Student Catalog 2026-2027

Mailing Address and South American administrative office:
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https://jala.university/

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OVERVIEW

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

History of Jala University

Jala University was established in 2021 to address the need for academic programs that align more closely with the skill requirements of the software and technology industry. The institution was founded to formalize and deliver an educational approach informed by more than two decades of experience in professional software engineering training and workforce development.

Background and Development

The instructional model underlying Jala University originated in professional training initiatives beginning in 2001, focused on developing software engineering talent for international markets. These initiatives emphasized selective admissions, structured mentoring, applied instruction, and exposure to real-world technical problems. Instruction was delivered by experienced professionals and aligned with prevailing industry standards.

Over time, this approach demonstrated the value of integrating academic foundations with applied learning and professional practice to improve graduate preparedness for technical roles.

Identification of Educational Needs

Through continued engagement with industry and workforce development, it became evident that many graduates of traditional academic programs required additional practical preparation to meet employer expectations in the technology sector. In response, supplemental educational programs were developed to strengthen applied technical skills, professional competencies, and problem-solving abilities.

These programs combined intensive instruction with supervised practical experience. While effective, the model required sustained coordination between education and industry and highlighted limitations within conventional higher education structures for delivering practice-oriented instruction at scale.

Establishment of the Institution

Efforts to implement this educational model within existing academic institutions were not successful due to institutional and operational constraints. As a result, Jala University was established as a distinct institution designed to integrate academic instruction with industry-informed practices.

Initial plans for a physical campus were subsequently revised following the global impact of the COVID-19 pandemic. The institution adopted a fully online instructional model to support broader geographic access and program scalability.

Jala University Today

Jala University operates as a fully online institution offering academic programs in Spanish and Portuguese. Programs are developed and periodically reviewed with input from professionals active in the software and technology industry. Faculty members possess relevant academic credentials and professional experience appropriate to their instructional assignments.

The university receives support from **Jala Global Limited**, a nearshore software services organization, as well as from additional industry partners. Through this support, Jala University provides full tuition scholarships to enrolled students. Upon graduation, students may be eligible for consideration for

employment opportunities with industry partners, in accordance with applicable selection processes, organizational needs, and position requirements.

Academic programs incorporate applied coursework, project-based learning, and structured mentoring. Student learning outcomes are assessed using established academic evaluation methods and criteria designed to reflect professionally relevant competencies.

Educational Model and Funding

Jala University operates under an industry-supported educational funding model. This model is intended to support curriculum relevance, reduce financial barriers to access, and align academic instruction with workforce expectations. The institution maintains responsibility for academic oversight, student evaluation, and degree conferral.

Institutional Purpose
The purpose of Jala University is to provide higher education programs in software and related technology disciplines that integrate academic instruction with applied, industry-informed learning. Through online delivery, project-based coursework, and professionally relevant instructional practices, the institution supports student development of the knowledge, skills, and competencies necessary for participation in the global technology workforce and for continued professional growth.

Board of Trustees

Name	Office
Jorge Lopez	President
Cara Looper	Vice President
John Benson	Secretary
Christopher Bjorstad	Academic Representative

Advisory Board

Name	Contact	Position	Employer
Ernesto Bascón	ebasconp@gmail.com	Software Engineer	Native Instruments
Nirmal Jingar	Nirmal.jingar@gmail.com	Engineering & AI Strategy Leader for Platforms and Modernization	Wayfair
Silvia Valencia	Silvia.Valencia@jalasoft.com	Unit leader	Jalasoft
Rolando Lora	Rolando.Lora@jalasoft.com	Software Architect	Jalasoft

Mission

To empower the next generation of software engineers through innovative online academic programs, supported by industry partnerships that provide economic and practical resources, and to bridge education with practicum by immersing students in hands-on, real-world challenges to prepare them for impactful careers.

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

Accreditation and Approvals

Jala University is accredited by the Accreditation Service for International Schools, Colleges & Universities (ASIC) as PREMIER INSTITUTION for the accreditation period: 11th October 2023 to 10th October 2027, Accreditation Number: AS38205/1023. Jala University has been awarded commendable grades in the following areas:

- Premises and Health & safety
- Management and Staff Resources,
- Learning and Teaching; course delivery
- Quality Assurance and Enhancement
- Student Welfare
- Marketing and Recruitment

"ASIC accreditation helps students and parents make a more informed choice and will also help a school, college, university, training provider or distance education provider, demonstrate to the international student body that they are a high-quality institution".

Non-Discrimination Statement

Jala University 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.

The University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Veronica Rabello
JALA UNIVERSITY, INC.
Av. Melchor Perez de Olguin N° 2643
Cochabamba, Bolivia
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For further information on equal opportunity, harassment, and nondiscrimination, please visit https://jala.university/digital-library/ to view the most recent University Catalog or visit http://www.ed.gob/ocr or contact the United States Department of Education Office of Civil Rights using the methods set forth below for further information about applicable equal opportunity, harassment, and nondiscrimination law.

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: +1 (800) 421-3481
Facsimile: +1 (202) 453-6012
TDD: +1 (877) 521-2172
Email: OCR@ed.gov

Gender Identity and Student Records Disclaimer

The university is committed to maintaining a respectful and inclusive academic environment for all members of its community.

Faculty and staff will refer to students using the name and gender information as it appears in the university's official student records system.

If a student wishes to be addressed by a different name or gender, they must submit a formal request through the university's Student Records Change Process. Once the change is approved and reflected in the system, all university personnel will be expected to honor the updated information.

Hours of Operation

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

Academic Calendar and Holidays

Term 1 - January 5 thru June 17, 2026

Module 1
January 5 thru February 25
Grades Due February 27

Module 2
March 2 thru April 22
Grades Due April 24

Module 3
April 27 thru June 17
Grades Due June 19

Term 2 – July 6 thru December 16, 2026

Module 1
July 6 thru August 26
Grades Due August 28

Module 2
August 31 thru October 21
Grades Due October 23

Module 3
October 26 thru December 16
Grades Due December 18

Term 1 - January 4 thru June 16, 2027

Module 1
January 4 thru February 24
Grades Due February 26

Module 2
March 1 thru April 21
Grades Due April 23

Module 3
April 26 thru June 16
Grades Due June 18

Term 2 – July 5 thru December 15, 2027

Module 1
July 5 thru August 25
Grades Due August 27

Module 2
August 30 thru October 20
Grades Due October 22

Module 3
October 25 thru December 15
Grades Due December 17

New Term Start Dates

January 5, 2026
July 6, 2026

January 4, 2027
July 5, 2027

Spanish track holidays:

Easter/Good Friday: Apr 3, 2026; Mar 26, 2027
Labor Day: May 1
Corpus Christy: Jun 4, 2026; May 27, 2027
Argentina Independence Day: Jul 9
Colombia Independence Day: Jul 20
Bolivia Independence Day: Aug 6
Mexico Independence Day: Sept 16
All Souls: Nov 2

Portuguese track holidays:

Carnival: Feb 16 & 17, 2026; Feb 8 & 9, 2027
Easter/Good Friday: Apr 3, 2026; Mar 26, 2027
Labor Day: May 1
Corpus Christy: Jun 4, 2026; May 27, 2027
Brazil Independence Day: Sept 7
All Souls: Nov 2

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

ADMISSIONS INFORMATION

Application and Admission Process

1. Initially, the applicant must submit their application through the official website of Jala University. Their application will be reviewed by our admissions officers and they will send an invitation to a career information session.
2. Applicants who decide to proceed with their application will take a test to demonstrate their vocational preferences, types of intelligence, and other aptitudes and logic. The results of these tests are meant to indicate whether the chosen career is the right professional decision for them.
3. Candidates who passed the Vocational and Aptitude tests are invited to the next admission course, according to the admissions calendar. They will be required to fill out a form to be registered in the admission course. The admissions course consists of 3 modules; candidates must successfully pass all of them. Additionally, they need to take an English proficiency test and provide information about their virtual/online workspace.
4. Interviews will be scheduled for approved candidates, which require the participation of parents or guardians. Additionally, an informational session will be conducted to explain the content of the documentation (contracts) necessary to continue with the admission process.
5. The Admissions Director will verify that all listed candidates meet the necessary requirements for the program they applied to. If eligibility is met for a Jala University program, the Admissions Director will recommend the applicant for the scholarship and to the CEO who will make the final decision regarding granting the applicant's admission and enrollment to Jala University.
6. The admitted candidates will receive a copy of the current University Catalog and the Enrollment Agreement that they will need to sign and return, with other applicable paperwork.
7. 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

Candidates applying to our Portuguese and Spanish programs must be considered "college-ready" and capable of studying in these languages, aspects that will be evaluated during the admissions process. Additionally, they must submit their Highschool Diploma or Transcript, along with any other necessary documentation for university enrollment. A three-month deadline is given to submit outstanding documentation, which may be extended in exceptional cases upon submission of a formal justification and commitment letter to the admissions department.

In addition, applicants need to complete the following:

1. Personal, Social and Vocational Profile (PSV) test, a carefully selected set of assessments, based on valid Psychological Tests:

    a. Vocational Preferences: Multiple Intelligences (Gardner)
        i. Logic - Mathematics: 50% or greater
        ii. Intrapersonal: 50% or greater
        iii. Linguistics: 44% or greater
        iv. Interpersonal: 50% or greater
    b. Interests and Aptitude (Chaside)
        i. Engineering and Computing Interests: 70% or greater
        ii. Engineering and Computing Aptitudes: 50% or greater
        iii. Interests in Exact Sciences: 70% or greater
        iv. Aptitudes in Exact Sciences: 50% or greater

c. Personality Characteristics (IPIP)
    i. Neuroticism: 50% or greater
    ii. Extraversion: 50% or greater
    iii. Openness to Experience: 30% or greater
    iv. Kindness: 50% or greater
    v. Diligence: 60% or greater
d. Social Abilities Scale (Goldstein)
    i. Basic Social abilities: 68% or greater
    ii. Advanced Social abilities: 68% or greater
    iii. Emotional abilities: 70% or greater
    iv. Affability abilities: 75% or greater
    v. Stress management: 75% or greater
    vi. Planning abilities: 75% or greater
e. Familiar APGAR: 65% or greater

2. Attitude and Logic Test: A pass rate of 60% or greater on the Attitude and Logic test
3. Admission course, designed by industry specialists to teach fundamental concepts and select candidates with potential in the field:
    a. Module 1 with a score 75% or above
    b. Module 2 with a score 75% or above
    c. Module 3 with a score 80% or above

Students receiving a full scholarship to study in Jala University must enroll in the English for Specific Purposes for Software Engineers Certificate Program (ESP) to qualify for the scholarship. Applicants are requested to take an English Placement Test that will be explained in the next section.

ESP Placement

Upon successful completion of the English Placement Evaluation, students will receive notification from the Registrar office of placement level before the start of the Program (generally before module 2). Depending on placement, students will be assigned to a corresponding ESP program level. Students with a B1 score in the Placement Evaluation will have an English Placement Interview to validate the level they are assigned to. Based on the interview, they can be reassigned to level 1 or stay in level 2.

Students will start the level with the first course in the level series, and then complete each successive course.

English Placement Evaluation and Placement Method

For initial program placement, all students must complete an English Placement test (British Council), in a synchronous session with the admission officers during the Admission Process (Admissions Department), prior to their first Term with the University. The scores are sent to the ESP Program Coordinator after the admission process finishes, who will do the placement for the ESP program.

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

CEFR[1]		ESP Program Placement Level
Level	**Description**	
Pre-A1	-	Level 1
A1	Beginner	
A2	Elementary	
B1	Intermediate	Level 2
B2	Upper-intermediate	
C1	Advanced	

Note: *No student may enter the ESP program with a placement higher than Level 2.*

Courses in ESP Levels
Three levels of competency were designed to meet varying student needs.

Level 1 – Beginner Offers no-native speakers of English rudimentary courses that lead to foundational courses.

- ESP 1 - Beginning English for Software Engineers I
- ESP 2 - Beginning English for Software Engineers II

Level 2 – Intermediate Guided by placement scores, allows students with some levels of English language competency, the opportunity to grow those skills with practical workplace applications.

- ESP 3 - Business English
- ESP 4 - English for Software Engineering I

Level 3 – Advanced Offers students' further application and preparation for the job market and industry advancement.

- ESP 5 - Interview Preparation & Written Communication I
- ESP 6 - English for Software Engineering II

The program is designed with a mix of traditional synchronous courses and asynchronous labs. All courses and labs are designed to strengthen core competencies in English and ESP language acquisition.

