instructional Design and Technology

The Master of Business Administration Degree Program courses are offered for eight weeks (8) and classes meet twice per week for a total of sixteen (16) class meetings. Master programs require successful completion of forty-five (45) credits and students can complete the degree in less than three years. Students are required to maintain a 3.0 Grade Point Average throughout the terms of the master's degree programs. The program is available online, on ground, and hybrid.

Note: The official Academic Calendar can be found at: www.urbe.university

Academic Policies

Satisfactory Academic Progress Policy (SAP)

Bachelor of Science Programs: Students are required to meet the academic standards and maintain a grade point average demonstrating the ability to successfully complete the degree programs. The Satisfactory Academic Progress measures three factors:

1. **The Cumulative Grade Point Average** is a qualitative measure of the cumulative grade points earned. A cumulative grade point average of a minimum of a 2.0 (2.0= C alpha grade) is required for all credit hours attempted to remain in compliance with the Satisfactory Academic Policy.
2. **Credit Hour Progression** requires student to complete at least 67% of the attempted credit hours each semester to remain in compliance with the SAP Policy. Credit hour progression will be measured based upon the cumulative total of attempted hours to the earned hours.
3. **Maximum time frame** is 1.5 times the normal completion time for 120 credits. **For example, only:** four years to complete a Bachelor of Science Degree with a required 120

credits, plus an additional two years= 1.5 times the length of the program for a total of six (6) years. Extenuating circumstances may result in applying the Maximum Time Frame.

Master’s Programs: Students who follow their assigned class schedules and achieve the minimum passing grades required for all courses will complete the master’s degree program with 45 credits in two (2) years.

1. The Maximum time frame is 1.5 times the standard completion for 45 credits.

For example, only: Two years to complete a Master of Science Degree with 45 credits, plus an additional one year= 1.5 times the length of the program for a total of three (3) years. Extenuating circumstances may result in applying the Maximum Time Frame.

Transfer credit is based upon review of official transcripts and is determined on an individual basis and is at the discretion of the receiving institution. Transfer credit must be from an accredited institution of higher education. A maximum of 6 credits could be transferred to the Master program.

Required Minimum Cumulative Grade Point Average (GPA)

Students who qualify and obtain financial assistance must maintain a cumulative GPA of:

Bachelor of Science Programs: Required cumulative Grade Point Average is 2.0

Master’s Programs: Required cumulative Grade Point Average is 3.0

Calculating Grades and the Grade Point Average

Example of Calculating Grades

Example Student Transcript			
Course	Credit Hours	Grade	Grade Points
Composition 1	3	A=4	12
Management	3	B=3	9
Math I	3	C=2	6
Marketing	3	C=2	6
12 Total Credit Hours Attempted			33 Total Grade Points

Calculate the GPA.

Example student's GPA, the total grade points are divided by the total credit hours attempted.

Total Grade Points		33 12	
Total Credit Hours Attempted	<u>divided by</u>		= 2.75

Graduating Honors

The following honors will be bestowed upon graduates achieving the following final cumulative grade points.

1. CUM LAUDE 3.50 to 3.69
2. MAGNA CUM LAUDE 3.70 to 3.89
3. SUMMA CUM LAUDE 3.90 to 4.00

Grading System

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the students' grade point average (GPA) and the credits assigned for the course taken are included in the calculation of total credit hours attempted.

UNDERGRADUATE GRADING

Letter Grade	Numerical Value	QP – Quality Points	Letter Equivalence
A	90-100%	4.00	
B	80-89%	3.00	
C	70-79%	2.00	
D	60-69%	1.00	
F	0-59%	0.00	
I	-	-	Incomplete
TR	-	-	Transfer Credit
W	-	-	Withdrawal

GRADUATE GRADING

Letter Grade	Numerical Value	QP – Quality Points	Letter Equivalence
A	90-100%	4.00	
B	80-89%	3.00	
C	70-79%	2.00	Only 2 C's Allowed*
F	0-69%	0.00	
I	-	-	Incomplete
TR	-	-	Transfer Credit
W	-	-	Withdrawal

