Jala University

Student Catalog 2023-2024

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https://jala.university/

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OVERVIEW

Academic Calendar and Holidays

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 2 thru Jun 14 Grades Due June 16

Term 2 - Jul 3 thru Dec 13, 2023

Module 1 - Jul 3 thru Aug 23 Grades Due Aug 25
Module 2 - Aug 28 thru Oct 18 Grades Due October 20
Module 3 - Oct 23 thru Dec 13 Grades Due December 15

Term 1 - Jan 8 thru Jun 19, 2024

Module 1 - Jan 8 thru Feb 28 Grades Due March 1
Module 2 - Mar 4 thru Apr 24 Grades Due April 26
Module 3 – April 29 thru Jun 19 Grades Due June 21

Term 2 - Jul 1 thru Dec 11, 2024

Module 1 - Jul 1 thru Aug 21 Grades Due Aug 23
Module 2 - Aug 26 thru Oct 16 Grades Due October 18
Module 3 - Oct 21 thru Dec 11 Grades Due December 13

Track-Specific Holidays

Spanish track only:

Easter/Good Friday: Mar 29
Labor Day: May 1
Corpus Cristi: June 8, 2023; May 30, 2024
Colombia Independence Day: July 20
Bolivia Independence Day: Aug 6
Mexico Independence Day: Sept 16
Argentina Independence Day: Jul 9
All Souls: Nov 2

Portuguese track only:

Carnival Feb 12 y 13, 2024
Brazil Independence Day: Sept 7
Easter/Good Friday: Mar 29, 2024
Labor Day: May 1
Corpus Cristi: June 8, 2023; May 30, 2024
All Souls: Nov 2

New Term Start Dates
July 3, 2023
January 9, 2024
July 4, 2024

*** Note:** For country-specific holidays, only students enrolled in the given track are subject to the holiday.

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 educational 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 into an online approach. In 2021 we received the exemption from the Bureau for Private Postsecondary Education (BPPE), and California State. Since then, Jala University has become a functioning US-based institution providing high-quality tech education for students from all around the world assisting them in developing 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 upon graduation become eligible for a full-time job. All our efforts are aimed at remaining at the forefront of education for the technology industry and helping to build tech-savvy regions that transform communities and lives.

Board of Trustees

Name	Office
Jorge Lopez	President
Juan Salinas	Vice President and CEO
Alfonso Megias	Treasurer
Erin P. Keating	Secretary
Christopher Bjorstad	Academic Representative

Advisory Board

Name	Contact	Position	Employer
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Adrián Grajeda	adrianrg@gmail.com	Sr. Software Developer	ACR-One Solutions
Silvia Valencia	Silvia.Valencia@jalasoft.com	Unit leader	Jalasoft
Rolando Lora	Rolando.Lora@jalasoft.com	Software Architect	Jalasoft

Mission

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.

Vision

To transform the economies of disadvantaged regions by offering world-class education programs and employment opportunities in the software export industry, enabling them to develop intellectual property and to become active players in the digitization of society.

University Goals

- To bring academy experts and industry experts together so that students reach expertise through practical, industry-supported, education.
- To provide a unique learning experience to students through experiencing hands-on education in a project-based model.
- To open channels of communication between educators and industry experts for the benefit of the students.
- To prepare students for their professional careers by being able to integrate to software engineering teams in the high-tech industry.

University 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 alongside acquired and core competencies applicable to each program:

- 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.
- Students will be able to think critically, analyze and resolve problems through gathering information, reasoning, evaluating alternatives and reaching creative appropriate solutions.
- Students will demonstrate professional and ethical behavior with recognition of the diverse and multicultural communities in which we live.
- Students will demonstrate leadership skill sets appropriate to the work, personal and professional environments.
- Students will demonstrate evidence of technology and information literacy resources for evidence-based decision-making as relates to their field of study
- 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

Hours of Operation

Jala University Offices are open during standard business hours, Monday through Friday 8:00 AM – 5:00 PM UTC-4.

Accreditation and Approvals

JALA University has met the qualifications for exemption from regulation under the Act, pursuant to California Education Code (CEC) section 94874(b)(1): "*An institution offering educational programs sponsored by a bona fide trade, business, professional, or fraternal organization, solely for that organizations membership*".

Pursuant to CEC §94874.7, this verification of exemption shall remain valid until December 22, 2023, as long as the institution maintains full compliance with the requirements of this exemption. Any of the following conditions will deem the institution ineligible for this exemption:

- the institution is no longer sponsored by a bona fide trade, business, professional, or fraternal organization, solely for that organization's membership;
- the institution is approved to participate in Title 38 veteran's financial aid programs;
- or any other factor, that would render the institution ineligible for an exemption under the CEC section 94874(b)(1).

Additionally, as an exempt institution, JALA University shall comply with CEC §94927.5 regarding the retention of student records and transcripts and their submission to the Bureau prior to closing.

JALA University is not institutionally or programmatically accredited.

Statement from CEO

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. This is why 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

Welcome to Jala University!
Juan Salinas, CEO
Jala University

ADMISSIONS INFORMATION

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.

Non-Discrimination Statement:

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.

Application Process:

1. 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.
2. Fundación del Saber or the candidate submits an Application for admission.
3. The candidate's application will be reviewed by the Director of Student Admissions to verify that the candidate meets all of the eligibility requirements for the program that she/he is applying for.
4. 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 CEO who will make the final decision regarding granting the candidate's application for admission to JALA University.
5. If 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.
6. If the candidate accepts JALA University's offer of admissions, the candidate will receive a copy of the current University catalog.
7. Then, she/he will receive a copy of the Enrollment Agreement that he/she will need to sign and return.
8. Upon JALA University's receipt of the signed Enrollment Agreement and all additional requirement paperwork, the candidate will officially become a student of JALA University.

Admission Criteria:

Applicants who apply to our Portuguese and Spanish programs must be proficient in Portuguese/Spanish, deemed "college-ready" and able to study in these languages. Required: Certificate of Studies of Higher Secondary or Baccalaureate.

In addition, applicants need to approve the following admission exams:

1. Admission test with a score of 60 or above
2. Admission course module 1 with a score 80% or above
3. Admission course module 2 with a score 80% or above
4. Vocational tests:
    a. Personal preferences: 40% or above
    b. Technology and sciences: 40% or above

c. Education: 40% or above

5. Intelligence:
    a. Logics: 50% or above
    b. Intrapersonal: 50% or above
    c. Interpersonal: 30% or above
    d. Linguistics: 50% or above
6. Team Work: 50% or above
7. Intrapersonal skills: 50% or above
8. Interpersonal skills: 50% or above

In addition, students receiving a full scholarship from Jalasoft must enroll in the English for Specific Purposes for Software Engineers Certificate Program (ESP) program to qualify for the scholarship. Applicants are requested to take an English Exam from British Council English Score, in a synchronous session with the admission officers, and send results immediately after the test is complete.

Placement

Upon successful completion of English Score, students will receive notification of placement level before the start of the Term. Depending on placement, students will be assigned to a corresponding ESP program level. Students will start the level with the first course in the level series, and then, complete each successive course.

English Score Test and Placement Method

For initial program placement, all students must complete the English Score test, given by the Admissions Department, prior to their first term with the University. The scores and corresponding placement levels follow in this section.

The ESP program offers 2 placement levels based on assessment scores: Level 1 and Level 2.

CEFR		**English Score Test Results**	**ESP Program Level**
Level	**Description**		
Pre-A1	-	0 - 99	Level 1
A1	Beginner	100 - 199	
A2	Elementary	200 - 299	
B1	Intermediate	300 - 399	Level 2
B2	Upper-intermediate	400 - 499	
C1	Advanced	500 - 599	

Courses in ESP Levels

Level 1 – Beginner (A1-A2)

- ESP 1 – Beginning English for Software Engineers I

- ESP 2 – Beginning English for Software Engineers II

Level 2 – Intermediate (B1-B2)

- ESP 3 - Business English
- ESP 4 - English for Software Engineering I
- ESP 5 - Interview Preparation & Written Communication I

Level 3 - Advanced

- ESP 6 - English for Software Engineering II
- ESP 7 - Interview Preparation & Written Communication II

General ESP Testing Procedures - Initial Program Placement

- **A government-issued, unexpired picture ID is required** to take the ESP assessment **English Score** online.
    - Examples: Driver's License, Military ID, passport, personal identification card from home country. **Pictures including photos on a cell phone or photocopies of identification are not accepted.**
- Your application ID number found on application is needed to take the test. Test may only be taken by the applicant with the assigned application number.
- Only one test will be administered. This test score will be the official ESP test score used for placement in the ESP program.
- Testing is subject Jala's Academic Policies and Procedures. Cheating on a placement test is strictly prohibited.
- Cheating violations may result in cancellation of scholarship or other penalties deemed appropriate by the CAO.