General ESP Testing Procedures - Initial Program Placement

- **A government-issued, unexpired picture ID is required** to take the ESP assessment **English Placement Test** 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.**

[1] Common European Framework of Reference for Languages (CEFR) is an internationally recognized standard for describing language proficiency.

- The application ID number found on the application is needed to take the test. Tests 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 of Jala University's Academic Policies and Procedures. Cheating on a placement test is strictly prohibited.
- An English Placement Interview will be held with students with a B1 score in the Placement Evaluation to validate the results. These students can be reassigned to Level 1 based on the interview.
- Cheating violations may result in cancellation of scholarship or other penalties deemed appropriate by the Chief Academic Officer (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 Web browser where the English Placement Evaluation can run.
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 problems with the web page.
7	How do students schedule live proctors?	Admission Officer	The Admission Officer communicates with students via WhatsApp to schedule the test.

Appeal for Admission Process

Jala University reserves the right of admission. However, if any candidate is not satisfied with the result, they can contact the Admissions Officer to request a review. In this case, the Admissions Officer will request a review of the results from the relevant departments and provide the necessary feedback to the candidate.

For other appeal cases, please refer to the **Complaint and Grievance Policy**.

Transfer Credit Policy

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

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 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 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 University does not guarantee transferability of credit to any other institution.**

Prior Learning Assessment

Jala University will award up to 12 credits for prior learning via the College Level Examination Program (CLEP). CLEP is designed to recognize the college-level knowledge students may have acquired outside the Jala University classroom environment. Credits that are awarded are applied solely towards fulfilling General Education requirements and are not applicable to major academic core or lab courses. This policy ensures that we support our students by allowing up to 12 CLEP General Education credits, based on evaluation criteria, but maintain the rigor of the academic program by ensuring our graduates have directly engaged with and mastered the core competencies of their chosen field of study through direct instruction.

Foreign Transcript Evaluation

Transcripts from institutions located outside the United States or LATAM must be submitted to an approved NACES evaluation company for an external credential evaluation. An International Transcript Evaluation company must analyze an individual's academic record to determine equivalency of their foreign credentials, credits, grades, and GPAs. If any required documentation cannot be submitted due to valid reasons, applicants will be granted a three-month deadline to provide it. In exceptional cases, an extension may be considered upon submission of a formal justification and commitment letter to the admissions department.

Scholarship Dismissal Policy & Reapplication Restrictions

Grounds for Dismissal

A student may be dismissed from the scholarship program due to:

1. **Low Academic or Performance Standards:**
   - Failure to meet the required academic performance criteria.
   - Repeated poor evaluations despite academic support.
2. **Serious Misconduct, Including but Not Limited to:**
   - **Violations of FERPA (Family Educational Rights and Privacy Act):** Unauthorized access, disclosure, or misuse of student records and sensitive information.
   - **Sexual Harassment or Discrimination:** Any proven case of harassment, discrimination, or misconduct violating institutional policies.
   - **Behavioral Misconduct:** Disruptive behavior, threats, violence, or repeated violations of the institution's code of conduct.
   - **Academic Integrity Violations:** Plagiarism, cheating, or falsification of academic records.

Restrictions on Reapplying for the Scholarship After University Dismissal

1. **Dismissal Due to Low Performance:**
   - **Waiting Period:** A **minimum of 12 months** is required before reapplying.
   - **Academic Improvement Requirement:** The student must demonstrate improvement through:
     - Completion of relevant courses or training programs.
     - Work experience in the field of study.
   - **Reapplication Conditions:**
     - **First Dismissal:** Eligible to reapply under a **conditional probationary period** if accepted again.
     - **Second Dismissal: Permanently ineligible** for future scholarship applications but may apply as a self-funded student.

- **Appeal & Review:** The admissions committee will assess the reapplication based on academic progress, motivation, and readiness to succeed.

2. **Dismissal Due to Serious Misconduct (FERPA Violations, Sexual Harassment, Behavioral Issues):**
   - **Permanent Disqualification:** Students dismissed due to violations of FERPA, sexual harassment, or misconduct causing harm to others are permanently ineligible for future scholarship or admission.
   - **No Appeal Process:** Cases of serious misconduct leading to dismissal will not be reconsidered for reapplication.

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 recommended system requirements:

- **Processor:** Intel Core i5 (11th generation) or equivalent (e.g., AMD Ryzen 5 5600X)
- **RAM:** 20 GB
- **Operating System:** Linux (preferred)
- **Storage:** 512 GB SSD
- **Display:** 15" screen
- **Internet Connection:** Stable Wi-Fi or wired Ethernet (wired preferred to avoid interruptions)
- **Equipment:** Headset or microphone with speakers, webcam

In the event that additional required equipment is needed for the course (printer, flash drive, or other), the Professor and/or Faculty Practitioner will communicate this information on the first day of classes.

Re-Entry and Re-Admission

Jala University provides a structured process for former students seeking to return after a period of non-attendance. Students who have been non-active for **less than two academic terms** may be eligible for **Re-Entry**, while students who have been non-active for **two or more academic terms**, must apply for **Re-Admission**.

Eligibility for re-entry or re-admission is determined based on the student's prior academic standing, length of non-attendance, resolution of any administrative or financial obligations, and demonstration of academic readiness. Students returning after academic dismissal or who were not in good standing may be required to submit an appeal, complete additional coursework or assessments, and return under academic probation with an academic success plan.

All returning students must meet current program, technical, and catalog requirements in effect at the time of return. Reinstatement of any industry-sponsored scholarship is not automatic and is subject to separate review and approval. Detailed procedures, timelines, and required documentation are available through Admissions or Student Services.

TUITION AND FEES

Tuition Disclosure

The following is a disclosure of the expected, estimated tuition, fees, and cost of attendance at the University. Cost of attendance does not include room, board, meal, and transportation expenses for students, as the University offers its Programs entirely through means of remote communication. The tuition disclosure assumes that a student completes the Program in eight (8) terms (4-years) as expected and anticipated. Failure to complete the program in such period will result in additional tuition costs in line with the Base Tuition per term disclosed below.

TUITION DISCLOSURE						
CATEGORY:		**AMOUNT (USD $):**				
Application Fee:		**$75.00**				
Registration Fee		**$200.00**				
Tuition (Covered by Scholarship):		**See Below**				
Payment Period	**Base Tuition**	**N° of Students**				
		50-100	**100-200**	**200-300**	**300-600**	**600+**
		Discount Percentage				
		19.00%	38.00%	48.00%	53.00%	55.00%
Term 1	$5,000.00	$3,750.00	$2,500.00	$1,800.00	$1,500.00	$1,300.00
Term 2	$5,000.00	$3,750.00	$2,500.00	$1,800.00	$1,500.00	$1,300.00
Term 3	$5,000.00	$3,750.00	$2,500.00	$1,800.00	$1,500.00	$1,300.00
Term 4	$5,000.00	$3,750.00	$2,500.00	$1,800.00	$1,500.00	$1,300.00
Term 5	$5,000.00	$3,750.00	$2,500.00	$1,800.00	$1,500.00	$1,300.00
Term 6	$5,000.00	$3,750.00	$2,500.00	$1,800.00	$1,500.00	$1,300.00
Term 7	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
Term 8	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
Total Estimated Tuition:	**$40,000.00**	**$32,500.00**	**$25,000.00**	**$20,800.00**	**$19,000.00**	**$17,800.00**
Jala University Online Library Books/Supplies:					**$0.00 (included in Tuition)**	
TOTAL AMOUNT COVERED BY THE SCHOLARSHIP:					**$40,275.00**	
Additional Optional Text Books:					**$100.00**	
Official Transcript Copy Fee:					**$15.00**	
Additional Degree/Credential Copy Fee:					**$15.00**	
TOTAL MAXIMUM EDUCATIONAL PROGRAM COSTS (*):					**$40,405.00**	

(*) Assuming 1 additional transcript and 1 additional credential has been purchased and completion of Program in eight (8) terms (4 years).

Payment Schedule: The University invoices students for all tuition, fees, and necessary books and supplies anticipated for a payment period, which represents half of the student's academic year, or one term. A payment period of one term typically includes up to eight (8) courses of the Program. Your tuition, fees, books and supplies invoiced are payable in full at the time of invoice or incrementally

prior to the start of each applicable course. Your tuition must be paid in full before each applicable class.

Scholarship and Repayment: You understand that the University offers all accepted students a full tuition scholarship covering the full cost of tuition, the application fee, the registration fee, the Jala University Online Library, certain necessary or optional books and supplies, and the one copy each of your transcript and degree. Scholarships accrue at the time tuition, fees, books and supplies are invoiced as set forth above. The scholarship terms and conditions are more fully outlined in the that certain Scholarship Agreement, of even date herewith, attached as Exhibit A hereto (the "Scholarship Agreement"). The Scholarship Agreement is made a part of this Enrollment Agreement as if set forth fully herein. You further understand that, as a condition of receiving the scholarship, you agree to complete a work service requirement with Jala Global Limited, a Bermuda exempted company limited by shares, or one of its Affiliates ("Jala Global") upon earning your degree of equivalent length to the number of years required for completion of the Program. You understand that if you do not complete the Program or the work service requirement, your scholarship will convert to a loan and you will be required to repay the University in accordance with the terms and conditions provided in the Scholarship Agreement. You further understand that if you default or breach the terms of your Scholarship Agreement, the University may withhold your degree or refuse to issue transcripts until such breach or default is cured or your resulting loan has been repaid. In rare circumstances, after you have been provided notice and an opportunity to be heard by the University, the University may revoke your degree if you have defaulted on the loan under the Scholarship Agreement and the default has continued in excess of six (6) months as further set forth in the Scholarship Agreement.

U.S. Federal Aid and other Financing Methods: You understand that the University does not accept U.S. federal financial aid and that you will not be eligible for U.S. federal financial aid as an enrolled student at the University. If you obtain any other loans to pay for any part of the Program or any other fees or costs related to attendance, you will have full and sole responsibility to repay the full amount of the loan, plus interest, and the University will have no liability therefor.

Cancellation and Refund Policy

Cancellation Procedures: Students have a right to cancel their Enrollment Agreement. Students wishing to cancel the Enrollment Agreement must do so by providing written notice of cancellation to the University by mail or e-mail.

Non-Acceptance Cancellation: If for any reason an applicant is not accepted by the University, the applicant is entitled to a refund of all monies paid (if any).

Five-Day Cancellation: An applicant who provides written notice of cancellation within five (5) business days of signing an Enrollment Agreement is entitled to a refund of all monies paid (if any). The University shall provide the One Hundred Percent (100.00%) refund no later than 30 days after receiving the notice of cancellation. The student's scholarship, if already awarded to the student, will be cancelled upon the University's receipt of the student's written notice of cancellation.

Other Cancellations: An applicant requesting cancellation more than five (5) business days after signing an Enrollment Agreement but prior to beginning classes at the University will not receive a refund of their Application Fee or Registration Fee identified in the Tuition Disclosure above. However, so long as the student returns any books and/or supplies provided to them by the University, the University will cancel the student's scholarship, and it will not be converted to a repayable loan. Failure to return any books or supplies may result in a portion of that estimated cost not being refundable as well.

Refund after the commencement of classes

Procedure for withdrawal/withdrawal date:

a. A student choosing to withdraw from the University after the commencement of classes is to provide written notice to the Director of Student Services of the University at: StudentSupportCenter@jala.university The notice is to indicate the expected last date of attendance and be signed and dated by the student.
b. For a student who is on an authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave of Absence and failed to do so.
c. A student will be determined to be withdrawn from the University if the student has not attended any class for 30 days.
d. All refunds will be issued within 30 days of the withdrawal date.

Repayment of Scholarship.

a. The schedule for repayment of the student's scholarship if the student withdraws from the University after the commencement of classes is outlined in the student's Scholarship Agreement.
b. If the University must pursue collection of an unpaid loan, it is committed to using collection procedures that are sound and ethical.
c. The student will be required to return all books and supplies provided by the University within 30 days of the withdrawal date.