***Students with more than 2 letter C grades, must repeat any of the courses to improve the grade to graduate.**

Students' rights for Grading and other Information

Students have the right to a review of all the grades they have acquired during classes. Students will be able to view their grades and if explanation is needed it is the responsibility of the faculty to explain each grade and the grading system. Students who may have a concern regarding grades or other information should always consult with their assigned faculty member. If the student is not fully satisfied, he or she may bring the concern or situation to the appropriate Dean. If there is no resolution of the concern or situation the student may contact the Campus Director. Students who receive a failing grade (F grade) may repeat the course two times (2) at their own expense. The final grade for the course will be calculated based upon the last final grade upon completion of the course. The minimum cumulative grade point average for graduation at the undergraduate level is a 2.0 and at the graduate level it is 3.0. Students in the graduate level courses must get a B or better in each course. If a student should receive a grade of F they will be placed on academic probation and must repeat the course in which they received an F grade. Graduate students with more than 2 C's will not be able to graduate, unless they retake one of the classes to replace the C grade for a B or an A. Only 2 C's allowed in the program.

Academic Progress Categories

Satisfactory Academic Progress (SAP) Warning: A student will be placed on Satisfactory Academic Progress Warning at the end of a term for which the SAP standards have not been met. The warning status applies to students who have previously during the prior term achieved a satisfactory grade point average and during the next term have not achieved satisfactory academic progress.

Probation: At the end of a semester students whose cumulative grade point average (GPA) is below a 2.0 or whose completions rate is less than 75% of all credits attempted will be placed on academic probation for not achieving required. A student may appeal and in doing so must provide reasons for not meeting Satisfactory Progress as well as what may now allow for improvement to further continue and achieve satisfactory academic standards. If the appeal is approved, the student will be allowed to remain on probation until the next period. If the appeal is granted, students will be advised and assisted with an Academic Improvement Plan by an Academic Advisor. After one term if the student meets the requirements for Satisfactory Academic Progress, the student will be removed from probation. If a student has not met satisfactory academic progress after one semester of being on probation, the student will be academically dismissed.

Final Grade Changes

Changes to a students' grade must be submitted with the first two weeks of the next session. The responsibility for academic evaluation and the assignment of all grades is that of the faculty assigned to teach the class. Incomplete grades can be changed once a student fulfills and submits all required work. Faculty members may assign a final grade if the work required is completed and submitted within the two (2) week time period. Should the student not fulfill and submit the required work, the faculty member has the discretion to change the

Incomplete grade to a final grade of F; or a final grade based upon the completed seventy (70%) of the course work the student has completed.

Academic Dismissal: A student who fails to achieve the required minimum GPA or the required completion rate by the end of the probationary semester will be academically dismissed from the university. Students who have been academically dismissed and desire to return to the university will have a six-month waiting period. All admission processes must be completed prior to acceptance to the university again.

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, may file a written appeal with supporting documentation to the Registrar Office, who, with the Chief Academic Officer will make the final decision regarding about the student's appeal within 5 days. If the student's appeal is granted, the student will be changed of status to making satisfactory academic progress.

Procedure for Students Addressing Classroom Related Issues

1. Students must address their assigned faculty member for all class related questions, concerns, and extraordinary circumstances.
2. Students must notify the faculty member first before seeking assistance from another member of the URBE university.
3. If the student has exhausted all efforts to reach the faculty member or has been unsuccessful in resolving their classroom related issue, they should contact the Department Dean.

Maintaining Student Record

All student records are secured within the Registrar's Office. Included in students' records are academic and personal information obtained from the student. The records contain admission applications, grades and credits earned in courses or transferred to the University, and other documentation that may be deemed necessary by the University.

Course Numbering System:

The course numbering system uses alpha headings and numbers to identify and describe the level of courses in programs. The letters identify the type of courses and the numbers identify the level and sequence of courses. The courses letters and numbers are those established by the University and not those of the state common course numbering system. All course descriptions including the names, numbers for all programs can be found in the College Catalog online at www.urbe.university.

Clock and Credit Hours

Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities or online that count toward completing a program of study. The contact/clock hour is defined as 50 minutes of educational instruction and 10 minutes of recess. 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.