Common Questions about ESP Testing

Nº	**Step**	**Responsible**	**Answer**
1	Who proctors the tests	Admission Officer	Admission Officer
2	How does live proctoring work	Admission Officer	Applicants are invited to a scheduled call with open cameras where admissions officers will validate if the person under evaluation is on the screen Meeting will be recorded
3	What technology is needed		Microsoft Teams Mobile device where English Score app can be installed.
4	How is student identity verified	Admission Officer	The student is validated using the Identification document he/she sent during the Admissions process.

5	What if the student has a disability accommodation	Admission Officer	If the student reported that has a disability, the Admission Officers team will coordinate with the student the accommodation for the English test.
6	Can proctors respond to questions during testing	Admission Officer	Yes, but only if the question is related to the installation or problems with the app.
7	How do students schedule live proctors	Admission Officer	The Admission Officer invites students via email to schedule the test.

Appeal Process

Please see the **Grievance Procedure**.

Transfer Credit Policy

The acceptance of credits is solely at the discretion of JALA University. The 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.

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.

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.

Transfer of credits earned at Jala University to another school is subject to the receiving institution. **Jala does not guarantee transferability of credit to any other institution.**

Technology Requirements

Our online curricula are delivered via a learning management system (LMS), and a variety of cloud-based tools 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 11th 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 to ensure you have the required equipment.

ACADEMIC PROGRAMS

Commercial Software Engineering

Program Learning Outcomes:

1. [Knowledge Skills] **Industry-Relevant Skills**: Apply current techniques, skills, and tools necessary for software development and computing practice, with a strong emphasis on matching industry requirements and standards.

2. [Knowledge Skills] **Problem Solving and Critical Thinking**: Investigate complex computing problems, identify and define requirements, and utilize principles of computing and other relevant disciplines to develop effective solutions.

3. [Knowledge Skills] **Design and Implement Solutions**: Create, implement, and evaluate software systems, components, or processes that meet specific needs, ensuring efficiency, maintainability, and scalability.

4. [People Skills] **Collaborate in Diverse Teams**: Function effectively as a member or leader of diverse teams in various roles, working towards a common goal in software development projects.

5. [People Skills] **Communicate Effectively**: Articulate thoughts and ideas, both orally and in writing, with a range of audiences, including the ability to present technical information to non-technical stakeholders.

6. [People Skills] **Professionalism and Ethics**: Understand and assess professional, ethical, legal, and social responsibilities in computing, and make informed judgments based on these principles in real-world situations.

7. [People Skills] **Pursue Continuous Learning**: Recognize the need for, and engage in, lifelong learning and professional development, as well as adapt to new technologies, methodologies, and evolving industry trends.

8. [People Skills] **Cultivate Social Responsibility and Gratitude**: Develop an awareness and appreciation for the well-being of people, the environment, and society, and actively contribute to positive change through computing innovations and community engagement.

General Education requirements for all Programs: 37 Credit Hours

Code	Course	Credit Hours
FMA-111	Logic	3
FMA-112	Discrete Mathematics	3
FMA-113	Calculus I	3
FMA-121	Linear Algebra	3
COM-118	Communication 1	3
COM-127	Communication 2	3
FHC-129	History of Software Engineering	2
FMA-212	Calculus II	3
FMA-213	Statistics	3
COM-219	Writing and Composition 1	3

COM-229	Writing and Composition 2	3
FHC-425	Management and Leadership	3
FHC-324	Social issues and Professional practice	2

Concentration in Design and Architecture
Total Program Requirements: 167 Credits + ESP certificate of completion
Program Total: 130 Semester Credits
Program Length: 4 years

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.

Code	Course	Credit Hours
APR-114	Programming 1	2
ISO-115	Software Development 1	3
IRE-116	Operating Systems 1	2
BDA-117	Database 1	2
APR-123	Programming 2	3
ISO-124	Software Development 2	3
IRE-125	Operating Systems 2	2
BDA-126	Database 2	2
APR-211	Programming 3	2
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
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
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
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	Research Project on Software Development 1	2
TDG-413	Research Project on Software Development 2	2
ASO-414	Mobile Application Development	3
ASO-415	System Integration	1
ASO-416	System Scalability	1
APR-421	Machine Learning	2
COM-422	Technical Documentation	1
TDG-423	Research Project on Software Development 3	2
TDG-424	Research Project on Software Development 4	2
FHC-425	Management and Leadership	3
ASO-426	Interaction of Technological Devices	2
ASO-427	Cloud Development	1

Concentration in Test Automation
Total Program Requirements: 170 Credits + ESP certificate of completion
Program Total: 133 Semester Credits
Program Length: 4 years

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. The program includes quality metrics, implementing automation software testing in CI/CD pipelines.

Code	Course	Credit Hours
APR-114	Programming 1	2
ISO-115	Software Development 1	3
IRE-116	Operating Systems 1	2
BDA-117	Database 1	2
APR-123	Programming 2	3
ISO-124	Software Development 2	3
IRE-125	Operating Systems 2	2
BDA-126	Database 2	2
APR-211	Programming 3	2
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
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
IRE-315	Unix Administration	2
APR 317	Algorithmics 2	3
IRE-311	Operating Systems 3	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
IRE-321	Development and Operations	2
BDA-322	Database 3	2
ICA-323	Software Quality Engineering 7	2
ICA-324	Software Quality Engineering 8	2
AUT-326	Automation 1	2
AUT-327	Automation 2	2
TDG-412	Research Project on Software Quality 1	2
TDG-413	Research Project on Software Quality 2	2
TDG-423	Research Project on Software Quality 3	2
TDG-424	Research Project on Software Quality 4	2
IRE-411	Development and Operations 2	2
ICA-412	Mobile Application Software Quality	2
AUT-415	Automation 3	2
WNU-416	Web Software Quality	2
ICA-421	Metrics Analysis and Risk Management	1
WNU-425	Performance Testing	2
WNU-426	Cloud Software Quality 1	2
WNU-427	Cloud Software Quality 2	2

English for Specific Purposes for Software Engineers Certificate Program – Non-Credit

Program Description

The English for Specific Purposes (ESP) for Software Engineers Certificate Program is a required non-credit program for all students. The program is specifically designed to help students learn and enhance their English language skills for professional communication in the global software industry. The program combines cross-cultural communication skills training, Business English, and English for Software Engineering.

All students must successfully complete the ESP for Software Engineering Certificate program and be awarded their certificate in order to be eligible for employment with the Sponsor following graduation. Courses and labs are offered every Module and are dependent on student placement.

All students must complete the English Score test, given by the Admissions Department for placement. Placement testing occurs prior to your first term with the University. Test scores and corresponding placement levels can be found in this section.

Weekend Labs

Asynchronous ESP labs will be scheduled on weekends; however, students have additional time to complete lab work outside of assigned lab times. Labs will provide additional time to practice and acquire written and spoken English language proficiency. Labs will be offered each Term depending on your placement level. If assigned to a lab, it will appear on your course schedule.

Course	Contact Hours	Homework Hours	Total Hours
ESP 1 - Beginning English for Software Engineers I	55	110	165
ESP 2 - Beginning English for Software Engineers I	55	110	165
ESP 3 - Business English	55	110	165
ESP 4 - English for Software Engineering I	55	110	165
ESP 5 - Interview Preparation & Written Communication I	44	88	132
ESP 6 - English for Software Engineering II	40	80	120
ESP 7 - Interview Preparation & Written Communication II	40	80	120

Annual Testing

Students will be required to complete annual testing via English Score or other established program assessments to address any areas deficiencies and track language proficiently progress.

ACADEMIC POLICIES

Grading Scale

Grade	Percentages	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	86-89	3.3
B	83-85	3.0
B-	80-82	2.7
C+	76-79	2.3
C	73-75	2.0
C-	70-72	1.7*
D+	66-69	1.3*
D	63-65	1.0*
D-	60-62	0.7**
F	< 60%	0.0

***A grade of D- or lower is considered a failure and will require the course to be repeated for all classes.**

Other Letter Grades the University May Use:

Grade	Description	Impact to GPA
P	Proficient	N/A
AU	Audit	N/A
I	Incomplete	N/A
W	Withdrawn	N/A
WF	Withdrawn – Failing	Counts as an "F"
TR	Transfer Credit	N/A
LOA	Leave of Absence	N/A

Grading For Courses

Course weights are distributed between the Masterclass and the Faculty Practitioner (also called Labs) sections in Canvas. Courses may be: Core courses, General Education courses, ESP courses or ESP Labs. Review the course syllabus for more specific details applicable to a given course.

