

JALA UNIVERSITY

Academic Catalog

2022-2023

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Academic Catalog

JALA UNIVERSITY
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Legal Control and/or Structure of JALA

CATALOG PREPARATION

This catalog was prepared by Jala University. The information contained herein was effective December 1, 2022. All information in this catalog is subject to change. Students will be notified of significant changes made at the university. Additional policies and procedures are published in the Faculty and Student Handbooks.

The content of this catalog represents the most current information available at time of publication. However, during the academic year covered by this catalog, it is reasonable to expect updates to be made with respect to the information. Course offerings, policies, and requirements of JALA University are under continual examination and revision to support the university continuous improvement cycle.

JALA's Academic Catalog is reviewed on an annual basis by a committee of advisory council members, administrative staff, and faculty.

In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE) prior to the issuance of the annually updated catalog, the Board of Directors appoints the Chief Academic Officer to be responsible for monitoring new policies and procedures. Addendums, if required, will be published on a biannual basis. An archive of academic catalogs and addendums are available on JALA's website. Students can also request an electronic copy by emailing the Chief Academic Officer.

PRESIDENT MESSAGE

In many disadvantaged regions, education has not been given the importance it deserves, as evidenced by the underinvestment it has received over the years. It has become clear that the education ecosystem in these communities presents severe deficiencies in the face of a highly competitive technology industry.

It is time to transform our reality and take responsibility for building a future for our countries, regions, and families into our own hands. Only a committed investment in education will help us empower today's young talents to grow professionally and improve the quality of life in their communities.

That is why we created Jala University, where we aim to transform the economies of underprivileged regions. We want to do this through the software industry, which offers us many opportunities, since it does not require large infrastructures, as it is an industry that thrives on creativity.

We are committed to profoundly transforming the learning model focused on memorization and repetition to replace it with an education by reasoning, which contributes to building structured thinking. At Jala we define "Knowledge" as the sum of theoretical education and subject-matter

expertise obtained through daily work and practice. Therefore, our proposal not only guarantees a job in this industry, but we make sure that you get to “Knowledge”.

Today I invite you to join Jala University, where we want to support a virtuous cycle that creates incredible professional opportunities, with an impact on the lives of people and regions as a whole, thinking not only about today, but also about leaving a legacy for future generations

HISTORY OF JALA UNIVERSITY

In a region that undeniably needs to develop its production of intellectual property, individuals must access robust and practical learning systems, to be at the forefront of a fast-growing technology industry.

Backed up by 20+ years of experience providing tech education to Latin America, Jala Group has the profound conviction that investing in people and their education is vital. During all this time, we have provided training programs for professionals and engineering students, to bring their skills up to the standards of the high-tech industry.

After years of observing far-reaching problems in the region’s education ecosystem, both in school and college, our expert team analyzed possibilities to face this issue. This is how Jala University was created, to continue the mission started by Jala Group, looking to build exceptional IT talent.

We started planning a traditional campus model, but the impact of the COVID-19 pandemic transformed our initial idea, which later changed into an online approach. In 2021 we received the exemption from the Bureau for Private Postsecondary Education (BPPE), California State, and since then, Jala University is functioning as a US-based institution providing high-quality tech education for students from all around the world, to develop their full potential without having to move abroad.

Thanks to the partnership with Fundación del Saber, Jala University has the support of Jalasoft, the renowned nearshore outsourcing company, and other high-tech partners in the software industry. With this alliance, all of our students receive a full scholarship to be educated without cost and they get hired for a full-time job at the end of their career. All our efforts are aimed at remaining at the forefront of education for the technology industry and helping to build tech-savvy regions, transforming communities and lives.

MISSION STATEMENT

To develop the talent of future software engineers through solid academic training, with the economic and practical support of the industry, providing them with hands-on experience in real cases.

INSTITUTIONAL LEARNING OUTCOMES

Students completing their educational program at JALA University will be able to demonstrate Institutional Learning Outcomes (ILOs) incorporating the breadth and depth of their learning experiences and acquired and core competencies applicable to each program.

JALA University ILOs:

1. Students will demonstrate evidence of high competence levels of verbal, non-verbal and written communication of ideas, perspectives and values in workplace, academic and social contexts.
2. Students will be able to think critically, analyze and resolve problems through gathering information, reasoning, evaluating alternatives and reaching creative appropriate solutions.
3. Students will demonstrate professional and ethical behavior with recognition of the diverse and multicultural communities in which we live.
4. Students will demonstrate leadership skill sets appropriate to the work, personal and professional environments.
5. Students will demonstrate evidence of technology and information literacy resources for evidence-based decision-making as relates to their field of study
6. Students will be able to use mathematical concepts or logic and notations (such as formal languages, diagrams, etc) to express solutions to posed and real-life problems.

PROGRAM DELIVERY

Coursework at JALA University is delivered fully online. Courses use the Internet and our Learning Management System to deliver course materials and to facilitate student-instructor, student-content, and student-to-student interaction. To participate in online courses, the student should have a good understanding of computer hardware and software applications and the Internet.

JALA offers a learning experience that combines peer-based and collaborative learning with information technologies and the Internet. Taken together, this creates an affordable opportunity for universal access to quality higher education with an innovative pedagogical model. Peer-based learning is a collaborative approach that encourages deep reflection by engaging students from diverse perspectives in an encouraging learning environment. The theory behind this pedagogical model is that studying within communities is more motivating and challenging than reading alone or listening to online lectures. The peer learning methodology, with instructor facilitation, stimulates students and offers them a powerful platform to learn from one another.

Students use the school's learning management system and technology platform to access the school's course material, and to collaborate and communicate online with fellow students and faculty members. Students participate in online discussions in the school's Virtual Classroom and have access to an electronic library ([https:// www.lirn.net/](https://www.lirn.net/)).

Faculty members are available to all students for course-specific questions, discussions, reviews, and grading through the school's online LMS platform.

Course requirements include watching audio/visual lectures; reading assigned course text selections; completing assignments and activities; responding to discussion threads; and taking quizzes, midterms, and final examinations.

Recognizing that many students may not have studied online before, an orientation is provided for all students which familiarizes students with the technology platform and educational objectives of the program. All students must complete the orientation in order to advance to further studies.

The curriculum itself is supported by respected scholars who participate in class discussions and oversee the assessment process. They also develop ongoing procedures for curriculum development and evaluation.

JALA is committed to bringing you a high-quality educational experience that is convenient, flexible, and affordable.

DESCRIPTION OF EDUCATIONAL PROGRAM

Commercial Software Engineering Concentration in Design and Architecture

The Bachelor of Commercial Software Engineering Concentration in Design and Architecture program focuses on the discipline concerned with the processes, methodologies, techniques, and tools of developing high-quality software systems in an efficient and effective manner.

The program emphasizes the development of communication and presentation skills in a team-based software development environment. The curriculum encompasses all of the important aspects of software engineering, including: requirements engineering, software architecture and design, software construction.

The Bachelor of Commercial Software Engineering Concentration in Design and Architecture program is a total of 143 Credit Hours. The following is a list of all the courses required for the program:

Total Credits: 143 Credits

General Requirement: 92 Credits

Code	Course	Credit Hours
FMA-111	Logic	3
FMA-112	Discrete Mathematics	3
FMA-113	Calculus I	3
APR-114	Programming 1	2
ISO-115	Software Development 1	3
IRE-116	Operating Systems 1	2
BDA-117	Database 1	2
COM-118	Communication 1	3
COM-119	English I	4
FMA-121	Linear Algebra	3
APR-123	Programming 2	3
ISO-124	Software Development 2	3
IRE-125	Operating Systems 2	2
BDA-126	Database 2	2
COM-127	Communication 2	3
COM-128	English 2	4
FHC-129	History of Software Engineering	1
APR-211	Programming 3	2
FMA-212	Calculus 2	3
FMA-213	Statistics	3
ISO-214	Software Development 3	3
IRE-215	Computer Networks 1	2
ICA-216	Software Quality Engineering 1	3
ICA-217	Software Quality Engineering 2	2
COM-218	Communication 3	3
COM-219	English 3	4
APR-221	Programming 4	2
APR-222	Algorithmics 1	3
ISO-223	Software Development 4	2
IRE-224	Computer Networks 2	2
ICA-225	Software Quality Engineering 3	2
ICA-226	Software Quality Engineering 4	2
COM-227	Communication 4	3
COM-228	English 4	4
FHC-229	Ethical and Intercultural Perspectives	1

Core Requirements: 51 Credit Hours

Code	Course	Credit Hours
APR-311	Programming 5	3
APR-312	Programming languages	2
ISO-313	Software Development 5	3
IRE-314	Systems Programming	3
IRE-315	Unix Administration	1
ASO-316	Unix Software Development 01	1
APR-317	Algorithmics 2	3
APR-321	Programming 6	3
ISO-322	Software Development 6	4
ISO-323	Software Development Management 1	1
FHC-324	Social Issues and Professional Practice	1
ASO-325	Web Development	1
ASO-326	Human-Computer Interaction Design	3
ASO-327	Asynchronous Programming	1
ISO-411	Software Development Management 2	1
TDG-412	Applied Research Internship Software Development 1	2
TDG-413	Applied Research Internship Software Development 2	2
ASO-414	Mobile Application Development	3
ASO-415	Systems Integration	1
ASO-416	System Scalability	1
APR-421	Machine Learning	2
COM-422	Technical Documentation	1
TDG-423	Applied Research Internship Software Development 3	2
TDG-424	Applied Research Internship Software Development 4	2
FHC-425	Management and Leadership	1
ASO-426	Interaction of Technological Devices	2
ASO-427	Cloud Development	1

Duration of the program: 4 years (48-months)

Diploma Title: Bachelor of Commercial Software Engineering
Concentration in Design and Architecture

Diploma Statement Description:

In recognition of the satisfactory completion of all requirements in the course of study in preparation for graduation, upon recommendation of the faculty of Jala University (Insert students name) is granted a Bachelor of Commercial Software Engineering Concentration in Design and Architecture given on this day (insert date).

Commercial Software Engineering Concentration in Test Automation

The Bachelor of Commercial Software Engineering Concentration in Test Automation program focuses on the development of knowledge and skills to implement testing techniques and strategies using automation software tools.

Software Testing includes the understanding of the different testing types and techniques to be able to design and implement test automation strategies, create or adopt testing frameworks, define infrastructure, standards and best practices using different automation tools integrated into the product development process to ensure the quality of the deliverables.

Additionally, the program also investigates quality metrics, implementing automation software testing in CI/CD pipelines.