Truth-In-Lending Disclosures

The following represent the total amount financed and monthly payments to be made by You in certain scenarios possible under this Agreement following conversion of the Scholarship into a loan. The below calculations of total amount financed assume that no discounts as set forth above have been applied, the Loan Amount under the Scholarship Agreement has not entered default, You have not otherwise been charged any applicable late fee, and You have not made any prepayments of the Loan Amount. Any alteration to those assumptions may result in a total amount financed that is greater or lesser than the estimated amounts set forth below. Additionally, differences in the number of terms You take to complete the Educational Program and number of full years You serve as an employee or contractor of Jala Global Limited may likewise result in a total amount financed that is greater or lesser than the estimated amounts set forth below.

1. If You take twelve (12) terms to complete the Educational Program and have completed less than one (1) full year of service as an employee or contractor of Jala Global:

Loan Amount (principal balance)	Application Fee	Annual Interest Rate	Annual Percentage Rate (APR)	Default Interest Rate	Origination Fees	Loan Guarantee Fee
$60,000.00	**$0.00**	**0%**	**0%**	**8.00%**	**$0.00**	**$0.00**
Total Financed Amount of Payments (*):					**$60,000.00**	
Number of Monthly Payments:					**60**	
Amount of Each Monthly Payment:					**$1,000.00**	

(*) The amount you will have paid after you have made all payments as scheduled.

2. If You take the typical eight (8) terms to complete the Educational Program and have completed less than one (1) full year of service as an employee or contractor of Jala Global:

Loan Amount (principal balance)	Application Fee	Annual Interest Rate	Annual Percentage Rate (APR)	Default Interest Rate	Origination Fees	Loan Guarantee Fee
$40,000.00	**$0.00**	**0%**	**0%**	**8.00%**	**$0.00**	**$0.00**
Total Financed Amount of Payments (*):					**$40,000.00**	
Number of Monthly Payments:					**60**	
Amount of Each Monthly Payment:					**$666.67**	

(*) The amount you will have paid after you have made all payments as scheduled.

3. If You take twelve (12) terms to complete the Educational Program and have completed greater than one (1) full year, but less than two (2) full years, of service as an employee or contractor of Jala Global:

Loan Amount (principal balance)	Application Fee	Annual Interest Rate	Annual Percentage Rate (APR)	Default Interest Rate	Origination Fees	Loan Guarantee Fee
$50,000.00	**$0.00**	**0%**	**0%**	**8.00%**	**$0.00**	**$0.00**
Total Financed Amount of Payments (*):					**$50,000.00**	
Number of Monthly Payments:					**60**	
Amount of Each Monthly Payment:					**$833.34**	

(*) The amount you will have paid after you have made all payments as scheduled.

4. If You take eight (8) terms to complete the Educational Program and have completed greater than one (1) full year, but less than two (2) full years, of service as an employee or contractor of Jala Global:

Loan Amount (principal balance)	Application Fee	Annual Interest Rate	Annual Percentage Rate (APR)	Default Interest Rate	Origination Fees	Loan Guarantee Fee
$30,000.00	**$0.00**	**0%**	**0%**	**8.00%**	**$0.00**	**$0.00**
Total Financed Amount of Payments (*):					**$30,000.00**	
Number of Monthly Payments:					**60**	
Amount of Each Monthly Payment:					**$500.00**	

(*) The amount you will have paid after you have made all payments as scheduled.

5. If You take twelve (12) terms to complete the Educational Program and have completed greater than three (3) full years, but less than four (4) full years, of service as an employee or contractor of Jala Global:

Loan Amount (principal balance)	Application Fee	Annual Interest Rate	Annual Percentage Rate (APR)	Default Interest Rate	Origination Fees	Loan Guarantee Fee
$30,000.00	**$0.00**	**0%**	**0%**	**8.00%**	**$0.00**	**$0.00**
Total Financed Amount of Payments (*):					**$30,000.00**	
Number of Monthly Payments:					**60**	
Amount of Each Monthly Payment:					**$500.00**	

(*) The amount you will have paid after you have made all payments as scheduled.

6. If You take eight (8) terms to complete the Educational Program and have completed greater than three (3) full year, but less than four (4) full years, of service as an employee or contractor of Jala Global:

Loan Amount (principal balance)	Application Fee	Annual Interest Rate	Annual Percentage Rate (APR)	Default Interest Rate	Origination Fees	Loan Guarantee Fee
$10,000.00	**$0.00**	**0%**	**0%**	**8.00%**	**$0.00**	**$0.00**
Total Financed Amount of Payments (*):					**$10,000.00**	
Number of Monthly Payments:					**60**	
Amount of Each Monthly Payment:					**$166.67**	

(*) The amount you will have paid after you have made all payments as scheduled.

ACADEMIC PROGRAM

Commercial Software Engineering Program

Official program name: Bachelor of Commercial Software Engineering with a Concentration in Design and Architecture
Total Program Requirements: 133 Credits + ESP Certificate of Completion
Program Total: 133 Semester Credits
Program Length: 4 years

Description: The Bachelor of Commercial Software Engineering with a 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.

Program Learning Outcomes

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

4. **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. **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. **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. **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. **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.

Program Curriculum

Type	Code	Course	Credits	Pre-requisites
Term 1				
General Education	MATH-111	Logic	3	None
Core Lab	CSPR-111	Programming 1	2	None
General Education	HIST-111	History of Software Engineering	2	None
Core Lab	CSOS-112	Operating Systems 1	2	None
General Education	MATH-112	Discrete Mathematics	3	None
Core Lab	CSDB-112	Database 1	2	None
Core Lab	CSSD-113	Software Development 1	3	CSPR-111
General Education	MATH-113	Calculus 1	3	None
Term 2				
Gen Ed	MATH-124	Linear Algebra	3	MATH-112
Core Lab	CSPR-124	Programming 2	3	CSPR-111
Core Lab	CSOS-124	Operating Systems 2	2	CSOS-112
Core Lab	CSDB-125	Database 2	2	CSDB-112
Core Lab	CSSD-125	Software Development 2	3	CSPR-124 CSSD-113 CSDB-112
Gen Ed	COMM-118	Communication 1	3	None
Gen Ed	MATH-126	Calculus 2	3	MATH-113
Term 3				
Core Lab	CSPR-231	Programming 3	2	CSPR-124
Gen Ed	COMM-127	Communication 2	3	COMM-118
Core	CSSQ-231	Software Quality Engineering 1	2	None
Core Lab	CSSD-232	Software Development 3	3	CSPR-231 CSSD-125 CSDB-125
Core	CSNT-232	Computer Networks 1	2	CSOS-124
Core Lab	CSSQ-233	Software Quality Engineering 2	2	CSSQ-231
Gen Ed	MATH-233	Statistics	3	MATH-113
Gen Ed	WRIT-219	Writing & Composition 1	3	None
Term 4				
Core Lab	CSPR-244	Programming 4	3	CSPR-231 CSSD-232 *CSDB-125 (optional)*

Type	Code	Course	Credits	Pre-requisites
Term 4				
Core	CSAL-244	Algorithmics 1	3	None
General Education	WRIT-229	Writing & Composition 2	3	WRIT-219
Core Lab	CSNT-245	Computer Networks 2	2	CSNT-232 CSPR-231
Core Lab	CSSD-245	Software Development 4	3	CSPR-244 CSSD-232
Core Lab	CSDV-246	Development & Operations	2	CSSD-232 CSPR-244 CSDB-112
Core Lab	CSSQ-246	Software Quality Engineering 3	2	CSSQ-233
Term 5				
Major Lab	CSPR-351	Programming 5	3	CSPR-244 CSDB-125 CSSD-245 CSAL-244
Major Lab	CSAR-351	Software Architecture 1	2	CSSD-245
Core Lab	CSAL-351	Algorithmics 2	2	CSAL-244
Major Lab	CSDS-352	Introduction to Data Science and Machine Learning	3	MATH-113 MATH-124 CSAL-244
Major Lab	CSSD-352	Software Development 5	3	CSPR-351 CSSD-245
Major Lab	CSIO-353	Internet of Things	2	None
Major Lab	CSAI-353	Deep Learning/Generative AI	2	MATH-124 CSDS-352
Term 6				
Major Lab	CSPR-364	Programming 6	3	CSPR-351 CSDB-125 CSSD-245
Major Lab	CSAR-364	Software Architecture 2	2	CSAR-351
Major Lab	CSUX-364	User Interface & User Experience Design	2	None
Major Lab	CSSD-365	Software Development 6	3	CSPR-364 CSSD-352
Major Lab	CSWB-366	Web Development	2	CSPR-351 CSSD-352
Major	CSPR-366	Programming Languages	2	CSPR-351 CSWB-366
Core Lab	CSSA-366	Systems Administration	2	CSDV-246 CSOS-124
Term 7				
Major Lab	CSPR-471	Programming 7	3	CSPR-364 CSSD-365
Major Lab	CSAR-484	Software Architecture 3	2	CSAR-364

Type	Code	Course	Credits	Pre-requisites
Term 7				
Major Lab	CSAR-486	Software Architecture 4	2	CSAR-484
Major	CSWB-473	Mobile Application Development	2	CSWB-366
Major Lab	CSRP-486	Software Projects & Startups	2	CSSD-365 CSAR-486
Term 8				
Internship	CSRP-471	Research Project on Software Development 1	4	Successful completion of all degree program courses + Good Academic Standing
Internship	CSRP-472	Research Project on Software Development 2	4	CSRP-471
Internship	CSRP-484	Research Project on Software Development 3	4	CSRP-472

Note: *Detailed descriptions of each course can be found at the end of this Catalog in pg. 64. Students are encouraged to review the course descriptions to better understand the content and requirements of each course in their program.*

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

Program Description

The English for Specific Purposes for Software Engineers Certificate Program (ESP) 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 English for Specific Purposes for Software Engineers Certificate Program (ESP) 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.

ESP courses will be scheduled on weekdays from Tuesday to Friday and ESP labs will be scheduled on weekdays when students are available; 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 the placement level. If assigned to a lab, it will appear on the course schedule.

It is important for the student to take into account that:

- Without the ESP certificate, students cannot graduate
- Without English, students may not be employable in-field upon graduation

All students must complete the English Placement Process conducted by the Admissions Department and the ESP Team. This process includes a placement evaluation and a short interview for students who receive a B1 proficiency level result. Based on the results, students are assigned to Level 1 or Level 2 of the program.

ESP Courses and Labs

Code	Course	Credits	Category	Hours	Weeks
Level 1					
ESP-1	ESP 1 - Beginning English for Software Engineers I	0	Core	65	8
ESP-Lab M3L1	Lab M3L1	0	Core Lab	15	8
ESP-Lab M4L1	Lab M4L1	0	Core Lab	15	8
ESP-2	ESP 2 - Beginning English for Software Engineers II	0	Core	65	8
Level 2					
ESP-Lab M2L2	Lab M2L2	0	Core Lab	15	8
ESP-Lab M3L2	Lab M3L2	0	Core Lab	15	8
ESP-Lab M4L2	Lab M4L2	0	Core Lab	15	8
ESP-Lab M5L2	Lab M5L2	0	Core Lab	15	8
ESP-Lab M6	Lab M6	0	Core Lab	15	8
ESP-Lab M7	Lab M7	0	Core Lab	15	8
ESP-3	ESP 3 - Business English	0	Core	65	8

Code	Course	Credits	Category	Hours	Weeks
Level 2					
ESP-Lab M9	Lab M9	0	Core Lab	15	8
ESP-Lab M10	Lab M10	0	Core Lab	15	8
ESP-4	ESP 4 - English for Software Engineering I	0	Core	65	8
ESP-Lab M12	Special Lab M12	0	Lab	15	8
Level 3					
ESP-Lab M13	Special Lab M13	0	Lab	15	8
ESP-Lab M14	Special Lab M14	0	Lab	15	8
ESP-Lab M15	Special Lab M15	0	Lab	15	8
ESP-Lab M16	Special Lab M16	0	Lab	15	8
ESP-5	ESP 5 - Interview Preparation & Written Communication I	0	Core	65	8
ESP-6	ESP 6 - English for Software Engineering II	0	Core	65	8

Note: *Only students who need to reinforce their English and communication skills are enrolled in Special Labs. If a student demonstrates outstanding performance in a Special Lab, they may not be enrolled in the next Special Lab.*

Course Grade Breakdown

Grade Scale is based on the grade scale in use for the University Degree programs. To maintain continuity for students, the same grade scale will be used for all Core Courses

Category	Percentage	Points	Detail
Discussions	7 %	70 points	4.9% Discussions -> 49 points (7 discussions) 2.1% Peer-discussions -> 21 points per peer-discussion (7 peer-discussions)
Assignments	62%	620 points	42% Weekly Assignments -> 420 points 7 assignments -> 60 points per assignment 20% In-class Assignments -> 200 points 3 In-class assignments -> 60 points per in-class assignment in week 2 and 5 and 80 points per in-class assignment in week 7
Quizzes, Tests, Exams	31%	310 points	310 points -> 7 quizzes -> 30 points per quiz Final Test -> 100 points
Attendance Deduction	-10%	-100 Points	Attending 100% of all sessions = Full points Absences of 25% to 39% or more of the total number of sessions = deduction of 10% on course grades. Absences equal to or greater than 40% of total sessions = Withdraw Fail (WF) grade.