TEMPLATE A: COURSE WEIGHTS for GENERAL EDUCATION COURSES

FACULTY PRACTITIONER: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Weekly Faculty Practitioner Labs	Weekly Faculty Practitioner Labs	350	35%
TOTALS:	**N/A**	**350 Points**	**35%**

MASTERCLASS: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Discussions	Discussions and Peer Responses	40	4%
Assignments	Assignments	160	16%
Quizzes, Tests, Exams, Projects	Quizzes, Tests, Exams, Projects	450	45%
TOTALS:	**N/A**	**650 Points**	**65%**

Attendance	Weekly Attendance (for Master Class and Faculty Practitioner Live sessions- points come from Registrar in Week 8)	50	-5 % Penalty Only (for greater than 25% total attendance)

TEMPLATE B: COURSE WEIGHTS for CORE COURSES

FACULTY PRACTITIONER: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Weekly Faculty Practitioner Labs	Weekly Faculty Practitioner Labs	650	65%
TOTALS:	**N/A**	**650 Points**	**65%**

MASTERCLASS: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Discussions	Discussions and Peer Responses	20	2%
Assignments	Assignments	80	8%
Quizzes, Tests, Exams, Projects	Quizzes, Tests, Exams, Projects	250	25%
TOTALS:	**N/A**	**350 Points**	**35%**

Attendance	Weekly Attendance (for Master Class and Faculty Practitioner Live sessions- points come from Registrar in Week 8)	50	-5% Penalty Only (for greater than 25% total attendance)

Assessment Process

Following the due date for each assignment, the course instructor will utilize a clearly defined grading rubric to access student performance for each metric. Points will be totaled, and grades provided to each student with substantive feedback within 1 week of the due date.

Incomplete:
There are occasions where a student may have justifiable need to submit work past the last day of class. An incomplete will extend a student's schedule by a maximum of two weeks. First, the student must contact the respective Professor or Faculty Practitioner

regarding the incomplete course work **before** the end of the Module. Next, the student must complete and submit the Incomplete Form, available from Student Services. The form must be submitted to the course Professor. The Professor will submit the form to the Dean. The request may be approved or denied with reason. If approved, the Professor will submit a grade of "I" for the grade. The student, then, has two weeks to complete the work as outlined on the Incomplete Form and submit the work to the Professor for grading. Once work is submitted, faculty will have 48 hours to grade the work and submit a Change of Grade Request form.

Make-up Work:
Students have seven days to make up missing work. Grading for missed work is subject to penalty. Make-up work in the last week of class may require an incomplete.

Change of Grade
There are limited instances where a change of grade may occur: instructor error, grade appeal, incomplete.

The instructor must attach the work that was completed by the student to a Change of Grade Form and submit to the Dean for signature. The Dean who will forward the completed form to the Registrar to change the grade.

Maximum Time Frame

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.

Graduation

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

Attendance Policy

Classroom attendance is recorded automatically in Microsoft Teams. Once a student enters the classroom in teams, their attendance is registered. If students arrive late or leave early, that attendance time is also recorded. Students who spend less than 70% of classroom time in the session should be marked as absent.

Students with 25% of absences from a course will be penalized with 5% of the final grade.

All students are expected to attend and participate in all classes as scheduled, on time, and to continue attending classes for the full duration of the course or module, regardless of modality.

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

Students enrolled in synchronous online courses are recorded as either present or absent for each course meeting, students who spend less than 70% of classroom time in the session will be marked as absent.

Students who do not attend a course at least once in any 14 consecutive day period 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 the University retroactive to the last date of recorded attendance.

Students who are administratively withdrawn from a course or the University after the add/drop period will receive an “W” or “WF” grade, based on the withdrawal deadline, for the related course(s), which will count toward attempted hours at the University; a tuition refund, if applicable, will be calculated on a percentage basis according to the University’s refund policy.

The 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.

Who Is Affected by This Policy
Students, Faculty, and Office of the Registrar

Procedures

Attendance Monitoring

Each student must attend the class and lab portion of all courses.

- Attending 100% of all sessions = Full points
- Absences of 25% to 39% or more of the total number of sessions = deduction of 5% on course grades
- Absences of more than 40% of total sessions = Withdraw Fail (WF) grade

Instructor can use various other tools to assess students' participation in class (e.g. by using class exercises or presentations).

Students who spend less than 70% of classroom time in the session should be marked as absent.

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 not-withstanding, 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 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.

JALA UNIVERSITY STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress

To remain in good academic standing, students must maintain at least a minimum grade point average (GPA) of 2.00. Grade point average is calculated at the end of each term. A term is equal to three 8-week modules. A SAP Alert is issued, first, if the student's GPA is approaching 2.0. If the GPA falls below the minimum required 2.0 at the end of a term, the student will be placed on Academic Warning. Students will be placed on Academic Probation after two-consecutive terms of below the minimum required 2.0 GPA. If a student does not achieve Satisfactory Academic Progress after two consecutive warning periods, the student will be Academically Dismissed from the university. To be removed from Academic Warning or Academic Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

SAP Table

SAP Levels	Meaning	Student Action	University action
SAP Alert	Alert indicated on transcript means that student is nearing SAP Warning.	Student must increase his/her academic efforts for the following Module.	None
SAP Warning	GPA below 2.0 at the end of a term.	Student must increase his/her academic efforts to be at the minimum 2.0 GPA at the end of the term.	Warning letter is sent.
SAP Probation	GPA is below 2.0 for two consecutive terms.	Meet with Academic Affairs to create a written success plan. Must be at a minimum 2.0 at the end of the probation period.	Academic Affairs will meet with student to create a written success plan.
SAP Dismissal	Does not achieve minimum 2.0 GPA after Probation period or is at any given time it is mathematically impossible to meet minimum SAP standards.	Student withdrawn from university. Student mayb appeal the dismissal.	University will dismiss student from the program.
SAP Appeal	Written explanation of circumstances that lead to the Academic Dismissal with a plan of action to move back into good academic standing.	Follow SAP Appeal process.	University will follow the SAP Appeal process.

Note: Student Academic Progress will be reviewed after Module 2 in Term 1 of the program. If the student has failed a total of 5 or more classes, he/she may be subject to Academic Dismissal from the University. If the review of a student's Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the student will result in Academic Dismissal from the University.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk. D- or lower is not considered a passing grade for any core course or general education course. If a student earns a D- or lower in any course, the course must be repeated. Note: *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 and could lose scholarship eligibility.* Poor academic performance may lead to Alert, Academic Warning, Academic Probation and/or Academic Dismissal. It is very important that students attend all registered courses and complete them successfully.

The following criteria are used to determine Satisfactory Academic Progress.
A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA) of 2.0
- Achieve the minimum rate of progress (ROP) of 66.67%
- Complete the program within a maximum allowable timeframe of 6-years.

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Academic Dean and Registrar's Office within five (5) business days of determination. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic Dismissal, a student may appeal the Academic Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend the university and will forfeit their scholarship from the *Fundación del Saber scholarship program.

Calculation of Cumulative Grade Point Average
A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned b) Totaling the grade points earned for all the courses c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Courses in the English as a Second Language (ESP) program are non-credit bearing courses and are not calculated into the program GPA.

Repeated Courses and Grades
As courses are retaken, only the highest grade will count in the GPA. All attempts are included in the credit hours attempted for the purposes of calculating the rate of progress (ROP). Withdrawn and failing grades are included in the maximum allowable timeframe and rate of progress (ROP) as credit hours attempted but not earned. The grade Incomplete (I) is calculated as if it is an F for CGPA and ROP purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade. *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 and could lose scholarship eligibility.*

Incomplete Grades
An incomplete grade (I) will count as a F in the overall GPA and ROP calculation and the end of each SAP cycle (term). If a student is granted an extension to complete course work and the student meets the criteria for a grade change the (I) grade will be changed to the revised earned grade and GPA and ROP will be recalculated for the end of term overall GPA/ROP. If the student does not meet the criteria for a change of grade the (I) grade will be changed to an F or the original earned grade.

Procedure for Appealing Academic Dismissal
A student who is Academically Dismissed for violating Satisfactory Academic Progress must appeal in writing to the Academic Dean for re-entry within a minimum of 10-days before the start of the term in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal and must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed along with an action plan to meet SAP.

The Appeals Committee will review the student's appeal and will determine within 5-business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. Upon the Appeals Committee decision, the student will be notified by the Registrar's Office in writing. The Appeals Committee decision will be final.