The Bachelor of Commercial Software Engineering Concentration in Test Automation program is a total of 146 Credit Hours. The following is a list of all the courses required for the program:

Total Credits: 146 Credits

General Requirement: 92 Credits

Code	Course	Credit Hours
FMA-111	Logics	3
FMA-112	Discrete Mathematics	3
FMA-113	Calculus I	3
APR-114	Programming 1	2
ISO-115	Software Development 1	3
IRE-116	Operating Systems 1	2
BDA-117	Database 1	2
COM-118	Communication 1	3
COM-119	English I	4
FMA-121	Linear Algebra	3
APR-123	Programming 2	3
ISO-124	Software Development 2	3
IRE-125	Operating Systems 2	2
BDA-126	Database 2	2
COM-127	Communication 2	3
COM-128	English 2	4
FHC-129	History of Software Engineering	1
APR-211	Programming 3	2
FMA-212	Calculus II	3
FMA-213	Statistics	3
ISO-214	Software Development 3	3
IRE-215	Computer Networks 1	2
ICA-216	Software Quality Engineering 1	3
ICA-217	Software Quality Engineering 2	2
COM-218	Communication 3	3
COM-219	English 3	4

APR-221	Programming 4	2
APR-222	Algorithmics 1	3
ISO-223	Software Development 4	2
IRE-224	Computer Networks 2	2
ICA-225	Software Quality Engineering 3	2
ICA-226	Software Quality Engineering 4	2
COM-227	Communication 4	3
COM-228	English 4	4
FHC-229	Ethical and Intercultural Perspectives	1

Core Requirements: 54 Credit Hours

Code	Course	Credit Hours
IRE-311	Operating Systems 3	2
IRE-315	Unix Administration	2
ICA-313	Software Quality Engineering 5	2
ICA-314	Software Quality Engineering 6	2
AUT-315	Script Programming	3
WNU-316	Web Software Quality	3
APR-317	Algorithmics 2	3
IRE-321	Development and Operations 1	2
BDA-322	Database 3	2
ICA-323	Software Quality Engineering 7	2
ICA-325	Software Quality Engineering 8	2
FHC-324	Social Issues and Professional Practice	1
AUT-326	Automation 1	2
AUT-327	Automation 2	2
IRE-411	Development and Operations 2	2
ICA-412	Mobile Application Software Quality	2
TDG-417	Applied Research Internship Software Quality 1	2
TDG-418	Applied Research Internship Software Quality 2	2
AUT-415	Automation 3	2
WNU-416	Web Software Quality	2
ICA-421	Metrics Analysis and Risk Management	1
TDG-427	Applied Research Internship Software Quality 3	2
TDG-428	Applied Research Internship Software Quality 4	2
FHC-425	Management and Leadership	1
WNU-425	Performance Testing	2
WNU-426	Cloud Software Quality 1	2
WNU-427	Cloud Software Quality 2	2

Duration of the program: 4 years (48-months)

Diploma Title: Bachelor of Commercial Software Engineering
Concentration in Test Automation

Diploma Statement Description:

In recognition of the satisfactory completion of all requirements in the course of study in preparation for graduation, upon recommendation of the faculty of Jala University (Insert students name) is granted a Bachelor of Commercial Software Engineering Concentration in Test Automation given on this day (insert date).

COURSE DESCRIPTIONS

General Education

Calculus 1

Code: FMA -113

Credit hours: 3

Description

Contrary to discrete mathematics, mathematical analysis deals with the study of models that represent infinite solution spaces. In this course, students will learn about real numbers in functions of real variables, understanding the concepts of continuity, convergence, durability and integrability of these functions. Real functions are used to create models of continuous phenomena.

Communication 1

Code: COM -118

Credit hours: 3

Description

This is a communication course in a software development context. In this context, ambiguous communication when interpreting assignments or their status may have great impact on the process. Therefore, it is crucial that engineers improve their communicative competence to convey simple but accurate messages that do not interfere with their job.

English 1

Code: COM -119

Credit hours: 4

Description

This course aims at introducing students to basic oral and written communication in English. It provides students with the required knowledge of the English language and skills to express basic ideas both in oral and written form, request information and obtain products, using the past and future tenses. Likewise, students will be able to understand simple oral and written pieces of discourse.

Communication 2

Code: COM -127

Credit hours: 3

Requisite: COM -118

Description

This is a course on Scrum communication in a software project. In a software development environment, ambiguous communication when interpreting assignments or their status may have great impact on the process. Therefore, it is crucial that engineers improve their communicative competence to convey simple but accurate messages that do not interfere with their job.

English 2

Code: COM -128

Credit hours: 4

Requisite: COM -119

Description

This course builds students' knowledge and linguistic competence to communicate in both oral and written form. Students will be able to talk about past and future events as well as

hypothetical situations and will be able to interact with others to describe their experiences, make recommendations and express feelings. Likewise, students will be able to understand event sequences and grasp meaning in simple oral and written pieces of discourse.

History of Software Engineering

Code: FHC -129

Credit hours: 1

Description

Software Engineering is a young academic field. It has evolved inside the Departments of Mathematics or Electronics in the first step with the name of Computer Science. In the name you can already perceive that it was related to hardware more than software. As technology evolved and the focus moved more to software than hardware (cheaper and more powerful), it became apparent that it was more important to organize the software development life cycle, as more complex software was needed to fill the needs of organizations and companies. The birth to the new field of software engineering was inevitable. It is informative, motivating and inspirational to review some important moments in the evolution of software engineering.

Calculus 2

Code: FMA -212

Credit hours: 3

Requisite: FMA -113

Description

Contrary to discrete mathematics, mathematical analysis deals with the study of models that represent infinite solution spaces. In this course, students will learn about real numbers in functions of several variables (vector spaces), derivation and integration techniques (multiple and line integrals) and their application. The course also introduces students to differential equations (first-order equations)

Communication 3

Code: COM -218

Credit hours: 3

Requisite: COM -127

Description

This is a communication course on Demos in software projects. Software development iterations take a few weeks as developers and quality engineers work on their assignments. At the end, a Demo es held in which the stakeholders (clients) and the product owner (Project Manager) also participate. Beyond the technical achievements of iterations, the success of the Demo relates to its exposure and support, which are usually conducted in English because of the English-speaking commercial software market.

English 3

Code: COM -219

Credit hours: 4

Requisite: COM -128

Description

The course introduces students to an intermediate level of oral and written communication, allowing them to talk about hypothetical situations, describe situations using indirect speech, and report bugs and their solutions. Likewise, students will be able to understand and answer intermediate-level questions about cultural and everyday topics, in both written and oral form.

Communication 4

Code: COM -227

Credit hours: 3

Requisite: COM -218

Description

This course aims at helping students communicate with foreign clients and raising their awareness of cultural differences, nationalities, regionalisms, local expressions, idioms, body language, behavior, etc. Linguistic skills are developed through different communicative situations (trips, short and long meetings, etc.)

English 4

Code: COM -228

Credit hours: 4

Requisite: COM -219

Description

This course aims at introducing students to advanced oral and written communication so that they can express relatively complex and abstract ideas, propose solutions to computing problems, describe technical problems and talk about situations and proposals. Likewise, this course helps students understand and answer complex questions about software-related problems, both in oral and written form.

Ethical and intercultural perspectives

Code: FHC -229

Credit hours: 1

Requisite: FHC -129

Description

Modern software development is organized in teams. Teams in software/technology factories are often distributed in different countries and involves the collaboration of people from different cultures around the globe. It is important that a team member is aware of those differences and how to embrace the potential those different perspectives might be involved in the development of a product. These differences might also affect day to day communication between team members. This course reviews factors involved in intercultural relations in a team.

Social issues and professional practice

Code: FHC -324

Credit hours: 1

Requisite: FHC -229

Description

As technology evolves and invades our daily lives it is apparent that we get used to it. We discover technology and want more help from it to help us to be more efficient in the tasks that we are confronted every day. This evolution can do too much. It might involve disclosure or use of non-authorized personal information. It becomes important that the education of the software engineer involves professional practices with high standards of integrity and ethics. This course highlights ethics factors to be taken into account in software development.

Core

Logics

Code: FMA -111

Credit hours: 3

Description

In general, in programming, there are many formal languages involved because it is necessary to provide computers with unambiguous instructions so they can perform a task (and formalize reasoning strategies). Mathematics uses logics to represent and reason with its notation. The course has two fundamental goals: (1) to introduce logics as a metalanguage to represent notations (formal languages), and (2) to contribute with examples of metalanguages such as propositional, first-order and lambda calculus, widely used by professionals every day.

Discrete Mathematics

Code: FMA -112

Credit hours: 3

Description

Discrete mathematics is the fundamental basis for reasoning about programs. A data type is simply a domain or a Cartesian product representing the "state" of an object. The operators that transform these values imply the existence of some algebraic structure over which one can inquire about the features of these values. This helps understand programs and how accurate and efficient the developed solutions are (it is the basis for conducting program efficiency analyses).

Linear Algebra

Code: FMA -121

Credit hours: 3

Requisite: FMA -112

Description

Lineal Algebra techniques are widely used in today's professional life, from statistics to computer graphics. Several vector space applications operate with matrices. This course aims at teaching lineal algebra concepts as applied to computer graphics and image manipulation.

Statistics

Code: FMA -213

Credit hours: 3

Requisite: FMA -113

Description

Statistics consists in collecting, classifying, analyzing, interpreting and drawing conclusions based on datasets. In a Software Engineering program, it is important because of two main reasons: (1) software applications collect data which offers more information about the application domain (additional knowledge of it); and (2) during the development process, production data is collected; we know little about the execution of projects; by doing research, we can understand them better.

Software Quality Engineering 1

Code: ICA -216

Credit hours: 3

Description

This course focuses on the fundamentals of software testing, providing students with solid knowledge and triggering discussions full of possibilities. Discussions revolve around commercial software testing.

Algorithmics 1

Code: APR -222

Credit hours: 3

Description

This course introduces students to the fundamentals of algorithm analysis. They learn to understand problems, find the appropriate data structures and make decisions based on the resource needs of the proposed solutions (algorithm efficiency)

Algorithmics 2

Code: APR -317

Credit hours: 3

Requisite: APR -222

Description

This course introduces students to the fundamentals of algorithm analysis. They learn to understand problems, find the appropriate data structures and make decisions based on the resource needs of the proposed solutions (algorithm efficiency)

Major

Systems Programming

Code: IRE -314

Credit hours: 3

Requisite: IRE -224

Description

This course introduces students to operative elements involved in the execution of a program or service.

Software Development Management 1

Code: ISO -323

Credit hours: 1

Requisite: ISO -313

Description

This course leads students through the whole software development process. By now, students have already learned about the different roles involved and are ready to approach the process from a global perspective.

Human-Computer Interaction Design

Code: ASO -326

Credit hours: 3

Description

The ultimate purpose of a computing system is to be used in the context for which it was created. Users must feel comfortable when interacting with the system and must boost their performance. This course introduces students to the concepts and techniques to improve the quality of the Human-Computer Interaction.

Script Programming

Code: AUT -315

Credit hours: 3

Description

First introduced to scripts when studying Unix/Linux, engineers must be able to code scripts in different programming languages. For software testing, it is possible to use scripts to run test cases without the need for manual procedures.

Web Software Quality

Code: WNU -316

Credit hours: 3

Description

The development of websites and application has proliferated so much that many low-quality products have been created at great speed. The engineering work involves planning suitable web tests covering performance in loads, speeds, number of users/connections, etc.

Software Development Management 2

Code: ISO -411

Credit hours: 1

Requisite: ISO -323

Description

This course introduces students to methods, techniques and tools to monitor the software development process.

Mobile Application Development

Code: ASO -414

Credit hours: 3

Requisite: ASO -325

Description

This course introduces students to the fundamentals of mobile application development.

Management and Leadership

Code: FHC -425

Credit hours: 1

Requisite: FHC -324

Description

There is technical management of the organization of the software development life cycle. But there is also management of the resources associated to the growth of the team/group/company. Specially if someone is interested in growing his/her own company. This course is thought of a series of talks of people from the industry that expose how their different experiences evolved from ideas to software companies.

Metrics Analysis and Risk Management

Code: ICA -421

Credit hours: 1

Requisite: ICA -324

Description

The iterative process of software quality control must be measured in order to be assessed. In a software development project, the quality team must define the metrics which will allow them to measure productivity as well as product and process risks. Students then propose mitigation or prevention plans and redesigning decisions.

Core Lab

Programming 1

Code: APR -114

Credit hours: 2

Description

The course introduces students to basic programming. They learn how to understand a problem, represent a solution using a programming language and trace the performance of the resulting program.