Lab Grade Breakdown

Category	Percentage	Points	Detail
Assignments	70%	700 points	3 assignments -> 150 points per peer-review Final Assignment -> 250 points
Quizzes, Tests, Exams	30%	300 points	3 quizzes -> 50 points per quiz Final Test -> 150 points

Attendance Monitoring Policy for all ESP Students

- Attending 76%-100% of all sessions = no point deduction penalty
- Absences of 25% to 39% or more of the total number of sessions = deduction of 10% on course grades
- Absences equal to or greater 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).

All Jala University 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.

Program Advising

All Program Advising for the ESP program will be provided by the University's Academic Advising team.

Program Expectations

The English for Specific Purposes for Software Engineers (ESP) Certificate Program is a concurrently enrolled, non-credit earning, required certificate, taken with the Commercial Software Engineering Degree program. All students must successfully complete the ESP Certificate program to meet the criteria for graduation. Poor academic performance in the ESP program could directly impact overall scholarship eligibility. A student may not repeat a failed singular ESP course or lab more than two times. If a student fails a singular ESP course or lab three times, he/she will be dismissed from the ESP certificate program, and concurrently, dismissed from their degree program, and could lose scholarship eligibility.

It is very important that students attend all ESP courses and labs and complete each successfully.

ACADEMIC POLICIES

Overview of Academic Model

In Jala University's academic model, students take General Education along with core courses for the first two years of their respective program. During the third and fourth years, students move into their specializations or major courses.

In their final year of study, students pursue internships at Jalasoft or affiliates, the goal upon graduation is for students to transition into entry to mid-level positions within Commercial Software Engineering with a Concentration in Design and Architecture at those industry partners.

Jala University'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, providing supplemental subject-matter expertise to students in required weekly tutoring sessions.

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 University's curriculum design. Reasoning and logic are built into 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 Academic Coordinators. Observations are to be conducted by the Academic Coordinators to ensure that Practitioners are providing sufficient educational support to the students. Weekly meetings between the Faculty and Academic Coordinators will ensure that classroom objectives are met.

Disabilities Policy

Jala University is committed to providing students with disabilities equal access to educational opportunities. Recognizing the specific needs of students with disabilities, the University provides an accommodation process and accommodations, within reason, these accommodations may be denied if medical documentation is incomplete or missing, following the Student Accommodations Process.

Disabilities are conditions experienced by certain individuals due to various physical, mental, sensory, or intellectual limitations that can impede their full participation in activities on an equal basis. These conditions are typically identified through specific diagnoses conducted by trained professionals. Within the educational sphere, adaptations are implemented, which involve reasonable modifications aimed at addressing the needs of individuals with disabilities, thereby enabling them to better engage in and benefit from the learning process.

Student Accommodations Process

The student must inform Student Services about any type of disability and the need for an accommodation. Student Services will share the Accommodation Request Form with the student. The student must complete the form with the accommodation needs, attaching the corresponding supporting documents (diagnosis and recommendations provided by the professional who treated them). In case the recommendations are not available, an alternative document may be attached in coordination with the Student Services department.

This information will be sent to the Dean, who will review the request, approve, and provide feedback regarding the accommodations. Student Services will share the signed form from the Dean with the student. It will be the student's responsibility to share this form with the approved accommodations with their Professors and Faculty Practitioners, copying the Academic Coordinator and the Dean. Additionally, the student must submit this form to the Student Services Director before the start of each Term, considering that there may be updates in their diagnosis and accommodation needs. There are some cases where the student may be referred for accommodations based on identified needs by the psychological support service or the Professors and Faculty Practitioners.

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
CR	Course Credit	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 or Major courses, General Education courses, ESP courses or ESP Labs. Review the course syllabus for more specific details applicable to a given course.

TEMPLATE COURSE WEIGHTS for GENERAL EDUCATION MATH COURSES

MASTERCLASS CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Discussions	Discussions and Peer Responses	70	7%
Assignments/Tasks	Assignments/Tasks	280	28%
Quizzes, Exams	Quizzes/Exams	220	22%
Collaboration	Group Project	170	17%
Labs	Labs	210	21%
Professionalism & Attendance	Active Participation/Professional Behavior/Regular Attendance	50	5%
TOTALS:	**N/A**	**1000 Points**	**100%**

TEMPLATE COURSE WEIGHTS for CORE/MAJOR COURSES

FACULTY PRACTITIONER CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Weekly Faculty Practitioner Labs	Weekly Faculty Practitioner Labs	200	20%
Projects	Capstone; Midterm Progress/Final Defense	400	40%
TOTALS:	**N/A**	**600 Points**	**60%**

MASTERCLASS CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Discussions	Discussions and Peer Responses	20	2%
Assignments, Quizzes, Tests, Exams, Projects	Assignments/Tests/Exams	330	33%
Professionalism & Attendance	Active Participation/Professional Behavior/Regular Attendance	50	5%
TOTALS:	**N/A**	**400 Points**	**40%**

Note: *Although these are the standard Course Weights for Core classes and General Education Math, some courses may use Core Weights that vary from the above. Check the course syllabus to determine the Course Weights in use for each course.*

Assessment Process

Following the due date for each assignment, the course Professor and Faculty Practitioner 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 Grade Steps

There are rare occasions where a student may have a justifiable need to submit work past the last date of the course. An incomplete can extend a student's ability to submit work by a maximum of 7-days after the conclusion of a Module.

1. First, the student must contact the respective Professor or Faculty Practitioner regarding the incomplete course work **before** the end of the Module.
2. Next, the student must complete and submit the Incomplete Form, available from Student Services.
3. The Course Professor/Practitioner will determine if the request for an incomplete is approved.
4. The request may be approved or denied with reason.
5. If approved, the Professor will submit a grade of "I" for the grade.
6. The student has up to 7-days after the last day of the Module to complete the work as outlined on the Incomplete Form and submit the work to the Professor for grading.
7. Once the incomplete work is submitted, Faculty will have 72 hours to grade the work and submit a Change of Grade Request form to the Registrar's Office.

Make-up Work

Jala University provides limited opportunities for make-up work to support student success while maintaining academic integrity and instructional quality. Make-up work is not guaranteed and is only approved under the conditions outlined below.

- **Eligibility:** Make-up work is considered only for documented excused absences (illness, family emergency, religious observance, approved university activity). Personal travel, work conflicts, or time-management issues are not excused.
- **Student Responsibilities:** Students must notify the instructor within 48 hours of the missed class/assignment and submit a Make-Up Work Request Form with documentation. Approved work must be completed by the instructor's deadline.
- **Instructor Responsibilities:** Instructors will respond within 5 business days, may assign an equivalent alternative task, and will set a firm completion deadline (typically within one week of approval).
- **Limitations:** Make-up work cannot fully replace live participation (e.g. labs, presentations), and credit may be adjusted. Final exams and major assessments are not eligible. More than two requests per course per module may initiate an At-Risk Report.
- **Academic Integrity:** Make-up work is subject to AI-use and plagiarism review. Violations of the Code of Conduct result in academic consequences.

Late Work Policy

Students are responsible for managing deadlines and communicating proactively with the instructor when issues arise.

- Assignments submitted up to 48 hours past the deadline will be accepted with a 20% grade penalty.
- Work submitted more than 48 hours late will not be accepted, unless prior approval has been granted through the Make-Up Work Policy for documented excused circumstances.

Change of Grade

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

Faculty 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 will forward the completed form to the Registrar to update the grade, accordingly.

Grade Appeal

In cases of grade appeals, the student must submit the request along with justification and relevant supporting documents through the Grade Appeal Request Form which will be sent to the Academic Coordinator. If the request is deemed, the request will be forwarded to the Professor and Faculty Practitioner for review. The Professor or Faculty Practitioner will decide whether to change the student's grade. If the grade has been entered into the SIS, the Change of Grade process will be initiated, which must be approved by the Dean.

Identity Verification and Proctorizer Policy

Student Identity Verification Policy

Students are responsible for providing complete and true identity information for all identification verification processes. Each student at Jala University is assigned a unique username and password. All users of the university systems student information system (SIS) and LMS are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. It is against university policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for all activity on their accounts.

Proctored Examinations

All online exams that are not deemed open book exams use the university electronic proctoring system; Proctorizer The proctoring tool implementation safeguards the integrity of course exams which is essential to protecting the value of Jala University degree programs.

The proctoring tool allows the university:

1) to manage the lockdown of browsers, by removing accessibility to certain functionality while taking the test,
2) confirm student ID verification, through samples of photo identification and face recognition of the test-taker, and
3) provides the recordings of each user test attempt, everything in compliance with FERPA.

After the exam is submitted, the institution can review the recordings or the summary reports. Faculty and students are provided with Proctorizer training tools before exams are delivered. All examinations are given online in Canvas.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the Jala University's identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support student integrity and academic honesty.

Standards of Satisfactory Academic Progress Policy

This policy aims to inform students about the academic criteria necessary to maintain 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 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.
- 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.

We have two types of measurement: qualitative (GPA) and quantitative (RPO), which are explained below. Both are calculated at the end of each term. A term is equal to three 8-week modules. If the GPA and/or ROP falls below the minimum required 2.0 and 67% respectively 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 and/or 67% ROP. 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.

New Student SAP Monitoring

In addition to monitoring a student's GPA and ROP at the completion of each term, Satisfactory Academic Progress will also be reviewed for all NEW students after Module 2 in Term 1 of the program. If the student has failed a total of five (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 at the next mandatory check point, the student will result in Academic Dismissal from the University.

To support a student's academic progression all students will have their GPA and ROP reviewed after the completion of their first academic module. If a student fails two or more classes during Module 1 of Term 1 a SAP alert notification will be emailed to the student.

Note: *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 by the next mandatory check point, the student will result in Academic Dismissal from the University.*

SAP Table

SAP Levels	Meaning	Student Action	University action
SAP Alert	Student nearing SAP Warning. SAP Alert to be triggered after every mode if mod GPA is below 2.0 or ROP is below 67%.	Student must increase his/her academic efforts to not fall below minimum 2.0 GPA and/or 67% ROP by completion of the term.	Email sent to student.
SAP Warning	GPA below 2.0 and/or ROP below 67% at the end of a term.	Student must increase his/her academic efforts to be at or above the minimum 2.0 GPA and 67%	Warning letter is emailed to student.
SAP Probation	GPA below 2.0 and/or ROP 67% for two consecutive terms.	Create a written action plan. Must be at a minimum GPA 2.0 and ROP of 67% at the end of the probation period.	Student Services will meet with student to create a written action plan that must be approved by Academic Dean.
SAP Dismissal	Does not achieve minimum 2.0 GPA and/or 67% ROP after Probation period or is at any given time during the Probation period is mathematically impossible to meet minimum SAP standards.	Student withdrawn from university. Student may appeal the dismissal.	University will dismiss student from the program with formal letter sent via email.
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.

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 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.

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 (sum of grade points earned) c) Dividing total grade points earned by the total number of quality credits (total credit hours attempted). The Institute uses a 4.0 scale in assigning grade points.

Courses in the English for Specific Purpose (ESP) certificate program are non-credit bearing courses and are not calculated into the program GPA.

Calculation of Rate of Progress
A student's completion rate/rate of progress (ROP) is calculated by dividing successfully completed credit hours by attempted credit hours (Rate of Progress = Successfully Completed Credit Hours ÷ Attempted Credit Hours) then multiple by 100 to obtain percentage.

Student Communication Process
The Office of the Registrar will be the responsible office of notifying students of SAP violation and with CC the Academic Dean and the Director of Student Support Services. For students on Academic Probation the Student Support department will assist the student with writing a plan of action to be approved by the Academic Dean. Refer to the SAP Student Communication Procedure for more detailed information.