If a student's appeal is successful, the student will be placed on Academic Probation for one term (or two if eligible) following re-admittance. Academic Advisors must develop, document, and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his/her remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic Probation period or by the end of the term included in the Academic Plan.

The Academic Plan must detail specific time frames and student success measures and cannot be greater than two (2) terms if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students that may have an Academic Plan for more than one term, the student must meet the academic targets of the Academic Plan at the end of the first term when the student is on Academic Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. Failure to meet the established goals included in the Academic Plan will result in Academic Dismissal. *Note:* a student who is Academically Dismissed within one-year from graduation is still eligible to appeal.

Glossary of Terms

- **Grade Point Average (GPA):** The grading policy stated in the Catalog and Student Handbook used to determine the Grade Point Average. This average is in turn used to determine if a student is maintaining satisfactory academic progress.
- **Rate of Progress:** The student must complete at least 67% of all registered/attempted credits each semester. Grades of F, WF, W, and I are treated as registered credits but NOT earned credits and thus negatively impact the rate of progress. (This is based on credits enrolled per term.) % earned = cumulative earned credits divided by cumulative registered credits.

- **Maximum Time Frame Allowance:** Maximum time for a student to complete his/her program is up to 6-years.
- **Incomplete Grades:** The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on a schedule because of an approved circumstance. An "I" grade will automatically become the grade earned if the requirements to complete the course work have not been satisfactorily met by the assigned time.
- **Satisfactory Academic Progress (SAP):** The process the University uses to determine if a student is meeting all educational requirements and is on target to graduate on time while meeting the minimum required GPA and ROP.
- **Completion Rate:** The number of credits earned based on the number of credits attempted. Jala University uses the Rate of Progress (ROP) calculation of 67% as the benchmark for completion rate.

Student Accommodations

Should a student notify an instructor or Student Services with a request for accommodations, please immediately forward the request to the Dean, who will consult with the CAO. Instructors will not provide accommodations until the instructor is notified via formal email from the CAO.

Leave of Absence

JALA University 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. The JALA University reserves the right to request supporting documentation from relevant authorities.

A request for a leave of absence must be made in writing, and be e-mailed to Student Services at studentservices@jala.university including:

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

A leave of absence may only be from the first day of the following term, and 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 University. 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. Student Affairs 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 University's decision to grant or refuse a request for a leave of absence will be final and binding.

Course Drops and Withdrawals

Drop/Add Period
A student can request to drop a course during the first 7-days of the start of a course term 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 in order to verify the last date for a course drop.

A **course drop** applies to one course at a time and does not assume withdrawal from JALA University unless the student is registered for only one class. Students are responsible for executing course drops by sending an e-mail to Student Services at studentservices@jala.university.

The request must include:

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

If the student has not received a response from Student Services within three days of the original request, another inquiry should be made by the student to Student Services.

Withdrawal - Course
Students have the option after the add-drop period to withdraw from a course. From the end of add-drop through week 5:

- 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

After Week 5

- The student receives a grade of "WF" for the course
- The grade of "WF" appears on the student's transcript
- The grade of "WF" counts as an F for GPA purposes

Students must fill in withdrawal paperwork from the Student Services department. This document must be signed by the student affirming the decision to withdraw and stating the reason for withdrawal.

Any withdrawal from courses may have an impact on graduation date.

Withdrawal - Program
A student may withdraw from JALA University at any time for any reason. Students must fill in withdrawal paperwork from the Student Services department. This document must be signed by the student affirming the decision to withdraw and stating the reason for withdrawal.

Prior to submitting a withdrawal paperwork the student is required to meet with and obtain signatures from the financial department, academic department and CEO.

The date of determination for all withdrawal is the date that the student notifies the school of the intent to withdraw.

Dismissal

- Students may be dismissed from the university if at any time they are no longer a participant in Fundación del Saber.
- Students who violate the code of conduct may be subject to dismissal.
- Any student who does not attend any class for fourteen (14) consecutive days is subject to dismissal.

Students are notified of dismissal via email. Students may appeal a dismissal through the grievance process. Please refer to the Grievance Policy.

Faculty Office Hours

Faculty Admin Day: Fridays or other designated day
Professor Office Hours: Fridays (by appointment only)

Faculty and Course Surveys

Students are provided with a course survey at the end of each course. Course surveys are anonymous. This survey covers the course, faculty, and material for the Module.

Class Sizes

The student-teacher ratio is dependent on enrollment and the needs of the University.

Under Enrollment of Classes

In the event a course is under-enrolled, the University may cancel the course.

Overview of Academic Model

In Jala's academic model, students take General Education along with some core courses for the first 2 years of their respective program. In years 3 and 4, students move into their specializations and take additional course courses. Students pursue internships at Jalasoft in their final year of study. Upon graduation, the goal is for students to transition into entry to mid-level positions in Commercial Software Engineering Concentration in Test Automation and Commercial Software Engineering Concentration in Design and Architecture at Jalasoft.

Jala's instructional team, led by the Professors, is supported by Faculty Practitioners, who are industry experts. Professors and Practitioners form collaborative teams to support student learning needs. Professors provide the theoretical foundation for each subject with weekly online lectures. Faculty Practitioners bring current field-based experience in Software Engineering to the learning environment for students through direct hands on learning in each Module. Practitioners provide supplemental subject-matter expertise to students in required weekly tutoring sessions. Professors collaborate with industry expert Practitioners for all courses as a collaborative team.

Hands on industry practice:
During weekly tutoring sessions, Professors will provide masterclasses and Practitioners will provide guidance to strengthen concepts and hands on practice. Through structured labs, students will interact with real-life scenarios and case studies in the current software engineering industry. They will apply theoretical concepts learned with their Professors to learning activities in the weekly lab sessions with the Practitioners.

Reasoning across the curriculum:
Reasoning and logic are the basis of Jala's curriculum design. Reasoning and logic are built in to all courses as a part of the curriculum to provide students with seamless ways to inquire, to organize thinking and to build advanced prediction skills. As students move through courses, they will have the opportunities to increase thinking outside the box, develop solutions-based thinking and creativity which are the cornerstones for their fields in Software Engineering.

Faculty Practitioners

Practitioner Role in Learning Process
Jala University uses a combination of Professors and Faculty Practitioners to enhance student performance and ensure mastery of knowledge and skill. Practitioners supplement the educational experience provided by the Professors.

Labs and Tutoring Support
Class sessions with Practitioners provide students with additional time to practice theoretic lessons and apply lessons to real life workplace scenarios. Practitioners oversee labs and offer additional tutoring support to all students. Weekly practitioner sessions are mandatory for all students.

Practitioners' Oversight
Direct Practitioner oversight is the responsibility of the Director of Education. Observations are to be conducted by the Director of Education to ensure that Practitioners are providing sufficient educational support to the students. Weekly meetings between the Faculty and Director of Education will ensure that classroom objectives are met.

LMS Platform - Canvas

Jala's instructional learning management platform is Canvas. Canvas is accessible 24/7 at https://jalauniversity.instructure.com/. It is a flexible web-based software that facilitates remote learning.

Instructions: Overview of weekly session goals, objectives and activities
Discussion: Student direct course reflection question(s) for self-engagment.
Peer Discussion Response: Student-to-student direct course interaction and engagement based on initial Discussion question(s)
Required Readings, Course Videos, and Additional Materials: This section may include links, PDF's, Google Docs, video, textbooks and non-textbook materials for the weekly session. The goal is to make learning accessible for all students by providing easy access to classroom resources.
Assignment: Course-related learning and activities to be completed with students; in-**class assignments may be completed or started during the class session**
Lab: This section is for Tutor use. It includes hands on practice, exercises, labs and materials to create a learning context that relates to the concepts, theories, and practices used in the industry.

Library

The Library is staffed by a professional librarian holding a Master's in Library Science. The library is entirely online and uses the *eLibro* resource to provide academic resources and tools to support Jala's students. The *eLibro* library provides access to the following collections.

Content by Subject Areas eLibro Collections, include:

- Architecture, Urbanism and Design
- Biology, Veterinary, Agriculture & Forestry
- Fine Arts, Visual Arts and Semiotic Science
- Business and Economics
- Engineering and Technology
- General Interest
- Health Science
- Information and Communication
- Natural Sciences
- Social Science
- Information Technology, Computer Science and Telecommunication Psychology
- Law
- Literature

TUITION AND FEES

Program	Degree	Semester Credits	Program Length	Method of Delivery	Tuition
Commercial Software Engineering with a Concentration in Design and Architecture	Bachelor of Science	143 Semester Credits	4 Years	100% Online	US $40,000.00
Commercial Software Engineering with a Concentration in Automation and Testing	Bachelor of Science	144 Semester Credits	4 Years	100% Online	US $40,000.00
English as a Second Language	Certificate (non-credit)	23 Semester non-credits	4 years	100% Online	Covered as part of the bachelor program

Refund Policy
All Jala University students receive a full scholarship from Fundación del Saber to cover all tuition and student fees. Students do not make any payments out-of-pocket unless they cancel their enrollment 5 days or more after signing the enrollment agreement. Therefore, no refund is due, and students are not responsible for reimbursing Fundacion del Saber for the scholarship if they cancel enrollment within 5 days of signing the enrollment agreement.