Software Development 1

Code: ISO -115**Credit hours:** 3**Description**

Software engineers create programs which are long-term investments. To do so, they focus not only on solving a problem, but also on developing a quality and maintainable solution (readable and modifiable). This course deals with the basic practices that help engineers achieve this goal, as well as organize and manage the evolution of their solutions over time.

Operating Systems 1

Code: IRE -116**Credit hours:** 2**Description**

A computer cannot work without an operating system. The OS is a collection of programs that manage all the hardware and software resources to operate a computer. Engineers must be well versed in the structure and operation of operating systems and must be able to choose the appropriate system depending on the purpose.

Database 1

Code: BDA -117**Credit hours:** 2**Description**

In their professional life, engineers always need to store data in order to process it and generate information of the software applications. It is necessary to design and validate databases that allow storing data for applications to process. The complete table design and its ability to write queries make database a solid and convenient tool to feed the process.

Programming 2

Code: APR -123**Credit hours:** 3**Requisite:** APR -114**Description**

This course introduces students to basic data structuring. They learn how to choose a simple data structure to solve a problem, representing a solution with a graphic model and a programming language.

Software Development 2

Code: ISO -124**Credit hours:** 3**Requisite:** ISO -115**Description**

Software engineers create programs which are long-term investments. To do so, they focus not only on solving a problem, but also on developing a quality and maintainable solution (readable and modifiable). This course deals with the practices that help engineers with requirement reviews and management, code quality and integration and verification tasks.

Operating Systems 2

Code: IRE -125

Credit hours: 2

Requisite: IRE -116

Description

It is crucial to administer user privileges, understand advanced process settings, OS resources and data. Security features are addressed from the point of view of basic security management.

Database 2

Code: BDA -126

Credit hours: 2

Requisite: BDA -117

Description

Databases are made up of several tables and records. Queries multiply and engineers must be able to extract information from the database management systems with minimum effort. Students must optimize queries and set up their databases accordingly to boost performance.

Programming 3

Code: APR -211

Credit hours: 2

Requisite: APR -123

Description

This course introduces students to non-linear data structures. They learn to analyze potential solutions in terms of the resources deployed, using technical arguments to compare solutions. Additionally, the program's technical quality is brought into focus in terms of its maintainability.

Software Development 3

Code: ISO -214

Credit hours: 3

Requisite: ISO -124

Description

Software engineers create programs which are long-term investments. In addition to solving the problem and writing a program, they must be able to work with other team members. This course deals with the most basic practices that help engineering students achieve this goal.

Computer Networks 1

Code: IRE -215

Credit hours: 2

Requisite: IRE -125

Description

All computers connect to a network. Engineers must deploy network characteristics in various scenarios, boosting the whole infrastructure and ensuring hardware and software security.

Software Quality Engineering 2

Code: ICA -217

Credit hours: 2

Requisite: ICA -216

Description

Students work on a software product following a verification process with a testing proposal made by professionals. Student follow the procedures to find software errors.

Programming 4

Code: APR -221

Credit hours: 2

Requisite: APR -211

Description

This course goes in-depth on non-linear data structures. They learn to analyze potential solutions in terms of the resources deployed, using technical arguments to compare solutions. Students also learn to seek efficiency with parallel methods which are implemented using concurrency.

Software Development 4

Code: ISO -223

Credit hours: 2

Requisite: ISO -214

Description

Software engineers create programs which are long-term investments. In addition to solving the problem and writing a program, they must be able to work with other team members. This course deals with the most basic practices that help engineering students achieve this goal.

Computer Networks 2

Code: IRE -224

Credit hours: 2

Requisite: IRE -215

Description

There are a variety of local and wide area network configurations. Computers also connect to the Internet through networks. Engineers must be able to select the appropriate networks to achieve specific goals and set them up to maximize performance and security.

Software Quality Engineering 3

Code: ICA -225

Credit hours: 2

Requisite: ICA -217

Description

When a bug is isolated, engineers must not only report its occurrence, but also analyze and research its causes. The conclusions they reach allow them to come up with suggestions to improve the software product development. Additionally, using Bug Reports is essential for developers to be able to fix the code where it contains bugs.

Software Quality Engineering 4

Code: ICA -226

Credit hours: 2

Requisite: ICA -225

Description

Team testing iterations must be documented according to industry standards and policies. With commercial software projects being usually international, documents must be accurate and persuasive. In this course, students work on advanced defect reporting.

Unix Administration

Code: IRE -315

Credit hours: 1

Description

The development process today requires some tools to coordinate and monitor the teamwork progress. These tools usually run on devices which are available and accessible all team members. Each team has its own characteristics and each group may require this basic infrastructure. This course helps students build the necessary skills to install and set up a service required by the team.

Major Lab

Programming 5

Code: APR -311

Credit hours: 3

Requisite: APR -221

Description

The course introduces students to functional programming using a pure language. The lack of state and the declarative format create a context in which students have to think of different solutions to solve a given problem.

Programming Languages

Code: APR -312

Credit hours: 2

Description

Programming languages are software engineers' main tools. Not only are they essential tools to turn ideas into products, but also conceptual tools that help them represent what they perceive around them. Each programming paradigm represents a way of thinking. Engineers must necessarily be acquainted with these paradigms and continue learning about them through their professional career. This course provides students with the basis for understanding the paradigms and structures of programming languages.

Software Development 5

Code: ISO -313

Credit hours: 3

Requisite: ISO -223

Description

Software engineers help plan and implement software products (development or maintenance). In order to work effectively, they must be able to estimate the quantity of products they can develop in a given time (e.g., a sprint). During the implementation, engineer pay close attention to the potential risks that may arise take action to mitigate them.

Unix Software Development 01

Code: ASO -316

Credit hours: 1

Description

Today's operating systems offer a wide range of services to software engineers. Applications such as databases and browsers use these services. For most software engineers, these services are usually hidden. However, to improve an application performance, it is necessary to look into the operating system and understand how it works in order to detect possible hurdles. This course introduces students to this level of the operating system.

Programming 6

Code: APR -321

Credit hours: 3

Requisite: APR -311

Description

The course introduces students to basic programming. They learn how to understand a problem, represent a solution using a programming language and trace the performance of the resulting program.

Software Development 6

Code: ISO -322

Credit hours: 4

Requisite: ISO -313

Description

When software engineers achieve autonomy in their workplace, the whole team grows and improves: the product being developed, the team goals, and the whole process are empowered. This course deals with the minimum competences that engineers must have in order to achieve that autonomy.

Web Development

Code: ASO -325

Credit hours: 1

Requisite: ISO -313

Description

Students have been building several web systems in other courses. This course aims at providing students with a holistic view so that students develop abstract thinking to work from a global perspective.

Asynchronous Programming

Code: ASO -327

Credit hours: 1

Requisite: ASO -325

Description

Synchronous programming has limitations when it comes to the effective use of modern processors containing many processing units. Asynchronous programming, on the other hand, offers an alternative to deploy the processing resources. This course deals with the asynchronous model and its implementation to help students understand the differences between both models.

Operating Systems 3

Code: IRE -311

Credit hours: 2

Requisite: IRE -224

Description

Large software systems tend to use Unix/Linux processes and services due to performance, scalability and security reasons. It is of vital importance for engineers to be acquainted with these systems and know how to deploy their features.

Software Quality Engineering 5

Code: ICA -313

Credit hours: 2

Requisite: ICA -226

Description

Designing the appropriate tests for a specific software product or project is of vital importance in software testing. It is a proactive engineering task which serves as the basis for subsequent test implementation and problem reporting. Tests are organized in cycles according to the adopted strategies. Test designs must adapt to different scenarios for the same software product/project.

Software Quality Engineering 6

Code: ICA -314

Credit hours: 2

Requisite: ICA -313

Description

Skillful software testing reflects on the capacity to extend the testing coverage to unwritten or unexpected aspects. Having experience in test design is not enough for this to happen; the ability to validate detected software bugs is also of vital importance because it makes it possible to predict new scenarios.

Development and Operations

Code: IRE -321

Credit hours: 2

Requisite: IRE -311

Description

Both developers and quality engineers need to interact in shared environments. Such scenarios involve servers, containers, etc. Preparing work environments involves several specialized tasks aimed at the continuous integration of the teamwork.

Database 3

Code: BDA -322

Credit hours: 2

Requisite: BDA -126

Description

After working with MySQL and SQL Server, students are introduced to other SDBD like Oracle, Postgres and Mongo DB. They work on the concepts and implementation of Data Mining and Data Warehouse systems using specific case studies.

Software Quality Engineering 7

Code: ICA -323

Credit hours: 2

Requisite: ICA -314

Description

Software testing does not take place once the product has been already developed. That would be just a validation. Today's international competitive market calls for testing to be done during the development process. In this production environment, developers and testers work together. Therefore, engineers must adapt their work methods to verify software while it is being developed.

Software Quality Engineering 8

Code: ICA -325

Credit hours: 2

Requisite: ICA -323

Description

In this course, students must apply everything they have learned about testing in order to design test plans in large iterations. Based on their experience and objective estimations, engineers must propose rational iterations which allow them to collect metrics and make informed decisions to boost team performance.

Automation 1

Code: AUT -326

Credit hours: 2

Requisite: AUT -315

Description

Engineers need to automate manual testing, no matter how successful it has been. Any software change (e.g. new version) implies that all tests must be repeated. Therefore, automation helps optimize time and assure software quality.

Automation 2

Code: AUT -327

Credit hours: 2

Requisite: AUT -326

Description

Engineers must know how to operate a variety of tools to produce, organize, maintain and run automated test cases. On the other hand, they must be able to choose the most suitable options according their automation purposes.

System Integration

Code: ASO -415

Credit hours: 1

Requisite: ASO -325

Description

This course introduces students to the fundamentals of software integration.

System Scalability

Code: ASO -416

Credit hours: 1

Requisite: ASO -325

Description

This course introduces students to the fundamentals of system scalability.

Machine Learning

Code: APR -421

Credit hours: 2

Requisite: APR -321

Description

Even though software consists in a set of programs which perform the exact logic defined by a developer, some applications today do not follow a predefined behavior, but respond according to their own learning.

Technical Documentation

Code: COM -422

Credit hours: 1

Requisite: COM -227

Description

This course introduces students to the basic elements of written technical communication of software products. It is aimed at helping students understand a document's audience, its form and style according to its purpose.

Interaction of Technological Devices

Code: ASO -426

Credit hours: 2

Requisite: ASO -414

Description

Data-processing application run not only on classic computers operated by end users (consisting of a screen, keyboard, and mouse), but also on a series of new devices ranging from smartphones to watches, remote controls, smart cars, etc. This interaction must be taken into account before coding software or building hardware.

Cloud Development

Code: ASO -427

Credit hours: 1

Requisite: ASO -416

Description

This course introduces students to cloud computing.

Development and Operations 2

Code: IRE -411

Credit hours: 2

Requisite: IRE -321

Description

Not all engineers who join a team are prepared to work on continuous integration. Therefore, it is crucial to train professionals or teams in Agile continuous delivery process. The overall value is affected by the continuous delivery speed and the capacity of people/teams to adapt to this methodology.

Mobile Application Software Quality

Code: ICA -412

Credit hours: 2

Requisite: ICA -324

Description

Before testing mobile applications, it is necessary to update their configuration and set up mobile devices according to the general verification objectives. Besides the standard verification, testing includes the validation of applications according to different scenarios which can be simulated. User interface verification is also very important.

Automation 3

Code: AUT -415

Credit hours: 2

Requisite: AUT -327

Description

This course deals with test automation failures, the integration process and the implementation of continuous testing. It focuses on automation methods.

Web Software Quality

Code: WNU -416

Credit hours: 2

Requisite: WNU -316

Description

A great number of private services operate over the Internet, providing with their own servers a series of services that some applications –usually running elsewhere– use. Examples are SOAP and Rest architectures. Commercial software development must include request testing, services and service consumption.