Repeated Courses and Grades
All attempts are included in the credit hours attempted for the purposes of calculating the rate of progress (ROP) as well as the cumulative grade point average (CGPA). 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
Jala University evaluates Satisfactory Academic Progress (SAP) at the end of each academic term, which consists of three modules per term. Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 and rate of progress (ROP) of 67% to remain in good academic standing. In addition, at the conclusion of each module, after final grades are posted, the University reviews student progress. If it is determined that a student cannot mathematically achieve a minimum 2.0 CGPA by the next SAP evaluation point, the student will be subject to academic dismissal, even if the dismissal occurs prior to the end of the term.

Right to Appeal
A student who is academically dismissed for failure to meet SAP may submit a written appeal requesting reinstatement.
The appeal must be addressed to the Academic Dean and must include:

- A written explanation of the extenuating circumstances that contributed to the academic dismissal
- Supporting documentation, where applicable
- A clear explanation of how the circumstances have been resolved or mitigated

- A detailed academic action plan outlining how the student will meet SAP requirements moving forward

Appeal Submission Deadlines
Appeal deadlines are based on the timing of the dismissal and the term in which the student is seeking re-entry:

- *Dismissal at the end of a term with immediate re-entry requested.* The appeal, supporting documentation, and action plan must be submitted within five (5) days of the start of the upcoming term.
- *Dismissal during a term or appeal submitted for a later term (after sitting out one term)*. The appeal must be submitted within ten (10) days of the start of the term for which reinstatement is requested.

Note: *Appeals submitted after the applicable deadline may not be considered.*

Appeal Committee
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. Student Services' 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. Any student on an approved one-term Academic Plan will have their GPA reviewed at the end of Module 1 of the term. If the student cannot mathematically make the minimum GPA set forth in the plan after the review period, they will be subject to an automatic academic dismissal.

Eligibility to Appeal

- A student is permitted one appeal per SAP Academic Dismissal occurrence per program.
- A second appeal for academic dismissal within the same program is not permitted, except in administrative or procedural errors.

Note: *a student who is Academically Dismissed within one-year from graduation is still eligible to appeal.*

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.

Attendance Policy and Excused Absence Criteria

At Jala University, we believe that consistent attendance is crucial for academic success and personal development. All students are expected to attend all classes outlined in their program curriculum, including those designated as ESP, and to actively participate in activities organized by Student Services. Exceptions for excused absences may be granted in rare circumstances. Below, we provide detailed information about our attendance policy.

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.

Attendance is monitored and recorded as either present or absent for each synchronous course meeting (masterclass and lab). Masterclasses and labs are 120-minutes in duration per course session. For a student to be counted present they must attend a minimum of 70% of the course duration session. Students must attend the synchronous Teams masterclass and lab portion of all courses to earn full attendance points each module.

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.

Note: *Furthermore, students who accrue 35% or more absences in a single course (regardless of reason) will be withdrawn from the course and issued a Withdraw Fail (WF) for the final course grade.*

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.

Procedure Attendance Monitoring (Degree Program)

Students must attend the synchronous Teams masterclass and lab portion of all courses to earn full attendance points.

- Attendance is recorded for all synchronous courses.
- Students who do not attend a course (master class or lab) at least once in **14-consecutive calendar days** (including weekends and holidays) will be dropped from the course.
- **35% Absence Threshold:** Students who accrue **35% or more absences** in a single course (regardless of reason) will be **withdrawn from the course** and issued a **WF (Withdrawn-Failing)** grade.
- **14-Day Consecutive Absence Rule:** Students who fail to attend any class for **14 consecutive calendar days**, without prior notification and documentation, will be dropped from the course and/or **administratively withdrawn from the University**.
- **Professionalism/Attendance Grading:** This component reflects student engagement, punctuality, and active participation in synchronous sessions, and worth **5% of the total course grade.**

- If a student does not attend any class by **7-days within the start of the term** including weekends and holidays, they will be **administratively withdrawn from the University**.

Appeal of Administrative Withdrawal for Attendance Violation
A student who is administratively withdrawn from the University for violation of the 14-Day Consecutive Absence Policy may submit an appeal for consideration of re-entry.

Eligibility and Re-Entry Options
A student withdrawn due to an attendance violation may appeal for re-entry under one of the following options:

- **Re-Entry for the Immediately Following Term:** If the student seeks to return in the next academic term, the attendance appeal must be submitted within the same module in which the administrative withdrawal occurred.
- **Delayed Re-Entry (One Term):** If the student chooses to sit out one academic term and seek re-entry in a subsequent term, the attendance appeal must be submitted within ten (10) calendar days of the start of the term for which re-entry is requested.

Note: *Appeals submitted outside of these timelines will not be considered.*

Appeal Requirements
The attendance appeal must be submitted to Student Services and must include:

- A detailed explanation of the extenuating circumstances that resulted in the attendance violation and administrative withdrawal
- A clear description of how those circumstances have been resolved or are being effectively managed to support sustained academic participation
- Supporting documentation, where applicable.

Appeal Review and Decision
Attendance appeals are reviewed by the University in accordance with institutional academic policies. Decisions are communicated to the student in writing. If the appeal is approved, the student must submit a Re-Entry Request Form by the deadline stated in the approval notice to confirm enrollment for the approved term. If the appeal is denied, the student must wait one academic year before applying for Re-Admission to the University, subject to admissions requirements and policies in effect at that time.

Final Determination
All appeal decisions are final. Approval of an attendance appeal does not guarantee continued enrollment and does not waive future compliance with attendance, academic, or other university policies.

Excused Absences
Students are expected to attend all their scheduled classes. However, the university recognizes that there are some extenuating circumstances that may require a student to miss a class(es). In all instances, it is the student's responsibility to inform their faculty (Professor and Practitioner) ahead of time, if possible, or within 48-hours of the course absence to discuss how the absence will affect his/her 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 class may affect a student's ability to meet course learning outcomes and develop the required competencies, any absence may impact a student's grade in a particular course.

Extenuating circumstances for consideration for an excused absence include:

- Documented internet connectivity outage
- Serious student illness, injury, hospitalization, pregnancy
- Death of an immediate family member (parent, spouse, sibling)
- Jury duty or other government obligation
- Legal citation/court appearance
- Extreme personal life emergency (life altering/life threatening)
- Force Majeure
- Religious observance
- Authorized University Activities

Note: the following reasons are not eligible for Excused Absences

- Short term illness (2 days or less)
- Doctor appointments or personal appointments/errands
- Vacation travel
- Work related conflicts

Excused Absence Process

- **Student notifies the Professor/Faculty Practitioner** in advance, or as soon as possible (within 48-hours) after the absence.
- **Student requests an excused absence in writing,** including appropriate documentation when required.
- **Follows the course's late work and make-up work policy,** to complete any missed assignments or activities.
- **Maintains regular communication** if a series of absences is expected or ongoing.

Faculty will individually work with students in these instances to determine how students can make up work and set timelines for assignment submissions. Jala University expects all faculty 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(s) he/she may appeal through the normal grade appeal process.

Leave of Absence

Jala University may grant, on a limited basis, a Leave of Absence (LOA) to students who are experiencing documented extenuating circumstances that temporarily prevent attendance and/or significantly interfere with academic success. A Leave of Absence is not automatic and is granted at the discretion of the University in accordance with the provisions outlined below.

Qualifying Extenuating Circumstances

Examples of extenuating circumstances that may qualify a student for a Leave of Absence include, but are not limited to:

- Serious injury or illness of the student that prevents continued enrollment;

- Serious injury or illness of an immediate family member that prevents the student from attending classes;
- Death of an immediate family member;
- Maternity or childbirth;
- Required military duty;
- Jury duty;
- Other documented extenuating circumstances as approved by the Academic Dean.

Eligibility Requirements

To be eligible for a Leave of Absence, a student must:

- Have completed at least one full academic year of study at Jala University (LOA requests may be submitted beginning in the second year of enrollment).
- Be in good academic standing at the time of the request, defined as a cumulative grade point average (GPA) above 2.0.
- Submit a completed Leave of Absence Request Form with required supporting documentation.

Terms and Duration

- Students may return from a Leave of Absence only at the start of an academic semester; mid-term returns are not permitted.
- A Leave of Absence may not exceed a total of 180 days within any twelve-month period, measured from the first day of the student's initial leave.
- The approved LOA period does not count against the maximum time allowed for program completion.

Approval Process

Student Services will review the Leave of Absence request and supporting documentation and provide a recommendation to the Academic Dean. The Academic Dean will determine whether to approve or deny the request. Jala University's decision to grant or deny a Leave of Absence is final and binding.

Return from Leave

Students must return to active enrollment by the end of the approved Leave of Absence period. Students who fail to return by the approved return date will be administratively withdrawn from Jala University.

A request for a leave of absence must be made in writing, and be e-mailed to Student Services at StudentSupportCenter@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 and Supporting Documentation.

Graduation

Students must meet the following academic requirements for their Bachelor of Science degree in Commercial Software Engineering:

- Successful completion of program coursework* within 6 years of the start of study, includes Degree and ESP program
- Minimum overall cumulative grade point average of 2.0 for the program

Drops and Withdrawals

Term Add/Drop
For a student to be confirmed for the term they must demonstrate positive attendance no later than the add/drop period of the first module of the term, 7-days within the start of the term (includes weekends and holidays). If a student does not attend any class by this required date they are administratively withdrawn from the university. New Students who do not demonstrate positive attendance within 7-days of the start of the term will have their enrollment removed.

Course 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 Department at StudentSupportCenter@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 to Student Services Department should be made by the student.

Withdrawal of a 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 of the 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.

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

Dismissal

A students will be dismissed from the university if at any time they:

- Violate the student code of conduct.
- Does not attend any class for fourteen (14) consecutive days
- Fails a total of five (5) or more classes during the first two modules of their first term of attendance.
- Does not meet the minimum Standards of Satisfactory Academic Progress (CGPA 2.0 ROP 67%) after SAP Probation.
- Has three or more documented cheating or plagiarism incidents.

A student may not repeat a failed singular ESP course or lab more than two times. If a student fails a singular ESP course or lab three times, he/she will be dismissed from the ESP certificate program, and concurrently, dismissed from their degree program, and could lose scholarship eligibility.
Students are notified of dismissal via email. Students who wish to appeal should follow the Academic Dismissal Appeal process.

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.

LMS Platform - Canvas

Jala University's instructional learning management platform is Canvas. Canvas is accessible 24/7 at http://lms.jala.university. 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-engagement.
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-**c**lass assignments may be completed or started during the class session

Lab: Lab Practitioners provide hands-on practice, exercises, labs and materials to create a learning context that relates to the concepts, theories, and practices used in the industry.

MeetPoint: Jala University's digital Metaversity platform for communication, collaboration, and engagement. It combines video calls, chat, screen sharing, and interactive 3D spaces, allowing students, teachers, and teams to interact as if they were in the same place. Both productive and recreational rooms, as well as open areas, are part of MeetPoint's immersive environment, designed to make learning and collaboration more engaging. The platform tracks presence and participation in real time and provides insights on engagement, helping faculty support students effectively.

VALIS: Jala University's integrated AI-enhanced learning platform designed to strengthen critical thinking, problem-solving, and communication—not to provide copy-and-paste answers. It aligns with the University's mission to shift from memorization-based learning toward applied reasoning, collaboration, and intellectual curiosity.

VALIS includes two primary AI tutors:

- **Alan (Programming Tutor):** Guides students through concepts, logic, and problem-solving strategies in software engineering. Alan does *not* generate full solutions; instead, he supports independent thinking, abstraction, and technical reasoning.
- **Emily (Communication Tutor):** Helps students develop professional communication skills through scenario-based practice, personalized guidance, and culturally aware feedback essential for software engineering careers.

Together, Alan and Emily provide personalized, adaptive learning support while reinforcing academic integrity and student agency. VALIS also integrates with course knowledge bases and coding environments, enhancing hands-on learning across the curriculum.

VALIS is not merely a tool—it is a learning partner that encourages students to think, question, and grow alongside emerging AI technologies.

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 University'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

Librarian Office Hours

Monday, Wednesday, and Friday from 19:00-21:00 Bolivian Time.

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. Violation of published course expectations and/or policies can be subject to disciplinary action.
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.
7. Follow classroom professionalism and commitment guidelines as published in Canvas and course syllabi.

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 and/or submitting complaints, reports, or grievances without evidence, could be considered a violation of integrity or professionalism.
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's administration.
7. Violation of the Anti-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 ensure 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, including, but not limited to receiving a zero for a specific course assignment, receiving a zero for the course, or other disciplinary actions up to dismissal from the university.