Degrees Awarded at the University

<u>Program</u>	<u>Credits Required</u>	<u>Credential Awarded</u>
Business Administration	120	Bachelor of Science
Mass Communication & Marketing	120	Bachelor of Science
Business Administration	45	Master of Business Admin.
Instructional Design and Technology	45	Master's Degree

Language Paths

The University provides two (2) language paths, one in English and the second in Spanish. All applicants must select a language path prior to attending any class. All courses are offered in both English and Spanish and if applicants qualify, they may choose the language they wish to take for their respective courses.

Applicants whose first language is not English but wish to select the English Path must submit one (1) of the following as proof of English proficiency.

1. TOEFL (Test of English as a Foreign Language) score of 500 or better on the written exam or a score of at least 173 on the computerized test.
2. At least six (6) CREDIT HOURS OF English composition (passing grade of C or better) from an accredited college or university.
3. Completion of An Associate of Arts or an Associate of Science Degree from a U.S. college or university.
4. Applicants whose first language is not Spanish but who want to select the Spanish Path must submit one of the following for proof of Spanish proficiency:
 - a. A recognized and acceptable examination to indicate Spanish proficiency.

- b. At least six (6) credit hours of Spanish composition or equivalent with a passing grade of C or better from an accredited Spanish speaking college or university
- c. Completion of an Associate of Arts or an Associates of Science degree from an institution of higher education approved by government and or the ministry of education in foreign countries.

Mathematics and Writing Policy

The University takes measures to ensure the integrity of all academic courses focusing upon the quality of writing and mathematical knowledge and skills for all students. Students enrolled in ENC120, College Composition I and ENC121, College Composition II and MAC105, College Algebra I and MAC114, College Algebra II.

Specific requirements and information are included on the course syllabi for the above courses. Faculty members teaching the above courses will provide further information and explanation regarding the minimum criteria of math and writing courses.

Distance Learning Methods of Instruction

In addition to all required admission and registration processes those students who may choose to take online classes will be offered the services and assistance as those students who attend classes face to face. Online academic requirements for all programs the University offers are those of rigor and quality in addition to the distinct standards the University holds for all academic programs. Online students are expected to be computer literate and familiar with the Internet. All course information and faculty members' requirements for courses are contained in the course syllabus. Students in online classes are required to complete all work as indicated on the syllabus. A log in is required for accessing online courses and students must participate in online classes a specific number of times per week as noted on the course syllabus. The Universities' Academic Team, Student Services and faculty members are available to assist students taking online classes with their academic progress.

Plagiarism and Intellectual Property

Plagiarism is an act of intellectual dishonesty that involves passing someone else's work off as your own work. Copyright Infringement involves any illegal use of a copyrighted work, such as an article, textbooks, or editorial works without the original author's permission. The use of another's work of any kind is not acceptable at the University in any of the requirements of courses such as reports, projects, essays. Proper citations and references must be used when submitted required work that includes materials, article information, textbook information or any

work that is not that of the students. Faculty members have the right to determine the conditions and or necessary penalty for submitting work without the correct identification and noting of another's work of any kind.

Learning Platform for Online Classes

Blackboard Open LMS is the platform system used and it includes tutorial guides that assist students in learning the fundamentals of the system and interaction online. Students have an opportunity to work individually and collaboratively by taking part in both the synchronous and asynchronous activities in which they can choose to learn and study at their own pace. The online resources are available to students and can be downloaded from the Blackboard platform. Students will be able to view the wide variety of activities they can complete once the course is open. Within the platform is a section for each course, within this section students may find:

Course Syllabi: Each course will have a syllabus with faculty contact information, course requirements, policies and procedures, assignments, discussions, tests and any and all information needed to complete the required work for the course. Additionally, faculty members include information, such as resources, response time, required reading and sources of topic interests, rules and policies for the course.

Chats: This is an asynchrony tool that allows members in the same class to create threads of information that become available to the entire class.

Calendar: Reminders and notices of what course assignments, discussions, exams, tests, and quizzes are due throughout the course.

Document Load: Throughout the courses, assignments, essays, reports, and any other required work can be uploaded in the document load zone for grading and or review.

Students wishing to complete online courses in any program need to have computer skills and familiarity with the Internet. With each online course there is an orientation provided prior to the start of each semester/term. The University's Academic Team assists students with becoming familiar with online course requirements.

Faculty and student interaction are important elements of the online learning experience. Methods of interaction include online lectures, email, document sharing, discussions, chat sessions, video, and audio recordings. Students will be required to log in and participate in an online class session for a specific number of times per week, as noted on the syllabus.