Performance Testing

Code: WNU -425

Credit hours: 2

Requisite: WNU -416

Description

Commercial software involves large systems which consume a great number of infrastructure resources and interact with other programs using large volumes of information. Quality engineers must run verification and validation processes of all services involved in demanding scenarios, comparing results and identifying limits.

Cloud Software Quality 1

Code: WNU -426

Credit hours: 2

Requisite: WNU -416

Description

Cloud Computing includes the provision of processing, data storage and infrastructure as an alternative with less hardware/software dependency, lower costs and greater security. For this reason, Cloud applications that are designed for massive data at massive frequencies for large numbers of users proliferate. Cloud testing, although based on standard verification, has its own approaches to apply.

Cloud Software Quality 2

Code: WNU -427

Credit hours: 2

Requisite: WNU -426

Description

Cloud computing requires a huge amount of resources. Quality engineers must be able to assess load balancing, stress and different security aspects.

Core Internship

Applied Research Internship Software Development 1

Code: TDG -412

Credit hours: 2

Description

Software engineers are involved in the development of new software products and, therefore, must be able to analyze a context and develop a suitable model of the analyzed domain. This is a big engineering challenge and goes far beyond basic programming.

Applied Research Internship Software Development 2

Code: TDG -413

Credit hours: 2

Requisite: TDG -412

Description

Project planning. Based on a commercial application domain model, student engineers must be able to propose a software development project in terms of technology, infrastructure, architecture, and high-level design; they must conduct proofs of concept. This engineering phase will result in set of artifacts which can be implemented by a team of programmers.

Applied Research Internship Software Development 3

Code: TDG -423

Credit hours: 2

Requisite: TDG -413

Description

Engineers must usually support a commercial software product proposal before investors. Student engineers build a basic system that explains how the proposed solution works and shows the commercial value of the final product. This is how potential startups can fund their activity to become a thriving company.

Applied Research Internship Software Development 4

Code: TDG -424

Credit hours: 2

Requisite: TDG -423

Description

Selling a software product idea which can be implemented and developed to generate significant returns on investment is a professional activity of the utmost importance. In order to do so, engineers present a software demo before investors and end clients. For the demo to be a success, it must prove to be highly functional and its benefits and potential improvements must be communicated efficiently.

Applied Research Internship Software Quality 1

Code: TDG -417

Credit hours: 2

Description

Quality software engineers are involved in the development of new software products and, therefore, must be able to analyze a context and validate a model of the analyzed domain. Software quality depends on the beginning of the development process, but also on the acceptance criteria it must meet once it is finished.

Applied Research Internship Software Quality 2

Code: TDG -418

Credit hours: 2

Requisite: TDG -417

Description

Based on the domain model of a commercial application, engineers must be able to propose a software verification and validation project in terms of testing approach and techniques. This engineering phase results in a collection of acceptance tests that the programming team will take into account for the implementation process.

Applied Research Internship Software Quality 3

Code: TDG -427

Credit hours: 2

Requisite: TDG -418

Description

Engineers must usually support a commercial software product proposal before investors. Student engineers must validate a basic system that shows how the proposed solution works and the commercial value of the final product. This is how potential startups can fund their activity to become a thriving company.

Applied Research Internship Software Quality 4

Code: TDG -428

Credit hours: 2

Code: TDG -427

Description

Selling a software product idea which can be implemented and developed to generate significant returns on investment is a professional activity of the utmost importance. In order to do so, engineers present a software demo before investors and end clients. Quality engineers assess the functionality achieved and the potential of future versions of the product.

ADMISSION REQUIREMENTS AND PROCESS

Fundación del Saber may apply a candidate to and be accepted into a JALA University program anytime during the year on a continuous basis. Once accepted and enrolled, the student may start her/his program whenever a new year semester starts.

Candidates MUST be active members of Fundación Del Saber in good standing to be accepted into Jala's programs. Once accepted into the program, the student must be able to submit evidence that she/he is still a member of the institution throughout their enrollment period.

OVERVIEW OF THE ADMISSIONS & ENROLLMENT PROCESS

A candidate's application for admission and enrollment in a JALA University program will follow this process to be officially enrolled in a JALA University program:

- a.) JALA University Director of Student Admissions responds to an initial inquiry by Fundación del Saber for admission of an applicant for a JALA University program via email, containing all the documentation required. The Director of Student Admissions determines the candidate's overall eligibility. The Director of Student Admissions also provides support and assistance to Fundación del Saber and the applicant to complete and submit an Application for Admission.
- b.) Fundación del Saber or the candidate submits an Application for Admission.
- c.) The candidate's application will be reviewed by the Director of Student Admissions to verify that the candidate meets all eligibility requirements for the program that she/he is applying for.
- d.) If eligibility is met for a JALA University program, the Director of Student Admissions will recommend the candidate's application for admissions be approved by the Chief Operations Officer or the Chief Academic Officer or the Chief Executive Officer who may or may not decide to interview the candidate.
- e.) If the candidate is approved, the Director of Student Admissions will then notify the candidate that Application for Admission has been accepted and will send the candidate an Enrollment Agreement and other applicable paperwork.
- f.) If the candidate accepts JALA University's offer of admissions, she/he will need to sign and return the Enrollment Agreement.
- g.) Upon JALA University's receipt of the Enrollment Agreement and all required enrollment paperwork, the candidate will officially become a student of JALA University.

STEPS OF THE ADMISSIONS & ENROLLMENT PROCESS

STEP 1: ADMISSIONS OFFICER FOLLOW-UP TO CANDIDATE'S INQUIRY

After receiving an inquiry from Fundación del Saber, the Director of Student Admissions will review all required documentation provided by Fundación de Saber. The Director of Student Admissions provides support and assistance as needed for the candidate to complete and submit an Application for Admission if qualified.

STEP 2: CANDIDATE SUBMITS APPLICATION FOR ADMISSION

Fundación del saber or the candidate submits the following application paperwork:

- Proof of being an active member in good standing of Fundación Del Saber
- A completed and signed JALA University Application for Admission
- US Highschool degree or a certificate of equivalency
- Admission course grades

All of the above documents must be submitted by email to admissions@jala.university

STEP 3: ELIGIBILITY REVIEW OF CANDIDATE'S APPLICATION

The Director of Student Admissions will review all required application materials provided by Fundación del saber to verify that the candidate is eligible for the JALA University program for which she/he is applying.

If the determination is made that the candidate does not meet all programmatic eligibility requirements, the Admissions staff member will contact Fundación del saber in writing to notify them that the application for admission has been denied due to failure to meet the minimum eligibility programmatic requirements.

If the determination is made that the candidate does meet all programmatic eligibility requirements, the Admissions staff member will recommend the candidate be granted admissions to Academics.

STEP 4: APPROVAL/DENIAL OF ADMISSIONS BY ACADEMICS

The Chief Operations Officer or the Chief Academic Officer or the Chief Executive officer will review the candidate's application materials as well as the recommendation from the Director of Student Admissions and may also decide to interview the candidate or directly approve the request for admission.

STEP 5: CANDIDATE NOTIFIED OF ADMISSIONS DECISION

If the candidate's application was not approved for admission to a JALA University program, the Director of Student Admissions will then notify Fundación del Saber in writing that the candidate has been denied admission.

If the candidate's application was approved for admission to a JALA University program, the Director of Student Admissions will then notify the candidate that she/he has been granted admission to a JALA University program. The candidate will be sent an Enrollment Agreement and other applicable paperwork.

STEP 6: CANDIDATE SIGNS ENROLLMENT AGREEMENT

For the candidate to accept JALA University's offer of admissions, she/he must submit the following to JALA University Admissions:

- A signed and dated Enrollment Agreement

The above documents need to be submitted either online, by email or by courier service to:
JALA University
8383 Wilshire Blvd #800,
Beverly Hills, CA 90211

CANDIDATE APPEAL OF DENIAL OF ADMISSIONS

A candidate may appeal a denial of admission to a JALA University program. The candidate must send a written appeal with a detailed justification for reconsideration. The appeal may include supporting documentation.

All appeals of denial of admission must be received by the JALA University Chief Executive Officer within thirty (30) calendar days from the date of the denial of admission. Any appeals received after this time will not be considered.

It is highly unlikely that a candidate whose admissions denial was based on not meeting the minimum eligibility requirements for a JALA University program of study will be approved. The candidate will be encouraged to reapply once she/he meets all programmatic eligibility requirements.

The Chief Executive Officer has the final authority to act on all candidate appeals of admission denial. The Chief Executive Officer may decide to conduct an interview (telephone, video conference or in-person) with the candidate as part of her/his review and decision-making process regarding the candidate's appeal.

The Chief Executive Officer will act on the candidate's appeal within fourteen (14) calendar days after receipt of the candidate's written appeal.

A candidate who has been denied admission has the right to reapply for admission at any time.

NOTICE REGARDING TRANSFERABILITY OF CREDITS

The transferability of credits you earn at JALA UNIVERSITY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the bachelor's degree you earn in Computer Software Engineering (Design and Architecture) or (Test Automation) is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the receiving institution to which you seek to transfer, you may be required to repeat some or all coursework at that institution. For this reason, you should make certain that your attendance at JALA UNIVERSITY will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JALA UNIVERSITY to determine if your credits will transfer.

JALA has not entered into an articulation or transfer agreement with any other college or university.

CREDIT TRANSFER RULES OF THE STATE OF CALIFORNIA

A maximum of 75% of semester units/ credit hours or the equivalent in other units awarded by another institution may be transferred for credit toward the BA degree.

TRANSFER CREDIT & CHALLENGE EXAM POLICY

TRANSFER CREDIT POLICY

JALA University will transfer a maximum of 75% of the units or credit that may be applied toward the award of its bachelor's degree programs, which may be derived from a combination of any or both of the following:

1. Units earned at institutions approved by BPPE, public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree

programs approved by BPE or accredited by an accrediting association recognized by the U.S. Department of Education.

2. Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines. (See section 2 below: Challenge Exam Policy)

JALA University reserves the right to deny credit for courses that are not compatible with those offered in its degree programs. Some general categories of courses never receive transfer credit or, in some instances, receive credit on a restricted basis. Examples of courses that receive no credit include:

- Courses considered below college level
- Repeated courses or courses with duplicate subject content.
- Coursework earned at an institution that did not hold at least candidacy status with its regional accrediting association when the coursework was taken.
- Mathematics courses considered below college level, including basic math, business math, and beginning and intermediate algebra.
- Courses offered for non-credit continuing education units.
- Remedial English (e.g., reading, vocabulary development, grammar, speed reading, or any courses that are preparatory to an institution's first Freshman Composition course).
- Courses providing instruction in English as a Second Language
- Examinations offered by the College-Level Examination Program (CLEP).
- Non-academic/vocational-technical courses.
- Remedial courses in any academic discipline (100-level and above).

CHALLENGE EXAM POLICY

JALA University can award a maximum of 12 General Education credits via College Level Examination Program (CLEP) tests.

To be considered for evaluation, students must submit the appropriate exam score documentation directly to the JALA University Registrar from the testing agency. Duplicate credit shall not be granted to students who have achieved minimum CLEP exam scores and have taken the equivalent course at JALA University. Credits earned through CLEP do not count toward a student's cumulative grade point average (CGPA).