Students cancelling enrollment after 5 days of signing the enrollment agreement, but before classes begin, will not be responsible for reimbursing Fundacion del Saber for the scholarship. The student will be responsible for paying $75 of the application fee and $200 of the registration fee for a total of $275 to Jala University.

Once classes have begun students who withdraw will be responsible for reimbursing Fundacion del Saber for a prorated scholarship fee (liquidation fee) to cover costs that were paid through the scholarship. The following amounts will be billed to the student:

1) The liquidation fee of $10,000 per year of enrollment* as follows:

- $10,000 if Student withdraws during first 12 months
- $20,000 if Student withdraws during second year of enrollment
- $30,000 if Student withdraws during third year of enrollment
- $40,000 if Student withdraws during fourth year of enrollment
- $50,000 if Student is enrolled but withdraws during fifth year**
- $60,000 if Student is enrolled but withdraws during 6th year or does not earn a Degree or complete all requirements of the loan scholarship contract.**

Payment of the Liquidation Fee shall satisfy the condition for repayment of the Scholarship Loan.

*Jala University considers the years of enrollment to begin with the date of the start of classes for the first term the student is enrolled in.
** Jala's programs are designed to be completed in 4 years at a yearly cost of $10,000 (total tuition = $40,000). However, Fundación del Saber commits to sponsor a student for up to 6 years if necessary. If the student needs to extend enrollment beyond 4 years an additional $10,000 per year of enrollment will be added to the loan scholarship contract.

Cancelation Policy

All Jala University students receive a full scholarship from Fundación del Saber to cover all tuition and student fees. Therefore, students do not make any payments out-of-pocket.

An applicant requiring cancellation more than five days after signing the enrollment agreement, but prior to classes beginning, will not be responsible for reimbursing Jala University for the scholarship provided. The student will be responsible for paying a total of $275 to Jala University to reimburse the school for a portion of the application and registration fees.

Once classes begin any student has the right, without explanation, to cancel the enrollment agreement and withdraw from the school at any time. Students must pay a prorated scholarship reimbursement (Liquidation Fee) to Fundacion del Saber, which is calculated based on the number of years they have been enrolled in the University. Under certain conditions students may appeal the liquidation fee if the withdrawal is caused by unforeseen circumstances, such as illnesses/accidents that affect the health of the student, which will prevent the student from completing the degree. If the appeal is granted, students must return the laptop, if one was given to them, to the Sponsor via Fundacion del Saber.

Students wishing to cancel their enrollment must submit the withdrawal request to studentservices@jala.university. Students also have the option to request, in writing, to freeze their scholarship for up to a maximum of one semester.

Standards of Academic Achievement

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

The student is required to meet with the Dean and create a plan to meet satisfactory academic progress. The dean and student will sign the plan, which must include a follow-up meeting.

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 academic probation.

If after the completion of a following grading period and the cumulative GPA is 2.0 or higher, the student will be removed from a SAP status and returned to active.

If the student on academic probation does not meet minimum SAP requirements, the student will be dismissed from JALA University.

STUDENT POLICIES

Code of Conduct

Student Rights:

1. Students will receive a syllabus which outlines the expectations of the course on or before the first day of class available in the Canvas course shell
2. Students are entitled to due process and are made aware of the grievance procedure
3. Students are to be treated with respect and dignity
4. Students are to be fully aware of the financial implications of attendance
5. Students are afforded the ability to attend class in a safe atmosphere

Student Expectations:

1. Attend class
2. Maintain satisfactory progress in the program
3. Observe the rules and regulations of Jala University
4. Do not discriminate against any student, faculty or staff
5. Do not discuss any grievance or complaint outside of the published process
6. Respect students, faculty and staff, treat others with dignity

General Conduct:

Students who violate any of the following codes of conduct are subject to disciplinary actions, which may result in dismissal from the school:

1. Providing the University with false information
2. Unauthorized use of the computer system, student information system or learning management system
3. Lewd, obscene or offensive behavior during class
4. Verbal abuse of any other student, faculty or staff
5. Solicitation of any student, faculty or staff to purchase a product
6. Failure to comply with directions from University administration
7. Violation of the Harassment Policy
8. Violation of the Information Security Policy
9. Violation of the Academic Honesty Policy
10. Violation of the Ferpa policy
11. Violation of the student/faculty interaction policy

Academic Honesty

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:

- Plagiarism
- Submission of work that is not the student's own for papers, assignments, or exams.
- Submission or use of falsified data.

- Theft of or unauthorized access to an exam.
- Use of an alternate, stand-in, or proxy during an examination.
- Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
- 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.
- 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 of a written phrase, sentence, or paragraph or an idea derived from the work, published or unpublished, of another person with quotation marks or footnotes where appropriate.:

Any instance of a breach of academic integrity will result in an automatic 0 for the assignment and will initiate an academic review of the incident.
Professors are responsible for documenting all instances where there has been a breach of academic integrity to the Academic Dean. The Dean will have seven (7) days to make a decision.

The Dean can opt for one of the following:

1. Return to the assignment for a grade if it is determined there was no breach of academic integrity
2. Accept the zero grade and issue a warning to the student if there is sufficient evidence that the breach was unintentional.
3. To forward the case to an academic review board.

Academic Review Board:
The Dean will convene an academic review board consisting of two professors not involved in the incident, an academic advisor and staff member to take minutes. The Dean is not a member of the board. The board will set a date and time to meet and request written statements from all parties involved.

The board will review written statements by the instructor as well as the student and any additional information given to the board. The board will consider the issue and vote on a resolution.

The board can consider any combination of the following resolutions:

- Re-grading of the assignment
- Upholding the 0 grade
- Assigning a 0 for the course and requiring the student repeat
- Providing a formal warning to the student
- Suspension of the student
- Dismissal of the student

The board will submit the finding to the Dean who will issue a letter within seven (7) days to the student informing of the decision and the right to appeal.

Student appeals are to the Chief Academic Officer and must be in writing. The Chief Academic Officer will have fifteen (15) days to respond.

FERPA Policy

Jala University
Exhibit 18: Student Confidentiality and Privacy Policies
Student Confidentiality and Privacy Policy

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a U.S. federal law that gives students access to their records and protects the privacy of their education records. Jala University may not disclose personally identifiable information about students or allow inspection of their education records without written permission unless such action is covered by certain exceptions permitted by the act.

Once a student has registered for courses at Jala University, all rights provided by FERPA rest with the student even if the student is younger than 18 years old. This applies regardless of country of residence or citizenship.

FERPA grants five basic rights to you as a student:

- To inspect and review the information maintained in your student record.
- To seek an amendment to your records and in certain cases add a statement to the record.
- To consent to disclosure of his/her records (with exceptions).
- To obtain a copy of the institution's policy.
- To file a complaint with the Department of Education if Jala University fails to comply with FERPA Policies.

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-4605

Directory Information

Directory Information may be released without written authorization. FERPA defines Directory Information as being information not generally considered harmful such as name, address, enrollment status, telephone, e-mail, place of birth, degree, and awards, etc.

Jala University considers the following to be directory information:

- Student's name
- Address
- Telephone number
- E-mail address
- Date and place of birth
- Major field of study

- Enrollment status
- Dates of attendance and graduation
- Degrees, honors, and awards received

If you decide to request that your directory information not be disclosed, please send a request for a Directory Information Block via email to your Program Advisor. The request must come from the email address specified in your student record and must include your student ID for us to process it.

Non-Directory Information

Non-Directory Information may only be released to third parties (including parents, spouses, and siblings) with written authorization. If a third-party tuition assistance agreement requires Jala University to report grades or academic status, only the information required by the agreement will be reported (e.g., Military Tuition Assistance, VA benefits). Some examples of non-directory information are:

- Race, ethnicity, and citizenship
- Grades, GPA, course schedule
- Documents required for admission
- Billing or Financial Aid Information

Giving Access to a Third-Party

You may sign a Third-Party Authorization Form to allow FERPA protected information to be released to a third party. To request the form, email your Program Advisor. The request must come from the email address in your student record and must include your student ID for us to process it.