Faculty members will respond and reply to students' questions and or concerns with 24 hours as noted on the syllabus.

Hardware/Software Requirements

The distance learning platform requires specific features in order operate properly. Students should have a device that meets the following standards in order to maintain online classes.

Students enrolled in the University taking online courses will be required to sign a written form indicating they have the required minimum hardware and Internet capabilities for use to complete the courses in their program of study.

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

HARDWARE	
Mínimum	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.

Email and Internet Use Policy:

Students are expected to use computers for academic work and recognize the importance of Net Etiquette. The University reserves the right to allow students to utilize computers and the Internet for academic purposes and not for entertainment and personal use.

Electronic Library

Students and faculty members have access to the University's Online and on-campus Library. The Online Library is an important part on the academic programs and is a resource for assignments, projects, research, and reports. The University subscribes to the Library and Information Resources Network (LIRN) available at www.lirn.net. The Online Library is a resource providing students and faculty to instructional and academic sources of information and research data and reports.

Student Assessment:

Included in the course syllabus is the assessment systems containing the following information:

1. The complete and specific assessment time frame that is given once students have registered for a course. The time frame includes the dates and hours the required assignments are due and the weight (value) of each assignment has in the final score. Evaluations such as tests, reports, presentations, projects, and quizzes are also included and specified in the calendar of activities.
2. Interactive activities and learning projects or other assignments designed by the faculty member are evaluated and approved by the Deans of each program before being included in the syllabus.

The evaluation of students' online learning objectives and achievements are determined by the students.

1. Passing multiple exams and tests
2. Submission of term papers, reports and assignments, discussions online.
3. Conducting research and working collaboratively
4. Participating in forums: Virtual Classroom (real time), chat sessions programmed by the faculty member and other approved activities as determined by the faculty member.
5. Attendance and participation are based upon the completion of the required course work during a set period. Students can miss two (2) classes in either the bachelor's or master's program. The attendance is recorded, and participation grading is based upon the students' completion of the weekly work assigned.

Faculty members are responsible for updating and monitoring student progress on a regular basis. Student progress is evaluated through the platform in addition to the virtual classroom time and chat sessions. The faculty members have the responsibility to inform students of their academic progress through significant and comprehensive feedback, warnings, time frames and rules and regulations pertaining to the online courses and its content.

Academic Advising

The philosophy of the University embraces the educational and professional growth of students by assisting and fostering students to achieve their academic and career goals. Measures are in place to assure that students are provided with opportunities to succeed and to continue to

become lifelong learners as well as marketable in their chosen careers. To support this initiative the University provides a team of Academic Advisors who work with students and advise and mentor students with their academic and professional career choices. Academic Advisors help to direct and support students with program and career decisions as well as assist those who may need additional academic preparation and coaching.

Faculty members work in conjunction with the Academic Advisors and provide reports of students' academic progress and any issues or concerns regarding students' needs. If necessary, an Academic Advisor will create and provide an academic improvement and time plan to assist students with achieving successful completion of their respective programs and address other necessary concerns and issues. Academic Advisors can be reached at 305-964-8804, ext. 204 and 221.

Attendance Policy

Students enrolled in on-campus classes are expected to attend all scheduled University classes for the courses 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 missed because of an absence. A student with no attendance for two weeks (consecutive or not) during a course of enrollment will automatically be withdrawn and will not be eligible to receive credit or earn a letter grade. The attendance policy is noted for each class on the syllabus. The following is the attendance policy for both the undergraduate and graduate courses:

Undergraduate eight (8) week classes - 2 absences Graduate
eight (8) week classes - 2 absences.

ATTENDANCE POLICY FOR ONLINE COURSES

Attendance for online classes is recorded based in 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 weeks (consecutive or not) during a course of enrollment will automatically be withdrawn and will not be eligible to receive credit or earn a letter grade.

Extenuating circumstances such as military, illness or funerals will be determined on an individual basis with documentation provided by the student.

Library Use Policy

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 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, peer-reviewed documents through Open Sources.