CLEP Test Requirements:

1. A student cannot receive credit by CLEP for a JALA University course for which the student earned a failing or non-passing grade.
2. Students must submit official CLEP transcripts by the deadlines mandated for post-secondary transcripts in order to be evaluated for credit.
3. Students who present CLEP transcripts that do not meet the minimum required scores shall not receive credit
4. CLEP transcripts showing an exam retake shall not be considered for evaluation.
5. CLEP credit shall be applied only to fulfill General Education credit requirements.
6. Courses in the major academic core are not eligible for credit by CLEP.
7. JALA University shall not provide credit for CLEP General Examinations. Only CLEP Subject Examinations will be evaluated for credit.

ABILITY-TO-BENEFIT (ATB) STUDENTS

JALA does not accept credits earned by Ability-to-Benefit students.

JALA does not accept ATB students.

APPLICANTS WITH DEGREES OR CREDENTIALS FROM NON-ENGLISH-SPEAKING COUNTRIES

If an applicant has a degree or educational credentials from a non-English-speaking country, the applicant must send her original transcript (or a notarized copy of the original transcript) to the JALA Admissions Office for evaluation. Transcripts for comparable high school degree equivalent or college/university-level courses that are in a language other than English must be sent to JALA together with an official translation.

Any document sent by an applicant in support of her application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Four credible providers of credential evaluations are World Education Services (WES www.wes.org); International Education Research Foundation (IERF www.ietf.org); Educational Credential Evaluators (www.ece.org), and American Association of Collegiate Registrars and Admission Officers (AACRAO www.aacrao.org)

TUITION, FEES, AND OTHER CHARGES

Registration fees and program tuition will be billed to Fundacion del Saber.

**Refer to the Loan scholarship contract with Fundacion del saber, the sponsor and Jala University for details*

The cost for tuition includes the following:

- Access to Learning Management system
- Access to online Library.
- Access to online sessions with Professors and Tutors.
- Printing for one degree/diploma certificate and one official transcript when the program has been completed successfully and the work exchange is completed with your Sponsor. (Excluding sending originals. Any fee for forwarding will be invoiced separately).

Students are responsible for the following fees:

- Additional Official Transcripts - \$15.00
- Additional Diplomas - \$15.00
- Textbooks - Students choosing to purchase or lease any books that are not included in the JALA University Online Library are responsible for that cost. The cost for these electronic textbooks is in the range of \$15.00 to \$100.00

JALA SCHOLARSHIPS

JALA University does not offer discounts nor scholarships to individual students or groups. Tuition is \$40,000 and paid by scholarship from Fundacion del Saber.

MAINTAINING FUNDACION DEL SABER SCHOLARSHIP ELIGIBILITY

To maintain scholarship eligibility, a scholarship recipient must:

- Remain continuously enrolled throughout his/her JALA University program of study
- Maintain a cumulative grade point average (GPA) of at least 2.00 at all times

LOSS OF SCHOLARSHIP ELIGIBILITY

If the student does not meet the JALA University Satisfactory Academic Progress or Attendance standards – or violates the Code of Student Conduct for misconduct – his/her scholarship will be canceled.

A student may lose scholarship eligibility for three (3) reasons:

- a.) Failure to Maintain Satisfactory Academic Progress
- b.) Attendance
- c.) Misconduct

THE STUDY PROCESS AND STUDENT RESPONSIBILITIES

Students registered in the same period will be divided into the same cohort and receive similar schedules throughout the program. Students will be expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses to questions and comments posted by instructors and other students. It is especially important that students get in the habit of seeking clarification from their fellow students on topics and issues they find difficult.

Each learning unit may consist of several elements, including assignments, quizzes and discussion questions. Students must read the syllabus and should fully understand the components and requirements of every course.

LIBRARY RESOURCES AND SERVICES

JALA University provides support for adult students as well as faculty and staff to educate adult or working students and conduct research. Most of JALA University's target students are adult learners and/or working students. JALA University will invest in online and convenient resources for students to learn anytime they want to. JALA University aims to continue to incorporate more external scholarly resources for students to utilize.

- Students can access LIRN online library through their website <https://www.lirn.net/schools/faculty/>
- Students can access Coursera, which includes teaching resources, from related instructors.
- Most lectures are recorded and available to students to support their desire or need to review knowledge learned during a course/module throughout their educational program.

COMPUTING & NETWORKING RESOURCES

Although all learning resources, the Virtual Learning Environment, and Course and Class Forums are not open to public access, students should note that they are not private or confidential and neither students nor faculty should assume privacy when communicating in the Virtual Learning Environment. JALA may access and observe communications conducted on the Virtual Learning Environment 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, JALA recognizes the need to provide limited access to the Course Forum and to other learning resources to persons other than students, alumni, faculty, and staff.

COURSE FORUM ACCESS

For regulatory, accreditation, and other administrative purposes, the Course Forum may be accessed and observed by persons other than students, faculty, and staff. Access to the course forum 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 course forum. Although the course forum is not open to public access, it is neither a private nor confidential domain; neither students nor faculty should assume privacy within the course forum.

STUDENT CONTACT INFORMATION

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 email the JALA Registrar and include:

- Student's full name (First and last name)
- Student ID

OFFICIAL COMMUNICATIONS FROM JALA

The primary form of official communication from JALA is through email. Students are required to maintain active e-mail addresses and inform JALA of any 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 email from JALA.

Electronic communication is the preferred communication media for students, faculty, and staff. In order 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. In order to navigate the internet, it is recommended that the latest version of your preferred browser be used, Google Chrome is recommended.

STUDENT-REQUIRED COMPUTER RESOURCES TO ACCESS LMS

Our online curriculums are delivered via a learning management system, and a variety of tools in the cloud that support synchronous sessions and labs. To be able to access all these resources it is required that students have a computer with the following requirements:

Recommended Minimum System Requirements:

- Processor: i5 de 11va generation or equivalent
- Memory: 20 GB
- Hard drive: SSD 512 GB
- Screen: 15''
- Wi-Fi and ethernet

In addition, students need equipment such as a microphone, printer, flash drive, and webcam for all online courses. Please check with your instructor prior to the beginning of the course or to make sure you have the required equipment.

TECHNICAL SUPPORT FOR STUDENTS

JALA strives to prevent the spread of computer viruses by employing the latest virus detection software on all JALA computer systems. However, JALA makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. JALA will not be held liable for any direct, indirect, incidental, special, consequential, or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by JALA staff members, students or affiliates. JALA strongly recommends and urges all faculty and students to seek out and install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software no less frequently than once each month, for their computer and operating system.

EQUIPMENT AND MATERIALS USED FOR INSTRUCTION

JALA University shall have sufficient resources and the necessary equipment to support the achievement of the educational objectives of all the courses and educational programs in which students are enrolled.

The following conditions for equipment shall be met:

- Any equipment used for instruction or provided to the student shall be comparable in model type or features to equipment generally used in those occupations or job titles at the time the instruction is offered.
- JALA University shall establish that the equipment used for instruction or provided to a student is not obsolete and is sufficient for instructional purposes to reasonably assure that a student acquires the necessary level of education, training, skill, and experience to obtain employment in the field of training and to perform the tasks associated with the occupation or job title to which the educational program was represented to lead.

STUDENT LOGIN USERNAME AND PASSWORD

Each student is assigned a designated username and password to log into the JALA Online Platform and courses. Registered JALA students may call or contact JALA Technical Support 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 carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

EQUALITY AND DIVERSITY

The achievement of genuine equality of opportunity is at the heart of our mission as a provider of higher education. We aim to build a learning community which exhibits the diverse range of skills and experience which cannot be found within any single group of faculty, staff or students. In pursuing this goal, we want our community to value and to be at ease with its own diversity and to reflect the needs of the wider community within which we operate.

JALA University will adhere to all applicable federal and state laws as they pertain to equality and diversity. However, JALA University highly encourages all faculty, staff, and students to embrace equality and diversity and to go beyond the strict confines of these laws to provide genuine opportunities for all.

GRADING AND EVALUATION POLICIES

JALA awards letter grades in recognition of academic performance in each course. Grades are based upon formative and summative assessments as described in the study process below. The course instructor's academic judgment as to whether the student has demonstrated a specified level of performance based on objective and subjective evaluations is the main and final reference for evaluation of the student's work. Students are graded according to their individual performance in the course, even if some of the course work is done in groups.

The main framework criteria for grading the assignments are:

- **Connection to readings:**
The student should demonstrate ability for synthesis and reflection on the selected parts of the readings related to the topic. Students should be able to show a connection between what is learned from readings and the assignment. Further the analysis and an insight resulting from what the student has learned from reading should be demonstrated, including references to the readings other than the student book.
- **Connection to class discussions and course objectives:**
The student should display the ability to synthesize, analyze, and evaluate the assignment ideas or issues from the course materials and discussions as they relate to this topic. The assignment papers presented/submitted should reflect this ability.
- **Self-disclosure and Connection to outside experiences:**
The student should demonstrate that she/he is trying to understand the different concepts by examining in an open way such as: connecting the student's own experiences in the past in relation to the assignment; illustrating the different arguments; showing in an open, assertive way; the ability to show self-knowledge; discussing both

growth and frustrations as they relate to learning in class. The use of self-assessments and seeking answers to questions should be explicitly clear in the assignment paper that the student presents. The synthesis of experiences related to the different topics while making a clear connection between what is learned and their experience on the topic should be explicit in the assignment.

These criteria are reflected in the detailed rubrics that the instructor must use to grade each individual assignment.

Grading System

Students are ensured of fairness and transparency in grading. JALA University does not accept grades UNLESS they are done and posted on the JALA University Learning Management system. Instructors must grade each assignment and project using the rubrics provided by JALA University and provide extensive feedback to students in the comments section. The instructor should add the grade in the grade section in the LMS and copy the rubrics table (with the detailed grades and comments) in the comments section of the LMS. The respective Dean will approve all final grades at the end of each course. If the dean teaches the course, the Chief Academic Officer will be responsible for final grade check and approval

Grading Key

The grading mainly follows the US standard grade scale. In case students need to transfer to any foreign partners, the grading will be converted to match their scale case by case.

GRADE (FOR ROSTER)	GRADE POINTS PER UNIT	RECOMMENDED PERCENTAGE BREAKDOWN	DESCRIPTION
A+	4.0	94–100%	Excellent: The grade of "A+", when awarded at the instructor's discretion, represents extraordinary achievement, but does not receive grade point credit beyond that received for the grade of A.
A	4.0	94–100%	
A-	3.7	90–93%	
B+	3.3	86–89%	Good
B	3.0	83–85%	
B-	2.7	80–82%	
C+	2.3	76–79%	Fair: Each course must be completed with a grade of C or better, although some programs have higher requirements.
C	2.0	73–75%	
C-	1.7	70–72%	
D+	1.3	66–69%	
D	1.0	63–65%	
D-	0.7	60–62%	
F	0.0	< 60%	Failed

P			Passed at a minimum level of C-minus or 70%
NP			Not Passed—anything below a C-minus or below 70%
I			Work incomplete, due to circumstances beyond the student's control, but of passing quality. Work should be completed within 90 days of the section end date or the online due date. If the work is not completed within a year, the grade of incomplete converts to failure (F) one year after issuance.
NC			Not for Credit: Assigned to students whose attendance is satisfactory but who choose not to fulfill credit requirements
W			Withdrawal: Withdrawal from a course without academic penalty. Issued based on a student-initiated withdrawal.

Grade Appeal Procedure

PROCEDURE FOR A STUDENT REQUESTING A GRADE CHANGE

A student who wishes to have a final course grade reviewed and changed must follow this procedure:

- Discuss the grade request with the instructor who issued the grade in person, via telephone, or via video conference.
- If a resolution of the grade request is not resolved during this student/instructor discussion, the student may file a *Change of Grade Request Form* and email it to the JALA University Chief Academic Officer (CAO).
- The JALA University CAO may decide to contact the instructor and/or the student prior to acting on the grade change request.
- The JALA University CAO will act on the *Change of Request Form* within seven (7) calendar days after receiving the request and communicate his/her decision both to the student and the student's instructor.
- The CAO has the final authority on any grade change request and his/her decision cannot be appealed.