Student/Faculty Interactions

Faculty are encouraged to meet with students as part of the educational process. Faculty are expected to keep these meetings professional at all times. Faculty should avoid becoming familiar with students outside of the educational process. This includes using professional language during meetings, avoiding the sharing of personal details, and observing proper decorum. Faculty are expected to provide an example for students as professionals.

It is forbidden for faculty and students to date should faculty and students seek a business partnership, they must first seek approval of the CAO and CEO. Any violation of this policy will result in disciplinary hearings.

Harassment Policy

Students, faculty, or staff who feel they have been harassed should direct their complaint to the CEO. University officials will act on all complaints within fifteen (15) business days after receipt of the report. Informal resolution including mediation may be attempted before formal proceedings occur.

Formal complaints will include a written complaint and an investigation by appointed University officials. Investigations may include talking to witnesses and taking written statements from all parties involved. At the conclusion of the investigation, a report will be filed that will include recommendations for actions regarding the complaint. If it is determined that a party is responsible for such infractions, it is grounds for disciplinary action against that party, which may

include the party's removal from the campus via expulsion or termination of employment, as applicable.

Security and Technology Policies

Information Security Policy

Jala University seeks to protect sensitive information of students, faculty and staff. To this the University has taken steps to ensure that:

- Information will be protected against unauthorized access or misuse.
- Confidentiality of information will be secured.
- Integrity of information will be maintained.
- When information is no longer of use, it is disposed of
- All information security incidents will be reported immediately to the IT Help Desk.

The institution requires all users to exercise a duty of care in relation to the operation and use of its information systems.

Students and Faculty will be issued a unique user identity. Any password associated with a user identity must not be disclosed to any other person.

Acceptable use of information systems:

a. All computing assets delivered by JALA University remain entirely under the responsibility of the scholarship student.
b. The computing asset has to be used for educational and research purposes only.
c. The use of these assets like laptops are for personal use only, therefore, the loan of these assets to third parties is totally prohibited.
d. In the event of theft or loss of the delivered assets, the student has the responsibility of notifying the immediately superior manager or Manager of this event, the notification should not be more than 24 hours after the event occurred.
e. In the event that these assets suffer damage caused by falls, blows, liquid spills, among others, these actions must be notified to the immediate superior or Manager in charge and according to the damage caused, the corresponding measures will be taken.
f. The use of these assets for malicious purposes like the installation and use of programs to carry out computer attacks such as denial of service, malware infection, exploitation of vulnerabilities, among others, is totally prohibited.
g. You must activate the antivirus protection and the firewall which are installed by default in the operating system, it is totally prohibited to deactivate these two functions.

Social Networking Policy

The Internet provides a number of benefits for common use, However, when someone clearly identifies their association with Jala University they are expected to behave appropriately when on the Internet, and in ways that are consistent with the code of conduct. Access to the internet changes the way that faculty and students engage, and the same principles and guidelines that apply to interactions between faculty and students in general, applies to activities online.

- Should not engage in online activities that are unfavorable to Jala University
- Should not use any form of online social network in any way to attack or abuse colleagues and/or students.
- Should not post derogatory or offensive comments on the Internet.
- Are strongly encouraged to make any and all personal online profiles private

Policy on the Video and Audio Recording of Classroom Lectures
Students are not permitted to record classroom lectures unless permission is obtained from the instructor and there are no objections from any of the students present in the class.

If recording is permitted students are not allowed to share the recording outside of personal use. Any sharing of recording including posting online is deemed a violation of the Student Code of Conduct and may be subject to disciplinary action.

Disciplinary actions

Any reported breach of conduct will result in an investigation by the Dean. The dean will gather relevant facts and information and speak to the parties involved. If a student is found to have violated policy the student is subject to any of the following penalties.

- Oral Warning
- Written Warning
- Nullification of examination results or any part of the examination results
- Suspension
- Probation
- Expulsion from JALA University

Suspension is a set time where the student is not permitted to attend classes, Jala functions, or events. The Dean will define the terms of the suspension, if those terms are not met the student can be dismissed.

Probation is a term of one grading period where students must improve grades in order to remain in the program

Expulsion is a dismissal from the University.
All decision can be appealed by the student following the grievance procedure.

GRIEVANCE POLICY

In the event that a situation occurs where a student wants to escalate a complaint to a grievance against a Jala University faculty or staff member the following procedure must be followed.

Grievances can be filed for any of the following issues:

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Financial policies, including satisfactory academic progress

1. 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. 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 grievance or complaint with the Dean.

2. The student must submit the complaint or grievance to the Dean in writing within five (5) working days from the date of the occurrence of the incident or dismissal.
3. If the issue is not resolved with the Dean, the student will then escalate the concern to the Chief Academic Officer. This must be done within ten (10) days of the initial incident or dismissal. If the CAO does not resolve the complaint or grievance to the satisfaction of the student, then the final appeal is the Chief Executive Officer.
4. Written notice to the Chief Executive Officer must include a description of the issue, the date the issue occurred, steps taken by the student to resolve the issue, and any data or documentation pertaining to the issue. The CEO will then review the complaint and collect any other data or documentation that may be necessary. The CEO will then convene a review committee to hear the complaint. The Review Committee will consist of: CEO, Head of Relevant Departments, Faculty or Staff Member: Nominated by the CAO and a Student Representative: Nominated by the CEO
5. The committee will issue a decision within ten (10) days after the meeting. The student will be notified of the decision via email. All committee decisions are final.
6. Should a student feel that the complaint or grievance is not fully resolved they may wish to contact the
   Bureau for Private Postsecondary Education
   P.O. Box 980818
   West Sacramento, CA 95798-0818
   (916) 574-8900

If a student is dismissed, the student will remain dismissed during the grievance process. If the appeal is successful, the student will re-enter at the next available class start date.

Change of contact information

Students seeking to change contact information should submit a ticket via the ticketing system available on the student portal. Once updated information is submitted, the change will take effect in the Student Information System (SIS) within 72 hours.

Orientation

For successful transition to the University, students are required to attend New Student Orientation sessions prior to the start of their first Term. Mandatory New Student Orientation sessions are offered in each service country with virtual delivery. Additionally, students are required to participate in pre-recorded sessions with supplemental orientation materials. As a part of Orientation, students are required to complete a Canvas basics course to learn how to use Jala's online learning management system. Specific Canvas orientation information and course registration is provided through Student Services offices during the Orientation period.

Academic Advisors will provide information on academic tools for success, time management, and self-responsibility in the student achievement process. Students will learn about Jala Academic and University policies, procedures, and resources and receive tools to navigate the University successfully. The schedule of New Student Orientation sessions will be emailed to students prior to the start of their first Module at the University.

New Student Orientation includes:

- Staff and Faculty in each country – role and support
- Academic model
- Instructional technology tools
- Jala culture and intercultural learning
- University processes
- Academic and University policies
- Success strategies
- Time and stress management

For additional details, contact Student Services below:

Country	Email address	Phone Number
Bolivia	studentservicesbolivia@jala.university	591 68503795
Brazil	studentservicesbrazil@jala.university	55 81 999946639
Colombia	studentservicescolombia@jala.university	32 09722831
México	studentservicesmexico@jala.university	52 (55) 2174 7648
Argentina	studentservicesargentina@jalauniversity	TBA

Graduation ceremony

Graduation may include in person ceremonies in each service country, along with virtual ceremonies. There will be one graduation ceremony per year. In person ceremonies in each country will be held at a local location to be determined.

Meeting Graduation Requirements

To be eligible for graduation, program degree and ESP certificate students must adhere to the following guidelines:

Degree Program Requirements

Students must:

- Fulfill all coursework and credit hour requirements as outlined in the University Catalog
- Refer to your Degree Graduation Report to monitor your progress toward your degree completion
- Earn a minimum grade point average of 2.00 in your degree program
- Complete a minimum of 25% of the required credit at Jala

Students may graduate with distinguished academic honors based on final GPA in degree program, if:

Cumulative GPA	Academic Honors
3.20 to 3.49	Cum Laude (with high honor)
3.50 to 3.79	Magna Cum Laude (with higher honor)
3.80 to 4.00	Summa Cum Laude (with highest honor)

ESP Certificate Program Requirements

Students must:

- Fulfill all coursework and requirements as outlined in the University Catalog
- Refer to your Certificate Graduation Report to monitor your progress toward your certificate completion
- Successfully complete all courses in the ESP certificate program

Graduation Application Due Dates

Graduation application forms will be available through Student Services. Application forms will include, confirmation of name on degree and number of graduation tickets information. Forms must be completed and submitted to Student Services as indicated in the schedule below:

If you plan to graduate in ...	Your graduation application is due by...
June	January 1
December	August 1

Alumni Services

Graduation from Jala University provides you with an opportunity to stay connected. Upon graduation, you will receive an invitation to join the Jala University Alumni Association. With the goal of staying connected, Jala's Alumni Services provides the following:

- **Alumni Day** – Virtual presentations; shared alumni career experiences
- **Professional Networking Events –** Alumni Services offers annual professional networking events to all Jala alumni.
- **Voluntary Student Alumni Directory** – This voluntary directory allows Jala alumni to stay in touch with fellow classmates following graduation.
- **Alumni Awards** – Alumni Services will recognize the accomplishments of outstanding alumni with an annual award. Nominations can be made through the Student Services department.