Cheating includes but is not necessarily limited to plagiarism, which 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.

Self-Plagiarism

Jala University students are committed to preparing for professional pursuits of the highest standards. Each profession limits its members with ethical responsibilities and disciplinary boundaries. To ensure the validity of the learning experience, the university sets 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 presented. Failure to do so is dishonest and is the basis for an accusation of cheating or plagiarism, which is subject to disciplinary action.

Moreover, students who are repeating a course are not permitted to resubmit assignments or projects that were originally submitted in previous attempts of the same class., or in any other course. Reusing past work in this way constitutes self-plagiarism, which falls under the broader category of academic dishonesty. Such actions are considered a violation of the University's Code of Conduct and may result in disciplinary measures. All coursework must be newly completed to ensure integrity, fairness, and the demonstration of current learning.

Generative Artificial Intelligence (AI) Authorized Usage and Violations of Policy

Student classwork, including submissions of discussions, exams, tests, quizzes, assignments, projects and presentations, are subject to the ***Generative Artificial Intelligence (AI) Authorized Usage and Violations of Policy.***

Violations of the AI policy and plagiarism - includes the use or representation of the thoughts, ideas, or words of another as one's own work in any assignment including the paraphrasing of information, the duplication of an author's words or ideas without identifying the source, and the failure to cite quoted material properly.

- Use of unauthorized Generative Artificial Intelligence tools and platforms outside the university approved VALIS AI platform.
- Submission of work that is not the student's own for papers, assignments, or exams.
- Submission or use of falsified data.
- Use of an alternate, stand-in, or proxy during an examination.

- It is against university policy for a user to share their university username and password or allow others to use their school account to access the LMS, Proctorizer or other school related systems.
- Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
- Theft of or unauthorized access to an exam.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment before or during an examination.
- Communicating with other individuals (student or non-student) via WhatsApp or other social media platforms during a proctored quiz or exam.

Students who violate the University's AI policy three times with the use of unauthorized AI-generated or AI-enhanced code are subject to permanent dismissal from the University. Violation of the AI policy is a serious infraction of school policy and students with three violations may be dismissed without possibility of appeal or re-entry and permanently banned from the University.

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, a Student Service's 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.

AI Bot Usage Policy

The use of AI-powered bots (e.g., ChatGPT, Notion AI, Otter.ai, etc.) is subject to university guidelines on academic integrity, privacy, and classroom participation. AI bots are **not permitted** for notetaking or transcription purposes during **synchronous course sessions**, including **Masterclasses and Labs.** This restriction is in place to protect participant privacy, maintain academic engagement, and uphold course integrity. **Violations of this policy** may be addressed in accordance with the university's student code of conduct procedures.

AI Usage Summary for Student

ALLOWED AI USES (With Proper Citation):

Year 1–2 (Augmentation Phase):

- Using VALIS tutors (Alan, Emily) for conceptual explanations
- Brainstorming ideas and approaches
- Grammar and language support for non-native English speakers
- Clarifying assignment requirements
- Learning syntax and debugging assistance

Year 3 (Automation Phase):

- Code review and debugging with faculty supervision
- Automated testing assistance
- Documentation generation (with review)
- Optimization suggestions

Year 4 (Agency Phase):

- Prototyping and architectural design delegation
- Complex system generation with human oversight
- Ethical evaluation of AI-generated solutions
- Creative problem-solving partnerships

PROHIBITED AI USES (Always)

- Generating complete assignment solutions without understanding
- Copying AI output verbatim without attribution
- Using unauthorized AI tools outside VALIS platform (ChatGPT, GitHub Copilot, etc.) without explicit permission
- Submitting AI-generated work as original student work
- Using AI during proctored exams or assessments
- Sharing university credentials with AI services
- Having AI write final project reports or documentation

CITATION REQUIREMENTS

When using permitted AI assistance, students must include:

1. Statement of AI use in assignment submission
2. Specific tool used (e.g., "VALIS - Alan tutor")
3. Nature of assistance (e.g., "Used for debugging logic error in lines 45–52")
4. Confirmation that submitted work represents student's understanding

VIOLATION CONSEQUENCES

1st Violation - Zero on assignment + formal warning + AI re-training

2nd Violation - Zero on assignment + academic probation + mandatory meeting with Dean
3rd Violation - Permanent dismissal from the University

Note: *Severity may result in immediate escalation. Academic review board determines final sanctions.*

Camera Usage Policy

To foster an interactive online learning environment, students are expected to keep their cameras on during synchronous classes held via Microsoft Teams and Meetpoint. This includes lectures, lab sessions, group discussions, and presentations.

Policy Guidelines:

- **Camera Use Required:** Cameras must remain on unless otherwise directed.
- **Respectful Presence:** Students should use virtual backgrounds if necessary to minimize distractions.
- **Participation & Attendance:** Instructors may factor visual presence into attendance/engagement.
- **Presentations**: Cameras must be on for group work and presentations unless otherwise approved.
- **Professionalism**: Students must dress appropriately and maintain respectful online conduct.

Enforcement: Faculty may remove students from class for noncompliance, per university classroom policy.
(*) Exceptions to Camera Use May Include:

- Bandwidth/connectivity issues
- Privacy/environmental concerns
- Medical or personal reasons

(*) Students seeking accommodations must notify their instructor and contact Student Services at least two weeks before the start of a module.

Class Recording Policy

At Jala University, we believe that active participation in live (synchronous) classes is essential to student learning and success. These sessions are not simply lectures — they are opportunities for real-time engagement, interaction with faculty and peers, and collaborative learning experiences that cannot be replicated through recordings alone.

Synchronous Masterclass and Lab sessions are recorded to support student learning. Course recordings are made available to all students two weeks after the conclusion of each course as supplemental study materials. Students who miss a class due to an approved excused absence may request early access to the recording. Early access is not automatic and is decided at the sole discretion of the Masterclass Professor or Lead Practitioner.

To request early access, students must:

- Submit the Class Recording Request Form within 48 hours of the missed class.
- Provide the reason for the request and any supporting documentation.
- Await a faculty decision, which will be provided within 48 hours of submission.

- If approved, students will receive temporary viewing access for 72 hours.

Unauthorized sharing, distribution, or reproduction of class recordings is strictly prohibited.

Professionalism Expectations

Students are expected to demonstrate professional behaviors aligned with industry standards for remote software engineering environments. Professionalism is evaluated based on attendance, punctuality, preparation, engagement, communication, collaboration, and adherence to course and university expectations. This includes active participation in synchronous masterclass and lab sessions, appropriate use of technology, professional communication, academic integrity, and responsible teamwork. Students who consistently meet these expectations receive full professionalism credit; repeated absences, lack of engagement, unprofessional conduct, or failure to prepare may result in reduced points.

Professional behavior is expected in the virtual classroom to support an engaged, student-centered learning environment.

- **Attendance, Punctuality & Readiness:** Students are expected to arrive on time, remain for the full synchronous session, keep cameras on (unless otherwise approved), and ensure required technology, tools, and workspaces are prepared before class or lab begins.
- **Engagement & Participation:** Students should actively engage in discussions, lab exercises, code reviews, and team activities; respond to instructor prompts; and contribute meaningfully during synchronous learning.
- **Professional Communication:** Students must use respectful and professional communication in all platforms, follow digital etiquette, and clearly articulate ideas, questions, and feedback in both verbal and written formats.
- **Preparedness & Responsibility:** Students are expected to complete pre-class work, come prepared with updated code and necessary materials, remain focused during sessions, and demonstrate responsibility for assigned tasks or milestones.
- **Collaboration & Team Conduct:** Students must contribute equitably to teamwork, participate in Agile activities, respect peers' ideas, and uphold expectations for group projects.
- **Professional Integrity & Ethics:** Students are expected to submit original work, follow AI-usage guidelines, maintain academic integrity, respect confidentiality of code and course materials, and refrain from disruptive or unethical behavior.
- **Technical Professionalism:** Students should maintain proper version control practices, use professional development tools appropriately, troubleshoot effectively, and keep required software updated to support smooth participation in labs.
- **Remote-Work Readiness:** Students must demonstrate reliability in attendance and communication, use collaborative tools effectively, manage time appropriately, and exhibit behaviors aligned with professional remote software-engineering environments.

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
- University Enrollment status (not individual course attendance)
- 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 the Office of the Registrar. 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 the Office of the Registrar. The request must come from the email address in your student record and must include your student ID for us to process it.

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.

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.

Anti-Harassment Policy

Jala University stands as an institution committed to fostering inclusion and equity, while valuing diversity and upholding the rights and dignity of every individual. We strive to cultivate a safe and inclusive environment for all members of our community, both in our educational endeavors and workplace settings.

We define harassment as any unwelcome verbal or physical conduct that is offensive and detrimental, causing harm or distress to another person's physical, emotional, or mental well-being.

Our institution unequivocally condemns all forms of harassment, including but not limited to bullying, cyberbullying, sexual harassment, racism, or bias based on any protected characteristic such as race, creed, color, sex, pregnancy/childbirth, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, marital or domestic partnership status, affectional or sexual orientation.

We expect all individuals, whether they are students, faculty, staff, or visitors, to treat each other with respect, kindness, and consideration at all times.

Any student, faculty member, or staff member who believes they have experienced harassment within the institution is encouraged to report their concerns to the CEO. Upon receipt of a complaint, university officials will act within fifteen (15) business days of receipt of the report. Formal complaints will include a written complaint and an investigation by designated university officials. The investigation may include interviews with witnesses and gathering written statements from all parties involved. At the conclusion, a report will be submitted which will include recommendations for action regarding the complaint. If it is determined that a party is responsible for such violations, it is grounds for disciplinary action against that party, which may include removal of the party from campus through dismissal or termination of employment, as appropriate.

Jala University prohibits any form of sexual harassment or sexual violence, we adhere to federal law Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., regulation, which may require following a specific process when the institution becomes aware of or reports any event involving sexual misconduct.

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.
- Should not post screen grabs of Jala University course materials or faculty and student communications.

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 presenting the class.

If recording is permitted students are not allowed to share the recording outside of personal use. Any sharing of recordings 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 Academic 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
- Probation: a term of one grading period where students may not be permitted to participate in Jala University functions, or events, and/or follow a written probation plan.
- Suspension: a set time where the student is not permitted to attend classes, Jala University functions, or events. The Academic Dean will define the terms of the suspension. If those terms are not met, the student can be dismissed.
- Expulsion: a dismissal from the University.

All decisions can be appealed by the student following the Student's Appeal Procedure.

Complaint and 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 student may submit a formal grievance regarding university policies and procedures including but not limited to:

- Academic Matters (e.g., grade disputes, academic advising errors, instructional concerns, etc.)
- Disciplinary action taken for a violation of student conduct standards
- Attendance, withdrawal, leave of absence, academic standing, dismissal decisions
- Admissions decisions
- Financial policies: tuition, fees, billing, scholarship administration
- Allegations of harassment, discrimination, retaliation

- Accessibility, accommodations, access to student support services

Note: *Additional information regarding the grievance procedures, timelines, and resolution process is available through Student Services*

Complaint and Grievance procedure

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 can 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 within ten (10) days 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 Department of Commerce and Consumer Affairs:
   P.O. Box 541
   Honolulu, HI 96809
   (808) 586-7327
   hpeap@dcca.hawaii.gov

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.

Student's Appeal Procedure

This appeal process is applicable for the following student complaints:

- Violation of Student Academic Rights (Grade issues, informed notice of course content and course grading criteria, etc.)
- Cases of an Alleged Student Academic Offense (Cheating, plagiarism, falsification of academic records, etc.)
- Cases of an Alleged Student Non-Academic Offense (Violation of computer usage policy, falsification of student records, disorderly behavior, etc.).

STUDENT SERVICES

The Student Services department is equipped with advisors in each country to provide a wide range of services aimed at enhancing the health and well-being of Jala University's students. These services also aid in their professional development and address various personal and academic needs. It is crucial to clarify that although guidance and support are offered to tackle academic matters, these issues are under the jurisdiction of the academic department.

Orientation

Initial: Advisors support new students throughout their transition into the University. As part of the Initial Orientation Service, the University offers a series of pre-university and orientation courses designed to equip students entering their first semester with the essential knowledge, tools and skillss needed for a successful academic start.

Completion of these courses is **mandatory**, as they are essential for ensuring that students are fully prepared for their studies and allow the University to assess their engagement and commitment. This process also enables the Student Services team to identify and provide any support necessary to help students succeed.