IMPORTANT TIME CONSIDERATIONS

A student must file a *Change of Grade Request Form* with the JALA University Chief Academic Officer within seven (7) calendar days from receipt of his/her final course grade.

On the *Change of Grade Request Form*, the student must indicate the date he/she discussed the matter with his/her instructor as well as the reason(s) for seeking the grade change. The student MUST first discuss the grade request with his/her instructor in an attempt to resolve the matter prior to submitting a *Change of Grade Request Form*. Any *Change of Grade Request Form* submitted without the date of the student/instructor discussion will not be considered by the Chief Academic Officer and the instructor-issued grade will remain as the student's permanent grade.

Any *Change of Grade Request Form* received by the JALA University Chief Academic Officer after seven (7) calendar days from receipt of the student's final course grade will not be considered by the Chief Academic Officer and the original grade will remain as the student's permanent grade.

Standards of Academic Achievement

The student's grade point average (GPA) is calculated at the end of each semester. If an undergraduate student's GPA falls below 2.0 at the end of any course, the student will be placed on academic probation for the following course:

- If the student receives a high enough grade in the course after being placed on academic probation and his/her cumulative GPA is 2.0 or higher, he/she will be removed from academic probation.
- If the student does not receive a high enough grade in the course after being placed on academic probation and his/her cumulative GPA remains below 2.0, he/she will be placed on final academic probation.
- If the student on final academic probation raises his/her cumulative GPA to 2.0 or higher the following course, he/she will be removed from final academic probation (and academic probation.)
- If the student on final academic probation does not raise his/her cumulative GPA to 2.0 or higher in the following course, he/she will be dismissed from JALA University.

NOTES

- 1.) A grade of C- or lower is not considered a passing grade for any core course.
- 2.) A grade of D- or lower is not considered a passing grade for any general education course.
- 3.) If the student receives a grade of C- or lower for any core course and/or a grade of D- or lower for any general education course, this failed course must be repeated in order for the student to graduate.
- 4.) Only the grade of the repeated (core or general education) course will be used to calculate the student's cumulative grade point (GPA) average for graduation but both the original and repeated courses grades will appear on the student's official transcript.
- 5.) A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.

Failure to Maintain Satisfactory Academic Progress

Students who violate JALA University's policy regarding Satisfactory Academic Progress will be subject to loss of scholarship eligibility – as well as subject to withdrawal/dismissal from the JALA University.

The student's grade point average (GPA) is calculated at the end of each course/module.

If an undergraduate student's GPA falls below 2.0 at the end of any course/module, the student will be placed on academic probation for the following course/module:

- If the student receives a high enough grade in the course/module after being placed on academic probation and his/her cumulative GPA is 2.0 or higher, he/she will be removed from academic probation.

- If the student does not receive a high enough grade in the course/module after being placed on academic probation and his/her cumulative GPA remains below 2.0, he/she will be placed on final academic probation.
- If the student on final academic probation raises his/her cumulative GPA to 2.0 or higher the following course/module, he/she will be removed from final academic probation (and academic probation.)
- If the student on final academic probation does not raise his/her cumulative GPA to 2.0 or higher in the following course/module, or if the student fails any course 3 times, he/she will be dismissed from JALA University.

If the student is removed from academic probation, he/she can request that his/her scholarship funding be resumed. However, the student cannot receive “back” or retroactive funding for the semester(s) or module(s) that the student was on academic probation. The portion of the student’s scholarship when on academic probation is forfeited and reduced from the total scholarship award.

DISMISSAL FOR FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS

Please refer to the following JALA University policy for additional information: Satisfactory Academic Progress

JALA University requires that students meet minimum standards of academic achievement (satisfactory academic progress) throughout their JALA University program of study. JALA University does not allow students to maintain enrollment without meeting satisfactory minimum standards of academic progress.

Satisfactory Academic Progress is related to two areas:

- A. Minimum requirement for maintenance of grade point average (separate criteria for undergraduate and graduate students)
- B. Maximum time allowed for program completion

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00.

Progress will be evaluated at the end of classes for each subject (3 to 10 days depending on the subject). Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject.

Students will be placed on academic warning after one period below satisfactory progress. Students will be placed on academic probation after two consecutive periods. If a student does not achieve satisfactory academic progress after two consecutive warning periods the student will be dismissed.

Students have the right to appeal an academic dismissal in writing to the Academic Dean.

Required Academic Advising for Students on Academic Probation

A student placed on Academic Probation and Final Academic Probation must meet with an academic advisor at least twice during the course(s) taken under academic probation or final academic probation. The academic advisor will review, monitor, and discuss the student's academic progress in raising his/her GPA to be removed from academic probation or final academic probation.

A student placed on Academic Probation and Final Academic Probation will receive a written communication from the Registrar indicating that the student must improve his/her cumulative GPA in the following course/module or be subject to academic dismissal by JALA University. The communication will also indicate that the student must meet with an academic advisor at least twice during the course/module taken under academic probation or final academic probation to review, monitor and discuss the student's academic progress in raising his/her GPA.

Maximum Degree Program Duration

An undergraduate student must complete all course work within 6 years from the start of study.

Students who do not meet this maximum program time will be dismissed from their program.

Exceptions may be granted by the JALA University for special or extenuating circumstances. The maximum extension for an undergraduate student is two (2) additional years.

ATTENDANCE

Successful course completion in a JALA course depends on routinely following the instruction and guidelines provided in the course syllabus. The student's responsibility is to check and become familiar with the course syllabus and requirements at the beginning of each course

Attendance for Online Classes: Attendance is measured and recorded automatically from the university's platforms (log on time), but will also include student interaction by posting responses to weekly discussion questions, participation in the peer assessment process, timely submission of assignments, and to take periodic quizzes. Students attending online classes will be considered in attendance when they adhere to the online attendance rules.

Regular and punctual class attendance is an important form of student participation, facilitating clear delivery of course material, discussion of key ideas, and development of cooperative relationships between students and faculty that results in immediate academic results and longer-term success in personal and career development.

GUIDELINES ON ATTENDANCE AND PARTICIPATION

JALA University students are expected to attend and participate in all classes as scheduled and to continue attending classes for the full duration of the course or module. Course attendance is mandatory. Faculty is responsible for determining if and how attendance may be factored into final grades. Faculty may use various tools to assess students' participation in class, including log-in dates, work submitted, discussion contributions, check-in posts, etc.

Each instructional week begins on a Monday and ends on a Friday, and students who participate in a course prior to its official start date will not have that participation counted as attendance.

Students who do not attend a course at least once in any 14 consecutive day period, or miss more than 25% of the classes non-consecutively, will be dropped from the course.

Students who are absent from all courses in any 14 consecutive day period, and do not notify the University in writing during this period of their intention to continue, will be administratively withdrawn from JALA University retroactive to the last date of recorded attendance.

Students who are administratively withdrawn from a course or JALA University after the add/drop period will receive an "NC," "W" or "F" grade, based on the withdrawal deadline, for the related course(s), which will count toward attempted hours at the University.

JALA University may schedule periods of non-enrollment during which no courses are held. When this occurs, such as on holidays or during the annual winter break, the non-enrollment period may extend the 14-day limit to include the scheduled break.

EXCUSED ABSENCES

Students are expected to attend all their scheduled classes.

However, JALA University recognizes that there are some circumstances that may force students to miss a class. In all instances, it is the student's responsibility to inform their instructor(s) ahead

of time and to discuss how the absence will affect their ability to meet course requirements. Students must understand that not every course can accommodate absences and neither the absence nor the notification of the absence relieves them from meeting all course requirements.

Since missing classes may affect a student's ability to meet course learning outcomes and develop required competencies, any absences may impact your grades in particular courses. This notwithstanding, certain absences are always considered acceptable by the University.

Acceptable reasons for an excused absence include:

- Student illness or injury;
- Death, injury, or serious illness of an immediate family member;
- Religious observance;
- Jury duty or other government obligation; or
- Any other unavoidable circumstance that necessitates the student's absence from class. Students must contact both their instructor and student advisor any time they have to miss a course meeting. A student may be required to provide written documentation substantiating an excused absence, and all documentation must be sent to the student advisor. An approved excused absence indicates the student's intent to remain enrolled in the course and at the institution and will prevent students from being withdrawn.

Instructors will individually work with students in these instances to determine if/how students can make up work and set timelines for assignment submissions. JALA University expects all instructors to be reasonable in accommodating students whose absence from class meets the guidelines above, and if a student's grade is impacted by a legitimate absence or absences he/she may appeal through the normal grade appeal process.

COURSE DROPS AND WITHDRAWALS

Each program is made up of a number of different courses. Students are responsible for managing their time at JALA and balancing their studies with their non-JALA commitments. There is, however, some flexibility to enable students to manage their workload. There may be circumstances and occasions when it is necessary for students to change their university activities by dropping a course or withdrawing from a course. Should students need to do so, they must follow the correct procedures and should understand the implications that are explained in this section.

Course Drop

A student may drop a course during the first 7 days of the course session without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect grade point average (GPA). Note: Please refer to the Academic Calendar for last date for a course drop.

A course drop applies to one course at a time and does not assume withdrawal from the University. Students are responsible for requesting a course drop by sending an e-mail to Student Services at studentservices@jala.university

The request must indicate:

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

Course Withdrawal

Course withdrawal refers to students formally withdrawing from the course roster after the add/drop period has passed. A withdrawal relates to only one course at a time and does not assume withdrawal from the University. A course withdrawal is different from a course drop in that the course will appear on the student's official transcript and will be included in attempted credits when academic progress is monitored. Students should note the following:

Course withdrawal requests must be sent by e-mail to Student Services at studentservices@jala.university and must include:

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

The following consequences apply to a student who withdraws from a course:

- The student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA, but course credits are included in attempted credits when monitoring academic progress

Administrative Withdrawal/ Dismissal

DISMISSAL FOR ATTENDANCE

NOTE: Please refer to the JALA University Attendance Policy

Students who do not log into the LMS for 14 consecutive days after the first day of class for all registered online classes, or miss 25% of their course meetings non-consecutively, and do not notify JALA University in writing during this period of their intention to continue, will be administratively withdrawn or dismissed from JALA University retroactive to the last date of recorded attendance.

Students who are administratively dismissed and withdrawn from JALA University after the add/drop period will receive a "NC," "W" or "F" grade, based on the withdrawal deadline, for the related course(s), which will count toward attempted hours at JALA University. A tuition refund, if applicable, will be calculated on a percentage basis according to the JALA University's refund policy.

JALA University may schedule periods of non-enrollment during which no courses are held. When this occurs, such as on holidays or during the annual winter break, the non-enrollment period may

extend the 14-day limit to include the scheduled break.

Withdrawal from JALA

DATE FOR STUDENT TO CANCEL OR WITHDRAW

Any student has the right, without explanation, to cancel the enrollment agreement and withdraw from the school at any time, after classes start, and pay a prorated scholarship reimbursement to the University calculated based on the classes taken up to the last day of attendance. The cancellation must be in writing. Students also have the option to request, in writing, to freeze their scholarship up to a maximum of one semester.

STUDENT ACKNOWLEDGEMENT OF CANCELLATION POLICIES

When the student signs an Enrollment Agreement with JALA University, they will sign and date the following statement:

LEGALLY BINDING CONTRACT & UNDERSTANDING OF CANCELLATION POLICIES

I understand that this Enrollment Agreement is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation policies have been clearly explained to me.