Career Services

Career Services is available to every student and graduate of Jala University. In Term 3 of your program, students will receive career consultation to determine their area of specialization for their respective programs.

Throughout the year, Career Services offers a variety of career preparation virtual workshops to both current students and alumni, including:

- Soft skills

- Technical skills – resume writing, cover letters, business emails
- Professional Networking

Career Counselling Services

One term prior to graduation, Academic Advisors will complete your Graduation Degree Audit form or Graduation Certificate Audit form. These audits will confirm student readiness to graduate and/or identify areas to be addressed. Students requiring additional career counselling services may schedule counselling appointments with an Academic Advisor.

Job Placement

Job Placement is a conditional placement of the Jala University scholarship program. Placement for all eligible scholarship holders will be at JalaSoft, or with a different scholarship sponsor employer. Student Services will provide resources and support during the job placement process with the sponsor.

COURSE DESCRIPTIONS

Algorithmics 1

Code: APR -222
Credit hours: 3
Description
This course introduces students to the fundamentals of algorithm analysis. Students 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
Description
This course introduces students to the fundamentals of algorithm analysis. Students learn to understand problems, find the appropriate data structures and make decisions based on the resource needs of the proposed solutions (algorithm efficiency)

Communication 1

Code: COM -118
Credit hours: 3
Description
Communication is essential to a Software engineering career. Effective communication enables you to collaborate with others, develops working relationships, reduces misunderstandings, increases productivity, saves time, minimizes errors, and lower costs.
In this course, students will enhance their interpersonal communication skills, become active listeners and develop self-confidence. They will learn to interpret assignments, ask effective questions, provide concise and clear status of the assignment's progress, describe problems they might face with their assignments, learn to criticize constructively, and accept feedback.

Communication 2

Code: COM -127
Credit hours: 3
Description
Effective communication is essential for team-focused approaches. Communication enables the sharing of information to achieve software engineering goals, from discussing strategies with colleagues to delivering formal presentations and creating technical documentation about their tasks and assignments.
In this course, students will be introduced to Agile methodologies, and get familiarized with the basic concepts and terminology.
This course is designed to support students in adopting effective personal and online communication techniques for meetings and demos. Students will also develop intercultural communication skills to communicate with foreign clients considering cultural differences, nationalities, regionalisms, local expressions and idioms. Linguistic skills are developed through participating in meetings in different communicative situations (trips, short and long meetings, to name a few.)

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.

Writing and Composition 1

Code: COM-218
Credit hours: 3
Description
Emphasizes the foundation for college-level writing and research. Areas of focus include

application of critical thinking, analysis, and reflection to make sound rhetorical choices to compose effective messaging through development of ideas and written presentations. Students are introduced to the writing process, basic research skills, and techniques for reading, interpreting, and utilizing a variety of sources in developing fluency in writing and research.

Writing and Composition 2

Code: COM-229
Credit hours: 3
Description
Enhances the writing and research practices acquired in Composition I. Areas of focus include critical/logical thinking, problem definition, advanced research strategies, and writing analytical, evaluative, and persuasive papers. Students learn where and how to obtain relevant data, how to analyze the meaning of text, and how to synthesize information for integrative communication. The writing process is examined and practiced from idea formation through professional-grade, long-essay/research paper organization, complete with citation of sources.

Social issues and professional practice

Code: FHC -324
Credit hours: 1
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.

Logics

Code: FMA -111
Credit hours: 3
Description
In this course, you will develop your skills in logical reasoning for programming, creativity
for problem-solving, and abstraction. You'll study formal languages like propositional and first
order logics. The course also provides a practical understanding of logic's role in programming, circuit design/verification, and optimization, demonstrating its widespread use in the industry.

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).

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.

Linear Algebra

Code: FMA -121

Credit hours: 3
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.

Calculus 2
Code: FMA -212
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 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)

Statistics
Code: FMA -213
Credit hours: 3
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.

Major

Systems Programming
Code: IRE -314
Credit hours: 3
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
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
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
Description
This course introduces students to the fundamentals of mobile application development.

Management and Leadership
Code: FHC -425
Credit hours: 1
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
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
This course introduces the fundamentals of computer programming for problem-solving with algorithms, focused on the JAVA programming language. Topics include the main programming building blocks found in any procedural language (sequence, selection, repetition), along with the main programming elements (variables, functions, operators, etc.), including an introduction to the Object-Oriented programming paradigm and a practical project (capstone). This course prepares students for subsequent courses in programming.

Software Development 1
Code: ISO -115
Credit hours: 3
Description
n this course, students will learn techniques for collaborative work, following development methodologies, and implementing best practices throughout the Software Development Life Cycle (SDLC), while utilizing essential development tools. These techniques will enable them to effectively collaborate with team members. They will also gain an understanding of SDLC models and learn how to apply them appropriately to different projects. By focusing on best development practices, students will develop the skills necessary to deliver high-quality software solutions that meet user requirements within specified deadlines, resulting in successful outcomes. Furthermore, they will have the chance to engage in a practice project, putting their skills into action and gaining valuable hands-on experience.

Operating Systems 1
Code: IRE -116
Credit hours: 2
Description
This course will explore the fundamental principles and functionalities of modern operating
systems. Gain knowledge in process management, memory management, file

systems, device management, and scheduling algorithms. Develop practical skills in using operating system utilities and tools.

Database 1
Code: BDA -117
Credit hours: 2
Description
This course focuses on the design and validation of databases for engineers in their professional life. It emphasizes the importance of efficiently storing and processing data to generate valuable information through software applications. Students will learn how to structure and optimize database tables and write queries to extract meaningful insights. By the end of the course, they will possess the skills to create reliable databases that support data-driven decision-making and problem-solving.

Programming 2
Code: APR -123
Credit hours: 3
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
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
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
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
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
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
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
Description
Students work on a software product following a verification process with a testing proposal made by professionals. Students follow the procedures to find software errors.

Programming 4
Code: APR -221
Credit hours: 2
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
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
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
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
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
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
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
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
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
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
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
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
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
Description
Skillful software testing reflects on the capacity to extend the testing coverage to unwritten on 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
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
Description
After working with MySQL and SQL Server, students are introduced to other SMBD 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
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
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
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
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 to their automation purposes.

System Integration
Code: ASO -415
Credit hours: 1
Description
This course introduces students to the fundamentals of software integration.

System Scalability
Code: ASO -416
Credit hours: 1

Description
This course introduces students to the fundamentals of system scalability.

Machine Learning
Code: APR -421
Credit hours: 2
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
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
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
Description
This course introduces students to cloud computing.

Development and Operations 2
Code: IRE -411
Credit hours: 2
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
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
Description
This course deals with test automation failures, the integration process and the implementation of continuous testing. It focuses on automation methods.

Web Services Software Quality
Code: WNU -416
Credit hours: 2
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

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
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
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
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
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
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
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
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
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.

English for Specific Purposes for Software Engineers Certificate Program Course Descriptions

Level 1 – Beginner (A1-A2)

Beginning English for Software Engineers I

Course Code: ESP 1
Non-Credit hours: 2
Prerequisites: None
Description
This course aims to provide students with a strong foundation in basic English language skills that will help them improve their communication abilities and prepare them for further academic studies and work scenarios. Throughout the course, students will be introduced to fundamental English vocabulary and grammar rules, including common nouns, verbs, adjectives, prepositions, sentence structure, subject-verb agreement, and basic verb tenses. The course will also focus on developing basic reading, writing, listening, and speaking skills.

Beginning English for Software Engineers II

Course Code: ESP 2
Non-Credit t hours: 2
Prerequisites: ESP 1 *Introduction to English for Sofware Engineers*
Description
This course is designed for students who have a basic understanding of English and wish to continue developing their language skills. The focus of the course is on building vocabulary, improving grammar usage, and enhancing overall communication abilities for the Software Engineering industry. Through communicative activities, and practical exercises, students will enhance their speaking, listening, reading, and writing skills for application in the Software Engineering field. By the end of the course, students will be able to participate in conversations on familiar topics, comprehend simple written texts, and express ideas more confidently. This course should help students reach an A2 or B1 level and enable them to join the next course/level of the program.