All new students must complete these courses prior to the start of their first semester. Courses are delivered in both synchronous and asynchronous formats, depending on the subject matter. Asynchronous courses are available on Canvas once the enrollment contract is signed, while synchronous sessions are scheduled by Student Services and communicated through official University channels before the first academic module begins.

Students must successfully complete and pass all required courses in order to be eligible to begin their academic classes.

Through these courses, students will become familiar with:

- Roles and support provided by staff and faculty across different countries
- The University's academic model
- Instructional technology tools
- Jala University's culture and intercultural learning approach
- University processes
- Academic and institutional policies
- Strategies for academic success
- Time management and stress management techniques

Continuous: The orientation process is ongoing because adapting to university life requires time. Throughout this process, the team of advisors remains readily available to support all students. Orientation aims to address any questions, concerns, or needs (academic or otherwise) that student may have, through both group and individual meetings.

Academic Success Support

At-Risk Students Monitoring and Follow-up. Our advisors will receive updates from different areas on student academic and behavioral anomalies. At-Risk list includes:

- **Attendance.** Students with consecutive absences will be reported weekly and receive follow-up contact. Advisors will investigate the reasons behind the absences to identify underlying challenges and provide personalized guidance and support to the students
- **Mid module academic performance and SAP.** A follow-up process is implemented for students who may be identified as at-risk or who have received failing grades or grades below a C- (below a grade of 70). The advisors will assess any challenges the student may be facing in achieving academic success and will work collaboratively with them to develop a tailored plan aimed at enhancing their performance in class.

Academic Support. Our initiative aims to assist at-risk students through small study groups, mentoring sessions, connecting students with resources such as counselors or tutors, and other forms of academic support.

Workshops: Designed to equip students with essential tools and cultivate skills that enhance their time management and study habits to accomplish their professional goals.

Requests, Complaints and Grievances

Ticket Reporting System. In the event of a request or complaint, students can utilize the form provided at: student requesting form to submit their inquiry along with all pertinent details. Upon receipt, the advisor will promptly contact the student and take the necessary steps to address their request or complaint promptly.

University Community

Fraternity. Facilitating connections among students with shared interests to establish communities or clubs for extracurricular activities. The Student Services department arranges both in-person and virtual events aimed at fostering camaraderie and social interaction among classmates. These activities encompass a range of recreational pursuits, games, discussions, meetings, intercultural fairs, and more.

Emotional Wellbeing

Prevention. Through workshops, guides, and vignettes, Student Services socialize information, exercises, and tools to address issues, support, and promote positive mental health among students.

Psychological Support. Students needing assistance with mental health issues can use our psychological support service, offering up to 5 sessions of counseling and guidance. In cases requiring ongoing monitoring or therapy, students will receive referrals to specialized services outside the University. If the student needs a justification for absence or delay in the submission of academic assignments, based on mental or emotional health-related issues, the student must consult with an external service to the university.

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 credits at Jala University

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 University'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 University alumni.
- **Voluntary Student Alumni Directory** – This voluntary directory allows Jala University 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 Advisory

The purpose is to accompany students in successfully completing their degree by supporting their personal growth, academic achievements, and professional planning.

Throughout the year, various career preparation virtual workshops will be offered to current students and alumni. These workshops will cover topics such as: Soft skills and Technical skills – resume writing, cover letters, business emails, professional networking

Career Counselling Services
One term prior to graduation, the advisor 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 the 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 department will provide resources and support during the job placement process with the sponsor. **Job placement is not guaranteed.**

Contact

For additional details, contact below:

Country	Email address	Phone Number
Bolivia	studentservicesbolivia@jala.university	+591 65501268
Brazil	studentservicesbrazil@jala.university	+55 (81) 999946639
Colombia	studentservicescolombia@jala.university	+57 322 2701814
México	studentservicesmexico@jala.university	+52 (55) 2174 7648
Argentina	studentservicesargentina@jala.university	+52 (55) 2174 7648

COURSE DESCRIPTIONS

Term 1

Course Name:	**Logic**			**Category**	**General Education**
Code:	**MATH-111**	**Pre-Requisites:**	**None**	**Credit hours:**	**3**
Description:	During 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.				

Course Name:	**Programming 1**			**Category**	**Core Lab**
Code:	**CSPR-111**	**Pre-Requisites:**	**None**	**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.				

Course Name:	**History of Software Engineering**			**Category**	**General Education**
Code:	**HIST-111**	**Pre-Requisites:**	**None**	**Credit hours:**	**2**
Description:	This course delves into the rich history of software engineering, tracing its development from early programming languages and foundational theories to modern trends in commercial software systems. Students will explore the historical context, technological innovations, and influential figures that have shaped the evolution of software engineering. Emphasis is placed on the intersection of scientific discovery and human values, fostering a broader understanding of how software engineering both influences and is influenced by the world around it.				

Course Name:	**Operating Systems 1**			**Category**	**Core Lab**
Code:	**CSOS-112**	**Pre-Requisites:**	None	**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.				

Course Name:	**Discrete Mathematics**			**Category**	**General Education**
Code:	**MATH-112**	**Pre-Requisites:**	**None**	**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).				

Course Name:	**Database 1**			**Category**	**Core Lab**
Code:	**CSDB-112**	**Pre-Requisites:**	**None**	**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.				

Course Name:	**Software Development 1**			**Category**	**Core Lab**
Code:	**CSSD-113**	**Pre-Requisites:**	**CSPR-111**	**Credit hours:**	**3**
Description:	In 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.

Course Name:	**Calculus I**			**Category**	**General Education**
Code:	**MATH-113**	**Pre-Requisites:**	**None**	**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.				

Term 2

Course Name:	**Linear Algebra**			**Category**	**General Education**
Code:	**MATH-124**	**Pre-Requisites:**	**MATH-112**	**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.				

Course Name:	**Programming 2**			**Category**	**Core Lab**
Code:	**CSPR-124**	**Pre-Requisites:**	**CSPR-111**	**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.				

Course Name:	**Operating Systems 2**			**Category**	**Core Lab**
Code:	**CSOS-124**	**Pre-Requisites:**	**CSOS-112**	**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.				

Course Name:	**Database 2**			**Category**	**Core Lab**
Code:	**CSDB-125**	**Pre-Requisites:**	**CSDB-112**	**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.				

Course Name:	**Software Development 2**			**Category**	**Core Lab**
Code:	**CSSD-125**	**Pre-Requisites:**	**CSPR-124** **CSSD-113** **CSDB-112**	**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.				

Course Name:	**Communication 1**			**Category**	**General Education**
Code:	**COMM-118**	**Pre-Requisites:**	**None**	**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.				

Course Name:	**Calculus 2**			**Category**	**General Education**
Code:	**MATH-126**	**Pre-Requisites:**	**MATH-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 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).				

Term 3

Course Name:	**Programming 3**			**Category**	**Core Lab**
Code:	**CSPR-231**	**Pre-Requisites:**	**CSPR-124**	**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.				

Course Name:	**Communication 2**			**Category**	**General Education**
Code:	**COMM-127**	**Pre-Requisites:**	**COMM-118**	**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).				

Course Name:	**Software Quality Engineering 1**			**Category**	**Core**
Code:	**CSSQ-231**	**Pre-Requisites:**	**None**	**Credit hours:**	2
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.				

Course Name:	**Software Development 3**			**Category**	**Core Lab**
Code:	**CSSD-232**	**Pre-Requisites:**	**CSPR-231** **CSSD-125** **CSDB-125**	**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.				

Course Name:	**Computer Networks 1**			Category	Core
Code:	CSNT-232	Pre-Requisites:	CSOS-124	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.				

Course Name:	**Software Quality Engineering 2**			Category	Core Lab
Code:	CSSQ-233	Pre-Requisites:	CSSQ-231	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.				

Course Name:	**Statistics**			Category	General Education
Code:	MATH-233	Pre-Requisites:	MATH-113	Credit hours:	3
Description:	This course introduces students to the fundamental principles of statistics, a mathematical science that plays a vital role in analyzing natural and social phenomena. Emphasizing empirical reasoning and quantitative analysis, students will learn how to collect, organize, interpret, and present data to make evidence-based decisions and informed predictions. With applications across physical sciences and through hands-on problem-solving and data-driven inquiry, students will develop the ability to model relationships between variables, assess uncertainty, and critically evaluate statistical claims.				

Course Name:	**Writing and Composition 1**			Category	General Education
Code:	WRIT-219	Pre-Requisites:	None	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.				

Term 4

Course Name:	**Programming 4**			**Category**	**Core Lab**
Code:	**CSPR-244**	**Pre-Requisites:**	**CSPR-231** **CSSD-232** **CSDB-125 (optional)**	**Credit hours:**	**3**
Description:	This course focuses on introducing the students to functional programming using a new language: JavaScript. The course will start from the basics and will deep dive into the core concepts like immutability, recursion, and lazy evaluation. Through practical exercises and examples, students will gain a solid understanding of how to write clean and efficient code using this new paradigm. At the end of this course, students will be equipped with the skills to apply functional programming effectively in their own projects.				

Course Name:	**Algorithmics 1**			**Category**	**Core**
Code:	**CSAL-244**	**Pre-Requisites:**	**None**	**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).				

Course Name:	**Writing and Composition 2**			**Category**	**General Education**
Code:	**WRIT-229**	**Pre-Requisites:**	**WRIT-219**	**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.				

Course Name:	**Computer Networks 2**			**Category**	**Core Lab**
Code:	**CSNT-245**	**Pre-Requisites:**	**CSNT-232** **CSPR-231**	**Credit hours:**	**2**
Description:	This course enhances the comprehension of computer networks by delving into their application within software development. Students will acquire insights into network management, security, data serialization, communication across networks, advanced configurations, and an overview of cloud technology. Additionally, the course covers network programming, including hands-on experience in developing small client/server programs				

	to facilitate understanding. The emphasis is on integrating network communication seamlessly into existing programs.

Course Name:	**Software Development 4**			**Category**	**Core Lab**
Code:	**CSSD-245**	**Pre-Requisites:**	**CSPR-244** **CSSD-232**	**Credit hours:**	**3**
Description:	The course focuses on agile methodologies and SDLC principles, featuring a hands-on web-based capstone project where students sharpen their skills with best practices and assume different roles in a development team. They refine People and Process Best Practices and delve into front-end development and advanced back-end APIs for Web Applications. Students are urged to lead technically, make decisions, and handle various technical roles. Additionally, the course introduces deployment strategies, along with prebuilt software solutions to streamline development.				

Course Name:	**Development & Operations**			**Category**	**Core Lab**
Code:	**CSDV-246**	**Pre-Requisites:**	**CSSD-232** **CSPR-244** **CSDB-112**	**Credit hours:**	**2**
Description:	This DevOps course provides an in-depth understanding of essential principles, practices, and tools for modern software development and operations and it centers on a hands-on project inherited from SD4. Starting with basic DevOps concepts and emphasizing a collaborative culture and Agile methodologies. Additionally, this course covers technologies for provisioning, containerization, CI/CD workflows. By the end of this course, students will be proficient in DevOps processes, enhancing software quality, accelerating delivery cycles, and improving operational efficiency.				

Course Name:	**Software Quality Engineering 3**			**Category**	**Core Lab**
Code:	**CSSQ-246**	**Pre-Requisites:**	**CSSQ-233**	**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.				

Term 5

Course Name:	**Programming 5**			**Category**	**Major Lab**
Code:	**CSPR-351**	**Pre-Requisites:**	**CSPR-244** **CSDB-125** **CSSD-245** **CSAL-244**	**Credit hours:**	**3**
Description:	In this course, students will explore the complexity of developing a Single Page Application (SPA) with both a Backend (BE) and a Frontend (FE) component, utilizing the reviewed paradigms from previous courses. A foundational understanding of User Interface (UI) web development, including its integration with Application Programming Interfaces (APIs), will be essential from the ground up. Additionally, students will grasp the simultaneous workflow involved in Backend and Frontend development. Students will embark on a journey to master the intricacies of creating SPAs, where they will delve into the fundamental principles of UI development and its seamless integration with Application Programming Interfaces (APIs). Emphasis will be placed on understanding the concurrent workflow involved in Backend and Frontend development processes. For the Frontend implementation, TypeScript will serve as the primary language. Consequently, students must first familiarize themselves with TypeScript fundamentals, along with associated tools such as TS Tools, Transpilers, Linters, and Prettiers. Once proficient in TypeScript, the course will progress to an exploration of Web Frameworks using TypeScript/JavaScript. Backend development will leverage Node.js. Therefore, a refresher on this JavaScript runtime environment will be provided, alongside an introduction to frameworks like Express for exposing REST APIs. By the course's end, students will have the skills and knowledge necessary to understand and implement SPAs, equipped with both Backend and Frontend functionalities, aligned with contemporary industry practices.				