NON-REFUNDABLE FEES

As indicated in the Enrollment Agreement and Catalog, the following fees are non-refundable:

JALA University Application Fee: \$250

STRF FEE: \$0.00

LEAVE OF ABSENCE POLICY

JALA may grant, on a limited basis, a leave of absence to students, when the student is experiencing extenuating circumstances that prevent attendance and/or challenge academic success. These circumstances may include medical emergencies, family emergencies and other exceptional personal circumstances. JALA reserves the right to request supporting documentation from relevant authorities.

A request for a leave of absence must be made in writing and must be e-mailed to the Dean at Dean@jala.university.com including:

- Student's full name (First and last name)
- Student ID
- Program name and registered courses
- Reason for the request
- Date of requested leave and the date of return

A leave of absence may only be from the first day of the following term, students cannot return from a leave of absence in the middle of a term. A leave of absence cannot exceed 180 days within a twelve-month period, beginning on the first day of the student's initial leave of absence. Students who fail to return to class by the end of their leave of absence will be withdrawn from JALA. Students granted a leave of absence when on academic probation will return to their studies with

the same status.

The time granted for a student's leave of absence will not count against the total time allowed for the program completion. The Chief Academic Officer will decide whether or not to grant the student's request for a leave of absence after investigating the request, the supporting documents, and the student's academic history. JALA's decision to grant or refuse a request for a leave of absence will be final and binding.

STUDENT RECORDS RETENTION POLICY

Admissions records

JALA University shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in every degree program.

- The record of students who are offered and accept an offer of admission shall be automatically transferred to the Registrar office.
- The record of students who are offered but do not accept an offer of admission shall be housed in the admissions department for a period of three (3) years.
- The record of students who are not offered admission shall be housed in the admissions department for a period of one (1) year.

Student profile

JALA University shall maintain a file for each student who enrolls in the institution whether the student actually starts his/her educational program or starts but does not complete his/her educational program.

The student file shall contain all of the following pertinent student records:

(1) Written records and transcripts of any formal education or training, testing, or experience, institution's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily provided by the student;^{[[SEP]]}
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and^{[[SEP]]}
- (5) A transcript showing all of the following:^{[[SEP]]}
 - (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
 - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
 - (C) Credit for courses earned at other institutions;
 - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
 - (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

All student records shall be maintained for a period of 5 years, except for the student transcript, which is to be maintained permanently.

A record is considered current for three years following a student's completion or withdrawal.

JALA University shall maintain a second set of all academic and financial records on secure JALA University drive.

Access and Privacy

In general, each student has the right to review his educational file. This file may be only shared with the student. Only the JALA University Registrar or any member of the Registrar's Office has access to the student files, except for auditing purposes.

ACADEMIC TRANSCRIPTS

JALA will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$15.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting the release of academic records and transcripts to employers or other groups, or agencies must sign an authorization request and follow the procedures outlined in this section.

In addition, students are informed that they may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

JALA recognizes and acts in full compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Subject to FERPA limitations and in accordance with FERPA requirements, a student (or dependent student's parent/s) shall have the right to inspect and review the student's education records. Records may be inspected and reviewed upon written request to the Registrar. Requests must state as precisely as possible the education record or records the student (or eligible parent) wishes to inspect.

The Registrar will make the needed arrangements for access and notify the requester of the time and place where the records may be inspected. Access will be given within 45 days or less from the receipt of the request. When a record contains information about more than one student, the requestor may inspect and review only the records which relate to the student in question.

Students shall receive a copy of the Notification of Rights under FERPA upon enrollment and thereafter by December 31st of each calendar year they are enrolled. Students shall also be notified of their FERPA rights by annual publication in the campus catalog.

The campus shall disclose information from a student's education record only with the written consent of the student, except in instances in which the execution of the duties of the University requires access to student records, or to authorized agencies.

STUDENT DISMISSAL FOR MISCONDUCT

NOTE: Many different JALA University policies address specific aspects of student misconduct and unacceptable behavior which may result in the student's dismissal. These include the following:

Harassment and Non-Discrimination
Sexual Harassment
Cheating & Plagiarism
Student Code of Conduct
Drug-Free Policy
Anti-Bullying
Alcoholic Beverages
Non-Solicitation

Every JALA University student is responsible for the following:

- a. Obey the laws of his/her nation and the nation where he/she is studying.
- b. Obey the rules and regulations of JALA University
- c. Cooperate with JALA University center authorities in all facility-related matters, whether personal or on behalf of others, including providing information and evidence.
- d. Attend all teaching & learning sessions, except with the prior excused permission of the subject teacher
- e. Sit for examinations, unless prevented from doing or with the prior excused permission of the subject teacher.
- f. Be responsible for safeguarding and ensuring the safety of the property of the JALA University including any equipment used by him/her.

The following are prohibitions:

- a. No student is permitted to be involved in any activity or activities or conduct which may damage or harm the interests, harmony, or good name of JALA University centers or its faculty, staff, students, or officers.
- b. No student is permitted to use any lecture, tutorial or teaching materials provided to him/her by the centers for unauthorized publication, distribution, or dissemination, whether for payment or otherwise.
- c. No student may plagiarize the intellectual property of others, including data, ideas, publications and inventions.
- d. No student may cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination or any other aspect of a course.
- e. No student or group of students may organize, conduct, or participate in any non-JALA University sponsored or approved activity in the name of the University without permission or written instructions to do so from JALA University.
- f. No student or group of students may promote, manage, or assist in the collection of money or contributions in the name of JALA University without permission or written instruction to do so from the center.

- g. No student or group of students may make any statement to the media in the name of the University or center without the written permission of an authorized representative of the University.

A student who violates one or more of these responsibilities, prohibitions, or JALA University policies is said to have committed a violation or breach of conduct and is subject to disciplinary action, up to and including dismissal and withdrawal from JALA University.

STUDENT GRIEVANCE PROCEDURE

JALA University wants every student to have a very positive experience throughout his/her program of study. However, we realize that sometimes situations may occur where a student may want to bring forward a complaint or grievance against a JALA University faculty or staff member. JALA University's complaint and grievance procedure is designed to guide and assist students who have a perception of unfair and/or unlawful treatment with a step-by-step process for resolution.

GUIDELINE

JALA University recommends that the student should first attempt to resolve the matter directly and informally with the faculty/staff member involved. Many issues, problems and concerns can be addressed and possibly resolved by an initial conversation and discussion with the faculty/staff member involved. However, JALA University also understands that due to the specific nature of the student matter that this approach may not always be possible, appropriate, or acceptable to the student. We fully understand that not all situations can be resolved with this initial conversation between the student and faculty/staff member involved. If the student chooses not to try to resolve the matter in this initial conversation or if the initial conversation does not result in a satisfactory resolution of the matter, the student can pursue a formal process of resolution by filing a complaint or grievance.

A complaint or grievance should be initiated as soon as possible after the issue/concern/problem has occurred but in no cases more than five (5) working days from the date of the occurrence of the incident.

A written complaint or grievance should contain:

- a) A complete description of the complaint or grievance,
- b) Any supporting documents, and
- c) The desired outcome sought.

Students should use one of the two forms:

- a. **General Complaint Form** or
- b. **IT Complaint Form.**

A completed complaint form should be sent to CEO@jala.university

In addition, any faculty, staff member, student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's website, <http://www.bppe.ca.gov>. Phone: (888) 370-7589, press 3 when prompted.

Timeline

JALA University students must file a written complaint within five (5) working days from the date of the occurrence of any incident. JALA University will investigate the complaint and respond back to the student within thirty (30) working days from the date the complaint is received.

Appeal process for the following student complaints:

Violation of Student Academic Rights

(Grade issues, informed notice of course content and course grading criteria, etc.)

Cases of an Alleged Student Academic Offense

(Cheating, plagiarism, falsification of academic records, etc.)

Cases of an Alleged Student Non-Academic Offense

(violation of computer usage policy, falsification of student records, disorderly behavior, etc.)

For matters related to an alleged violation of any of the student issues listed above, the student needs to file a written appeal with the Chief Academic Officer (CAO). If the matter is resolved by the CAO to the student's satisfaction, the complaint is closed. If the matter is not resolved by the CAO to the student's satisfaction, the matter is referred to the Chief Executive Officer (CEO). If the matter is resolved by the CEO to the student's satisfaction, the complaint is closed. If the matter is not resolved by the CEO to the student's satisfaction, the student may file a written request for a hearing by the Appeals Board. All parties involved in the complaint will be invited to provide written documentation to support their case.

The Appeals Board will decide whether it will hear or not hear the student's complaint. If the Appeals Board decides to hear the case, a hearing will be scheduled and a decision rendered. The decision by the Appeals Board is final and cannot be appealed further at JALA University. The complaint will be considered closed. If the Appeals Board decides not to hear the case, the decision of the CEO will stand and the matter will be considered closed. The matter is considered a final resolution and cannot be appealed further at JALA University.

Appeal boards

The appeal board shall be constituted as follows:

Chief Academic Officer

Faculty or Staff Member: Nominated by the CAO

Student Representative: Nominated by the CEO

ACADEMIC DISHONESTY

Students at JALA University are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience JALA University establishes clear standards for student work.

In any presentation - creative, artistic, or research - it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes but is not necessarily limited to:

1. Plagiarism explained below.
2. Submission of work that is not the student's own for papers, assignments, or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.
5. Use of an alternate, stand-in, or proxy during an examination.
6. Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

1. A written phrase, sentence, or paragraph.
2. A graphic element.
3. A proof.
4. Specific language.
5. An idea derived from the work, published or unpublished, of another person.

1. Procedures in case of cheating or plagiarism:

Incidents of suspected academic disciplinary violations shall be handled initially at the level at which the incident occurs (e.g., course or research/creative project) and at the department level. The incident must be reported immediately to designated parties and, where appropriate, shall receive second-level review(s) in the manner outlined in the following section.

Initial Review, Decision and Action(s)

Initial review, decision, and action shall remain local, to involve the instructor(s) or academic supervisor(s) directly involved with the course, assignment, or project. If appropriate, the instructor(s) or academic supervisor(s) may decide to consult with a third party from the faculty, the department/program head or associate head, or the dean of student affairs. Instructors are free to discuss alleged violations informally with the student(s) thought to be involved but should avoid revealing the identity of other students involved unless necessary. Suspected violations that would result in a penalty should be handled by the instructor(s), in direct communication with the student(s) involved, within 7-days of the discovery of the suspected infraction and before the imposition of a penalty.

After discussion with the student(s) involved and their response, the instructor(s) shall conclude, within one week of discovery of the infraction and based on available evidence, whether the suspected violation(s) occurred. Instructors are encouraged to consult at this stage with their department/program head about the nature of the suspected violations, the evidence to support or refute these violations, and the range of penalties under consideration. If the conclusion is that the suspected violation(s) did occur, the instructor(s) shall also choose an appropriate penalty.

The most severe penalty available at this level of review and action shall be ***failure in the course*** or ***dismissal from a project***. However, instructors may also recommend a more severe penalty to the student's department/program head, who retains the option to impose more severe penalties (e.g., suspension or dismissal from the program) at this level. Elements to consider in making this decision include prior incidents of academic disciplinary action in a student's record, available from the registrar. The department/program head may discuss the issue with the student(s) and choose to convene a disciplinary hearing per the procedures of the department/program.

The student shall be notified immediately, and in writing via letter, email, or other electronic means, of this decision, the basis for this decision and (when applicable) the penalty imposed. This notification will come from the instructor and/or department/program head depending on the penalty involved. Students whose penalty is failure in the course in question will be informed that they are not be allowed to drop the course. Students will also be informed at this time of their right to appeal.