Level 2 – Intermediate (B1-B2)

Business English

Course Code: ESP 3
Non-Credit hours: 2
Prerequisites: ESP 1 *Introduction to English for Sofware Engineers*
Description
This course provides an introduction to the various scenarios and styles of communication for a professional setting. Students will learn business English vocabulary such as common expressions, phrasal verbs and idioms. Besides that, they will be introduced to cross-cultural communication best practices and how to face communication difficulties.

English for Software Engineering I

Course Code: ESP 4
Non-Credit hours: 2
Prerequisites: ESP 3 - Business English

Description
This course introduces students to effective communication techniques in engineering settings, including Scrum best practices, technical/demo presentations, and Q&A sessions. The course aims to enhance overall English proficiency while focusing on the specific language needs of engineering professionals such as technical vocabulary, reading comprehension of engineering texts, and common grammar structures and expressions used to interact in work scenarios.

Interview Preparation & Written Communication I

Course Code: ESP 5
Non-Credit hours: 2
Prerequisites: *ESP 4 - English for Software Engineering I*

Description
This course provides an introduction to the process of interview preparation and effective writing skills in a professional setting. It includes the types of interviews a software engineer might face, the most typical types of questions and how to answer them. It also provides students with techniques that can help them communicate their ideas in a clear and professional way during an interview using the appropriate communication style and vocabulary. Students will also compose general business documents such as invitations, emails, and text messages, as well as technical documents to continue honing their grammar and punctuation skills and review formal and informal vocabulary that can be used at work.

Level 3 - Advanced

English for Software Engineering II

Course Code: ESP 6
Non-Credit hours: 2
Prerequisites: *ESP 4 - English for Software Engineering I*

Description
This course is designed to help students enhance their communication skills in a professional context. Students will learn how to communicate effectively in meetings, give presentations, write professional emails, and collaborate with colleagues. The course will also cover intercultural communication and the ability to work in diverse engineering teams using Agile frameworks. Students will practice language skills specific to their profession, such as explaining technical processes, discussing engineering projects, presenting technical presentations (demos), and conveying ideas clearly to both technical and non-technical audiences.

Interview Preparation & Written Communication II

Course Code: ESP 7

Non-Credit hours: 2
Prerequisites: *Interview Preparation & Written Communication I*

Description
This course is designed for students with solid knowledge of English to help them enhance their interview and writing skills for professional settings. The course focuses on developing strategies and techniques to excel in general and technical (software) job interviews, or other professional interview scenarios. The course also focuses on improving students' academic and professional written communication skills by producing coherent and well-structured technical and professional documents. Students will also learn how to effectively answer common interview questions, showcase their skills and qualifications, and demonstrate confidence and professionalism. The course includes mock interviews, personalized feedback, and guidance on body language, tone, and overall presentation.

Prerequisites: ESP 1 *Introduction to English for Software Engineers*

Lab Code: ESP-Lab M2L2

Non-Credit hours: 2
Prerequisites: Level 2 students
Description
This lab provides a review of the most basic English topics for students with a B1-B2 level. They will go over topics like mixed tenses, sentence structure, punctuation, and everyday vocabulary: family, occupations, nationalities, etc.

Lab Code: ESP- Lab M3L1

Non-Credit hours: 2
Prerequisites: ESP 1 *Introduction to English for Sofware Engineers*
Description
This lab will provide students with a beginner level (A1-A2) with follow-up activities so they can review the content of the first ESP course they completed. They will go over topics like greeting people, basic punctuation, adverbs of frequency, verb tenses, vocabulary: hobbies, occupations, nationalities, etc.

Lab Code: ESP- Lab M3L2

Non-Credit hours: 2
Prerequisites: *ESP-Lab M2L2*
Description
This lab provides a review of some basic English topics for students with a B1-B2 level. They will also learn reading and listening techniques and comprehension activities.

Lab Code: ESP- Lab M4L1

Non-Credit hours: 2
Prerequisites: *ESP-Lab M3L1*
Description
Level 1 students will continue reviewing the topics covered in the ESP 1 course. They will also be introduced to some topics they will cover in the ESP 2 course: ed pronunciation, modal verbs, comparatives and superlatives, and pronunciation patterns.

Lab Code: ESP- Lab M4L2

Non-Credit hours: 2
Prerequisites: *ESP-Lab M3L2*
Description
Level 2 students will go over topics that will help them improve their pronunciation and use of modal verbs and mixed verb tenses.

Lab Code: ESP- Lab M5L2

Non-Credit hours: 2
Prerequisites: *ESP-Lab M4L2*
Description
This lab will focus on developing students' ability to make small talk providing them with guidelines and vocabulary. They will also review the use of comparatives and superlatives, clauses, and connectors.

Lab Code: ESP- Lab M6

Non-Credit hours: 2
Prerequisites: *ESP 2 – Intermediate English for Software Engineers*

Description
This lab will provide activities and material to prepare students for ESP 3 – Business English. They will be introduced to conversational vocabulary, intercultural communication, collocations, phrasal verbs, idioms, and signposting vocabulary.

Lab Code: ESP- Lab M7

Non-Credit hours: 2
Prerequisites: *ESP- Lab M6*
Description
This lab will provide activities and material to prepare students for ESP 3 – Business English. They will be introduced to cross-cultural issues, presentations, vocabulary for meetings and calls, and business acronyms.

Lab Code: ESP- Lab M9

Non-Credit hours: 2
Prerequisites: *ESP 3 - Business English*
Description

The objective of these lab activities is to reinforce what students learned in ESP 3 – Business English. They will continue practicing and using what they learned in the course. They will also be introduced to some topics they will cover in ESP 4 – English for Software Engineering I such as Scrum and technical vocabulary.

Lab Code: ESP- Lab M10

Non-Credit hours: 2
Prerequisites: *ESP- Lab M9*
Description
This lab will introduce students to some topics they will cover in ESP 4 – English for Engineering I: vocabulary to report issues, phrasal verbs and idioms, listening practice to understand accents, and Scrum.

Lab Code: ESP- Lab M13

Non-Credit hours: 2
Prerequisites: *ESP 5 - Interview Preparation & Written Communication I*
Description
This lab will provide follow-up activities for students to reinforce what they learned in ESP 5 – Interview Preparation and Written Communication I. They will listen to and analyze videos of interviews and read written documents to continue improving these skills. They will also continue expanding their vocabulary and putting into practice what they learned in previous courses and labs.

Lab Code: ESP- Lab M14

Non-Credit hours: 2
Prerequisites: *ESP- Lab M13*
Description
Students will be introduced to some of the topics they will cover in ESP 6 – English for Software Engineering II such as: daily Scrum, retrospectives, planning meetings, technical demos, phrasal verbs and idioms.

Lab Code: ESP- Lab M16

Non-Credit hours: 2
Prerequisites: *ESP 6 - English for Software Engineering II*
Description
This lab will provide students with follow-up activities related to the topics covered in ESP 6 – English for Software Engineering II.

Lab Code: ESP- Lab M17

Non-Credit hours: 2
Prerequisites: *ESP- Lab M16*
Description
This lab will provide students with follow-up activities related to the topics covered in ESP 6 – English for Software Engineering II. Group activities will be encouraged and proposed so students can interact with each other and develop their communication skills.

Lab Code: ESP- Lab M18

Non-Credit hours: 2
Prerequisites: *ESP- Lab M17*
Description
The objective of this lab is to introduce and review some topics covered previously related to interview preparation and written communication. Activities will have more technical content to take advantage of topics

covered in other subjects. Students will learn and practice advanced and technical vocabulary used in general and technical interviews.

Lab Code: ESP- Lab M19
Non-Credit hours: 2
Prerequisites: *ESP- Lab M18*
Description
The objective of this lab is to review topics covered previously related to interview preparation and written communication. Activities will make use of online platforms to develop interview skills. Role-play activities will be proposed and encouraged among students.

FACULTY AND STAFF

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MA – History, American Public University
MLS, C.W. Post

Victor Chavez
Academic Coordinator

Anne Wade – Registrar

Daniela Quiroga – Registrar Assistant

Dennis Casazola – SIS and LMS Administrator

Gabriela Becerra – Director of Student Admissions and Career Advisory

Nataly Daza – Director of Student Services

Viviana Delgado – Student Services Spanish track

Fernando Schimelfenig – Student Services Portuguese track

Rodrigo Araoz – Student Services Spanish track

Dutchie Reid – Accreditation Liaison Officer

Joanne Ceres - Accreditation Liaison Officer

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Administration - Operations

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Facundo Lopez – Administration Officer

Fabio Molina – HR Officer

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