Students Rights and Responsibilities

FERPA: Family Educational Rights and Privacy Act

In accordance with Federal and Florida Laws, the parents of students who have reached the age of 18 enrolled in post secondary educational institutions no longer have any rights under the provisions of this policy unless the student grants written consent to the institution to release any information; or the parents provide evidence that the student is dependent as identified in the Internal Revenue Code. The University will provide access to the student's files following FERPA guidelines. The University will protect all information of students' files and only share information when necessary with members of the University that may have a legitimate educational or University interest. Students records pertaining to counseling, if any will not be made to anyone without the written consent of the student. Students have the right to inspect their personal and academic files. In the case of health or safety emergencies the University may use any information to protect the welfare, safety and health of students and members of the University. All students' files, academic or personal are maintained and supervised by the Chief Academic Officer and held in secure and fire-proof file cabinets within the Registrar's Office.

Disability Services and Academic Accommodations

The University does not discriminate based on disabilities in the admission process or with access to its programs and activities. Reasonable accommodations will be made for those who may have physical disabilities and those who have documented disabilities impacting their learning. University administrations will provide accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973. Reasonable and specific accommodations are individualized, flexible and confidential based upon the documented disability and the academic learning environment.

Health and Safety

The university acknowledges that it is its duty to ensure, so 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 reasonably practical:

- Provide and maintain 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.
- Recording cameras are active within the building. In case of any emergency, faculty members teaching on campus classes will immediately dial 911 and then notify an oncampus administrator such as the Campus Director, Deans, or other administrative personnel on campus.

Non-Discrimination Policy

The University is open to all students who qualify according to the published admission standards found in the College Catalog. The University welcomes qualified applicants without regard to gender, cultural, racial, religious, or ethnic groups. The University is committed to non-discrimination with respect to race, creed, color, disability, marital status, veteran status, and political affiliation.

Complaints

Any act of discrimination must be documented in writing specifying the basis for discrimination and submitted to the Chief Academic Officer. The University will investigate the complaint and all reports will be kept confidential. The University may attempt conciliation between the parties involved and if the conciliation is not achieved, the designated official from the University will issue a report within sixty (60) days of receiving the complaint. The report will include actions deemed necessary such as sanctions and or corrective measures. Both parties will receive in writing the outcomes and procedures for appeals. Appeals of the decisions and actions must be made in writing within five (5) days. Corrective action may include written reprimands, restrictions or loss of privileges and suspension. Complaints may be withdrawn but the University reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any form of retaliation shall be treated as a separate allegation of discrimination. Further information concerning complaints not resolved may be directed to:

Florida Commission for Independent Education

325 West Gains Street, Suite 1414

Tallahassee, Florida 32399-0400

Phone: 850-245-3200 or 888-224-6684

Alcohol and Drug Use

As an institution of higher education, the University is dedicated to the wellbeing of students and employees. The University is an alcohol, drug and tobacco free learning and workplace. The University recognizes that the possession and or use of certain substances are illegal and it follows all local, state, and federal laws.

In accordance with the Florida's Clean Air Act (FCIAA) smoking is prohibited within the University and its surrounding areas. This includes, classrooms, break rooms, laboratories, library, faculty offices, administrative offices and any other facility owned or controlled by the University. University officials may subject students to disciplinary action as deemed necessary when in violation of this policy.

Sexual Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or any verbal or physical contact of any kind and or of a sexual nature that prevents an individual from effectively performing work, learning, and studying activities.

Individuals whether students or employees must be free and safe from any actions that bring about or promotes an uncomfortable or hostile work and learning environment or may be considered as offensive or intimidating. Employees who may become aware of an incident concerning a student or have been told of an incident, must report it to their immediate supervisor or to the Chief Academic Officer (CAO) of the University. Federal Law obligates the University to take prompt and appropriate action in any and all situations.

Hazing Policy

In accordance with Florida law, the University defines hazing based upon the following information.

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

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

Title XLVIII

Chapter 1006 K-20

Education Code

Support for Learning

1006.63 Hazing Prohibited.

The University will make every effort to guard against hazing and to provide students with an environment free from any actions or situations that are noted in the above.

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 as 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:
 - 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.
- Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
- 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 commission 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, the 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.

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. Every effort will be made by URBE University to guarantee that hazing will not victimize students.

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 serious 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 Chief Academic Officer 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 Chief Academic Officer 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.