Reporting of Initial Action(s)

A copy of the letter outlining the initial decision and action to the student(s) involved in cases of academic disciplinary violations should also be directed to the following parties:

- Dean's office
- Chief Academic Officer's office
- The director of student services
- The office of the registrar

The office of the registrar will maintain the central record of academic disciplinary violations and actions. If the registrar is aware of information on prior incidents of academic disciplinary actions in the student's record, he or she will communicate this information to the department/program head and provide the department/program head the opportunity to impose an appropriate sanction.

Second-level Review and Action(s)

A second-level review of an initial decision emanates from one or more of the following three sources: (1) appeal by the student(s) involved because the student deems the penalty inappropriate and/or believes that improper procedure has been followed, (2) recommendation by the instructor, home department/program/college that the student be permanently expelled from JALA University, (3) recommendation by the director of student services for a review.

Where an appeal is made or a second-level action appears warranted, the provost will determine what action should be taken. The provost may decide to deny the appeal or waive the opportunity for a second-level action, to remand the case to the department/program head for additional consideration, to order a new or different penalty, or to convene a Review Committee for additional investigation of facts and/or determination of appropriate sanctions.

2. Student Appeals

Students who want to appeal an academic disciplinary action must state in writing to the Dean, via letter or email, their intention to do so within one week of the penalty date in question, and then must present their appeal to the dean no later than two weeks after said penalty date. Students who fail to meet these deadlines for filing a proper and timely appeal will forfeit or waive their right of an appeal of any academic disciplinary action. Appeals must be in writing, with appropriate documentation.

If the dean determines that a second-level review is warranted and that a Review Board should be convened, the dean or his/her designee shall immediately form and convene a Review Board and designate a chair. The board will include faculty from the college of the student involved, a graduate student from the college, the dean of student affairs and others deemed appropriate by the dean. If a student appeal and a review of a recommendation for second-level action occur at the same time, both shall be considered by this Review Board simultaneously. Where appropriate, it is expected that the instructor(s) from the course/project involved (or appropriate representatives designated by the department) will be available for participation or at least for consultation. The chair of the board shall inform the student(s) involved, in writing, of this step.

Copies of this letter should go to:

- The instructor(s) in the course in question
- The department head of the course involved
- Dean's office of the student's college
- Dean's office of the college housing the course in which the violation(s) occurred (if different from the student's college)
- The student's major department
- The dean of Student Affairs

The Review Board shall (a) review the facts of incidents involved and (b) make a recommendation about second-level action to the provost or his/her designee. The provost shall then render a decision subject only to appeal to the president of JALA University.

SEXUAL HARASSMENT POLICY

HARASSMENT POLICY

At JALA University, all faculty, staff, and students should be able to enjoy a teaching and learning environment that is free from harassment of any nature. Harassment based on personal characteristics such as gender, sexual orientation, race, cultural origin, veterans' status, pregnancy status, skin color, ethnicity, religion, age, or disability is strictly prohibited and in violation of JALA University policy. Examples of sexual harassment include, but are not limited to, non-consensual sexual contact of any type; sexual exploitation; aiding, abetting, or facilitating sexual misconduct; relationship violence; and stalking.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as one or more of the following:

- Unwelcome sexual behavior, request for sexual favors, written, implied, verbal, or physical conduct of sexual nature.
- Unwelcome sexual conduct that affects an individual's work performance, or creates an alarming, aggressive, or abusive work environment.
- Sexual pranks/ teasing/ jokes/ pictures/ music/ video either in person or via phone, email, or social media
- Any touching that represents sexual advances of any nature.

Sexual harassment is prohibited by federal and state law and by JALA University's policy. Sexual misconduct is also contradictory to the JALA University's mission and values and will not be tolerated in our community.

SEXUAL HARASSMENT REPORT PROCEDURE

<p>Step 1: Complaint filed</p>	<ul style="list-style-type: none"> ● Any JALA University faculty, staff, or student who experiences sexual harassment is encouraged to send an email or to the JALA University Chief Executive Officer (CEO) at ceo@jala.university. ● In the case that the complaint is directed to the JALA University CEO, the faculty, staff, or student should send his/her email directly to the JALA University Governing Board Chairman. ● The email should describe in specific detail the type of behavior involved in the alleged sexual harassment and include as much detailed information as possible regarding the incident: who, what, where, when. ● If the alleged sexual harassment was verbal in nature, the email should strive to provide the exact language or words that were used; when the verbal encounter occurred; where the verbal encounter occurred; who was present (including as possible witnesses); and the general circumstances to lead to the encounter. ● Complaints must be submitted anonymously. However, it should be noted that it will not be possible to follow up with the complainant during the investigation if contact information (name, telephone number, email address) is not provided. ● All complaints will be considered confidential and only those with a right-to-know will be made aware of the complaint and the complainant.
<p>Step 2: Formation of Investigation Team</p>	<p>The investigating team shall consist of the CEO, HR manager (in case of a complaint against an employee), Chief Academic Officer (CAO) (in case of a complaint against a student) and one member of the Governing Board.</p>
<p>Step 3: Investigation</p>	<p>The investigating team shall conduct a thorough and timely investigation. If appropriate, the team may solicit advice from a lawyer or legal representative.</p>
<p>Step 4: Decision</p>	<p>If the investigating team determines that sexual harassment did not occur, the complainant will be so notified, and no disciplinary action will be taken against the faculty, staff, or student. If the investigating team determines that sexual harassment did occur, the complainant will be so notified, and appropriate disciplinary action will be taken against the faculty, staff, or student.</p>
<p>Step 5: (when and if applicable) Discipline</p>	<p>For a faculty or staff member, disciplinary action will be taken based on the nature, type, and extent of the sexual harassment and may include— but not be limited to: verbal warning, written reprimand, probation, suspension for a specified of time, or dismissal/termination. For a student, disciplinary action will be taken based on the nature, type, and extend of the sexual harassment and may include but not be limited to: verbal warning, written reprimand, probation, suspension for a specified period, or dismissal/expulsion from JALA University.</p>

INFORMATION TECHNOLOGY POLICY

The use of any computer software or information technology equipment by students shall be in compliance with all laws and JALA policies. Students may not violate any intellectual property rights and may not compromise, tamper with, or utilize the software or equipment for inappropriate or unauthorized purposes. All such property belonging to JALA or under JALA's control may be inspected or monitored by JALA personnel at any time and for any purpose.

Disciplinary action may be taken when a violation of this policy occurs.

NONDISCRIMINATION AND EQUAL OPPORTUNITY

JALA is committed to nondiscrimination and equal opportunities in its admissions, college policies, academic programs, activities, and employment regardless of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex, marital status, sexual orientation, or any other basis protected by applicable federal, state, or local law, ordinance, or regulation.

STUDENTS WITH DISABILITIES

It is the applicant's or student's responsibility to make his/her disability known during the enrollment process and to present certified documentation of the disability. A student who chooses to make his/her disability known and seeks accommodation should contact the Academic Affairs Department immediately upon recognizing the need for an accommodation. An academic affairs official or designee will discuss the recommended accommodations with the student to determine a reasonable means for delivering a specific accommodation. Documentation of recommended accommodations from a physician or other healthcare professional will be required prior to provision of the accommodation.

COMMITMENT TO INTEGRITY AND PROFESSIONALISM

As a student enrolled at JALA, you are expected to maintain high degrees of professionalism, commitment to active learning and participation in class and also integrity in the behavior in and out of the classroom.

GRADUATION CRITERIA

Students must meet the following academic requirements for their BBA degree:

- Successful completion of program coursework* within 6 years of the start of study
- Minimum overall cumulative grade point average of 2.0 for all (core and general education courses) in the program
- A grade of C or higher for all core courses in the program

*Includes any courses taken through credit by examination and credit hours transfer to JALA University.

NOTES

- 1.) A grade of C- or lower is not considered a passing grade for any core course.
- 2.) A grade of D- or lower is not considered a passing grade for any general education course.
- 3.) If the student receives a grade of C- or lower for any core course and/or a grade of D- or lower for any general education course, this failed course must be repeated in order for the student to graduate.
- 4.) Only the grade of the repeated (core or general education) course will be used to calculate the student's cumulative grade point average for graduation but both the original and repeated courses grades will appear on the student's official transcript.
- 5.) A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.
- 6.) A student whose cumulative grade point average drops below 2.0 after a module will be placed on academic probation for the following module. If a student does not raise his/her cumulative grade point average to a 2.0 or higher after the next module, he/she will be subject to academic dismissal.

I. GRADUATION CEREMONY PROCEDURE

- All students desiring to graduate must file a "Graduation Application" with the Registrar's Office by: December 1 for spring or summer graduation and September 15 for fall graduation.
- The Registrar's Office obtains approval of the Graduation Application from each student's dean.
- Students who are not approved to graduate in the semester stated on the Graduation Application must file another Application in a subsequent semester.
- The Registrar's Office issues diplomas and posts degrees on transcripts only when the registrar and the dean have certified that all graduation requirements have been met and after payment of graduation fee and all university financial obligations.
- Students on academic or disciplinary probation will not be allowed to graduate.

ACADEMIC CALENDAR FOR 2023

Term 1 - Jan 23 thru Jun 16, 2023

Module 1 - Jan 23 thru Mar 8 Grades Due March 10
 Module 2 - Mar 13 thru Apr 26 Grades Due April 28
 Module 3 - May 1 thru Jun 14 Grades Due June 16
 Final Grades Due June 16

Term 2 - Jul 10 thru Nov 29, 2023

Module 1 - Jul 10 thru Aug 23 Grades Due Aug 25
 Module 2 - Aug 28 thru Oct 11 Grades Due October 13
 Module 3 - Oct 16 thru Nov 29 Grades Due Dec 1
 Final Grades Due December 1

Holidays observable by all countries:

Date	Holiday
Friday, April 14, 2023	Good Friday
Monday, May 1, 2023	Labor Day
Tuesday, July 4, 2023	US Independence Day
Thursday, July 20, 2023	Colombia Independence Day
Sunday, August 6, 2023	Bolivia Independence Day
Thursday, September 7, 2023	Brazil Independence Day
Thursday, November 2, 2023	All Souls Day

US holidays in which professors will leave the class recorded:

Date	Holiday
Monday, February 20, 2023	President's Day
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Monday, September 4, 2023	US Labor Day
Monday, October 9, 2023	Columbus Day

Country specific holidays in which tutors may reschedule the class

Date	Holiday	Country
Tuesday, February 21, 2023	Carnival	Bolivia, Brazil
Wednesday, February 22, 2023	Carnival	Brazil
Wednesday, June 21, 2023	Aymara New Year	Bolivia
Thursday, October 12, 2023	Our Lady of Aparecida	Brazil
Wednesday, November 15, 2023	Republic Proclamation Day	Brazil

Days for courses: Mondays thru Thursdays
 Faculty Admin Day: Fridays
 Professor Office Hours: Fridays (by appointment)

ADMINISTRATION

You can contact Administration via email as follows:

CEO@jala.univeristy , the office of the President.

ChiefAcademicOfficer@jala.university, the office of the Chief Academic Officer

Dean@jala.university, the office of the Academic Dean

DirectorOfEducation@jala.university, the office of the Academic Director

StudentServicesMexico@jala.univeristy, the office of student services Mexico

StudentServicesBrazil@jala.univeristy, the office of student services Brazil

StudentServicesBolivia@jala.univeristy the office of student services Bolivia

StudentServicesColombia@jala.univeristy, the office of student services Colombia

AcademicAdvisor@jala.univeristy, the office of the Academic Advisor

Admissions@jala.univeristy, the office of the Admission Director

Registrar@jala.univeristy, the office of the Registrar