Course Name:	**Software Architecture 1**			**Category**	**Major Lab**
Code:	**CSAR-351**	**Pre-Requisites:**	**CSSD-245**	**Credit hours:**	**2**
Description:	This course delves into the essential principles and practices of modern software architecture, equipping students with a solid understanding of the key factors driving architectural decisions. It provides the skills and practical insights necessary for effectively designing, communicating, and delivering architectures that address critical quality attributes in real-world projects. The course also offers a comprehensive exploration of architectural				

	styles and patterns, demonstrating how they provide proven solutions to common design challenges, along with techniques and tools for trade-off analysis and risk management. Students will apply their acquired knowledge through hands-on activities such as Architectural Katas, where small groups collaboratively tackle architectural challenges, and a capstone project, where they will individually design, document, and present a comprehensive software architecture. These activities focus on evaluating trade-offs, refining requirements, and designing key components to meet both functional and non-functional needs. By the end of the course, students will have developed a strong architectural mindset, enabling them to create effective, well-documented solutions in any software development context.

Course Name:	**Algorithmics 2**			**Category**	**Core Lab**
Code:	**CSAL-351**	**Pre-Requisites:**	**CSAL-244**	**Credit hours:**	**2**
Description:	This course extends the knowledge learned in Algorithmics I, focusing on recursion, advanced search algorithms, dynamic programming and advanced data structures like AVL, RBT, graphs, and algorithms using said data structures. Students will have the skills to analyze problems and identify the best data structure or algorithm to implement efficient solutions. Practical exercises, algorithm problems, and real-world applications are integrated throughout the course to reinforce theoretical concepts.				

Course Name:	**Introduction to Data Science and Machine Learning**			**Category**	**Major Lab**
Code:	**CSDS-352**	**Pre-Requisites:**	**MATH-113** **MATH-124** **CSAL-244**	**Credit hours:**	**3**
Description:	In this course, you will explore the fundamentals of data science and machine learning, developing skills essential for analyzing and interpreting complex data sets. You'll learn to use Python for data manipulation, visualization, and implementing machine learning algorithms. The course covers both supervised and unsupervised learning techniques, including regression, classification, and clustering. You'll also gain hands-on experience with model evaluation and validation. Through practical sessions and capstone projects, you'll apply these concepts to real-world problems, enhancing your problem-solving abilities and preparing you for data-driven decision making in various industries.				

Course Name:	**Software Development 5**			Category	Major Lab
Code:	**CSSD-352**	**Pre-Requisites:**	**CSPR-351** **CSSD-245**	**Credit hours:**	**3**
Description:	The course focuses on modern software engineering and centers on a hands-on project where students collaborate on implementing a backpressure application using the CQRS pattern. Students will adhere to the best practices of modern Software Development Life Cycle (SDLC) principles under an agile model. Through hands-on practice, they engage in a web-based capstone project, building a Single Page Application (SPA) within a chosen framework, developing a backend API using functional programming, and selecting the most suitable database technology. Additionally, they will choose the right architectural and design patterns for each system component. They will be introduced to system integration using events following Event-Driven Architecture, where they will encounter challenges such as eventual consistency and real-time communication. Students will assume different development roles and will be empowered to follow the best development practices and deployment techniques.				

Course Name:	**Internet of Things**			Category	Major Lab
Code:	**CSIO-353**	**Pre-Requisites:**	**None**	**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. In this context, this course aims to enable the student to learn important concepts about the Internet of Things, covering everything from hardware to software used, as well as considering aspects of information security and future trends.				

Course Name:	**Deep Learning/Generative AI**			Category	Major Lab
Code:	**CSAI-353**	**Pre-Requisites:**	**MATH-124** **CSDS-352**	**Credit hours:**	**2**
Description:	This course explores advanced deep learning architectures and generative AI models. Students will learn about convolutional neural networks for computer vision, recurrent neural networks for sequential data, and transformer architectures for natural language processing. The course covers modern generative AI techniques, including GANs, VAEs, and diffusion models. Through hands-on exercises and a capstone project, students will gain practical experience implementing these models using PyTorch and working with pre-trained models. The course emphasizes both theoretical understanding and practical applications of deep learning and generative AI.				

Term 6

Course Name:	**Programming 6**			**Category**	**Major Lab**
Code:	**CSPR-364**	**Pre-Requisites:**	**CSPR-351** **CSDB-125** **CSSD-245**	**Credit hours:**	**3**
Description:	In this course, students will focus on building scalable, high-performance software solutions by blending advanced technologies and paradigms for front and backend development. Expanding on the foundational knowledge from Programming 5, students will explore a mix of Object-Oriented Programming (OOP) and Functional Programming (FP) to create adaptable, scalable, and robust applications. The course emphasizes software design, code quality, and refactoring as important steps in building solutions that can easily handle growth and complexity.				

Course Name:	**Software Architecture 2**			**Category**	**Major Lab**
Code:	**CSAR-364**	**Pre-Requisites:**	**CSAR-351**	**Credit hours:**	**2**
Description:	This course covers best practices and the comprehensive design process for software architecture. Key topics include coupling, modularity, decomposition, and essential design principles. The course also addresses critical aspects of system performance, such as vertical and horizontal scalability, resiliency, and fault tolerance. Additionally, students will explore introductions to business analysis and domain-driven design (DDD). Throughout the course, students will engage with real-world scenarios and complete an individual capstone project to apply their knowledge and skills. This course is part of a 4-part series on Software Architecture, providing a robust foundation and advanced understanding of the field.				

Course Name:	**User Interface & User Experience Design**			**Category**	**Major Lab**
Code:	**CSUX-364**	**Pre-Requisites:**	**None**	**Credit hours:**	**2**
Description:	The ultimate purpose of a computing system is to be used effectively, ensuring users find it intuitive and can boost their performance when interacting with the system. This course introduces developers to essential concepts and techniques to improve the quality of Human-Computer Interaction (HCI) by adopting a design-centric approach to user experience (UX) and user interface (UI) design. Participants will learn to apply UX/UI principles through practical, skill-based instruction focused on visual communication. The course covers all stages of the UX/UI development process, including user research, information architecture, wireframing, prototyping, visual design, accessibility, and usability testing. Developers will gain the skills to create				

	effective and compelling screen-based experiences for websites and apps, enhancing their ability to design technologies that bring users joy rather than frustration.

Course Name:	**Software Development 6**			**Category**	**Major Lab**
Code:	**CSSD-365**	**Pre-Requisites:**	**CSPR-364, CSSD-352**	**Credit hours:**	**3**
Description:	This course explores modern software engineering through a hands-on, collaborative project in which students design and implement a full architectural solution for migrating a legacy application. Building on concepts from previous coursework SAGA, students will apply industry-standard Software Development Life Cycle (SDLC) principles within an agile framework, emphasizing best practices in real-world development.				

Course Name:	**Web Development**			**Category**	**Major Lab**
Code:	**CSWB-366**	**Pre-Requisites:**	**CSPR-351 CSSD-352**	**Credit hours:**	**2**
Description:	This course provides a comprehensive introduction to web development, equipping students with the knowledge and skills to build modern, responsive, and scalable web applications. Students will explore the evolution of the web, web standards, and best practices, alongside gaining hands-on experience with essential development tools such as IDEs, debuggers, and browser utilities. The curriculum covers foundational concepts in frontend development, including HTML, CSS, and JavaScript/TypeScript, along with advanced topics like preprocessors, bundlers, and optimization techniques. Students will also learn modern web trends, and the use of libraries like React and frameworks as Next.js to create Single Page Applications (SPAs), Server-Side Rendered (SSR) applications, and Progressive Web Applications (PWAs). Emphasis will be placed on understanding UI/UX principles, web security, and leveraging modern tools like Figma for mockups and design. Students will gain experience with Web APIs, WebAssembly, and micro frontends, ensuring a strong grasp of cutting-edge technologies. The course culminates in a capstone project, enabling students to integrate their learning and publish web apps on platforms like Netlify and Vercel. By the end of this course, students will have the skills and confidence to design, implement, and deploy web applications that are adaptable, secure, and efficient, ensuring they are well-prepared for the demands of modern web development.				

Course Name:	**Programming Languages**			**Category**	**Major**
Code:	**CSPR-366**	**Pre-Requisites:**		**Credit hours:**	**2**
Description:	This course provides an in-depth exploration of systems programming through the lens of various programming languages. Topics include instruction sets, processor architectures, assembly languages, programming paradigms, compilers, WebAssembly, interoperability, and build tools. Students will develop a strong conceptual foundation and apply their knowledge to real-world scenarios through hands-on projects and assignments, reinforcing both theoretical and practical skills.				

Course Name:	**Systems Administration**			**Category**	**Core Lab**
Code:	**CSSA-366**	**Pre-Requisites:**	**CSDV-246** **CSOS-124**	**Credit hours:**	**2**
Description:	This course provides an in-depth exploration of modern system administration, focusing on managing both on-premises and cloud-based infrastructure across Infrastructure-as-a-Service (IaaS) and Platform-as-a-Service (PaaS) models. Building on foundational knowledge of operating systems, networking, and virtualization, students will develop the skills required to deploy, manage, and optimize cloud-based solutions effectively. Key topics include cloud architecture, access management, automation through scripting and configuration management tools (e.g., Ansible, SaltStack), and the use of Infrastructure-as-Code (IaC) frameworks like Terraform. Students will also explore strategies for monitoring, logging, scaling, and cost management to ensure resilient and efficient cloud-based solutions. The course integrates cloud best practices from major providers—Azure, AWS, and Google Cloud—aligning with the Well-Architected Framework pillars: Reliability, Security, Performance Efficiency, Cost Optimization, and Operational Excellence. Hands-on projects are a key component of the course, with students engaging in real-world scenarios to deploy automated solutions, implement modern security models (such as Zero Trust), and manage cloud and on-premises infrastructure. An individual capstone project will allow students to demonstrate their mastery by designing and implementing scalable, resilient, and cost-effective cloud solutions.				

Term 7

Course Name:	**Programming 7**			**Category**	**Major Lab**
Code:	**CSPR-471**	**Pre-Requisites:**	**CSPR-364** **CSSD-365**	**Credit hours:**	**3**
Description:	This course provides an in-depth exploration of asynchronous programming, concurrency, and parallelism, all essential for modern software development. Students will learn the principles and practices of writing efficient, concurrent, and parallel code using specific programming languages and frameworks. The course will equip students with comprehensive knowledge and skills in async programming patterns, particularly in JavaScript, TypeScript, and C#. Key subjects include Threading and Multi-threading, Synchronization Mechanisms, Asynchronous Programming Fundamentals, Async/Await, Multi-Core and Multi-Processor Systems, and Parallel Programming. Throughout the course, students will engage with real-world scenarios and complete an individual capstone project, allowing them to apply their knowledge and skills in practical settings. This course is part of a 7-part series on Programming, providing a robust foundation and advanced understanding of the field. The course will cover the following areas: • Processors, Cores, Tasks, and Threads • Multi-Processing and Multithreading • Concurrency and Parallelism • Asynchronous Programming • Non-Blocking I/O • Applications of asynchronous programming Frontend (FE) and Backend (BE) Development scenarios.				

Course Name:	**Software Architecture 3**			**Category**	**Major Lab**
Code:	**CSAR-484**	**Pre-Requisites:**	**CSAR-364**	**Credit hours:**	**2**
Description:	This course delves into system integration and enterprise architecture, focusing on essential topics such as microservices, back pressure, and using APIs (GRPC, REST, GraphQL) for system integration. Students will also learn about using queues for system integration, ensuring interoperability, and integrating legacy systems. Additionally, the course covers system migration strategies, equipping students to handle complex architecture and integration challenges in various IT environments. Throughout the course, students will engage with real-world scenarios and complete an individual capstone project to apply their knowledge and skills. This course is part of a 4-part series on Software Architecture, providing a robust foundation and advanced understanding of the field.				

Course Name:	**Software Architecture 4**			**Category**	**Major Lab**
Code:	**CSAR-486**	**Pre-Requisites:**		**Credit hours:**	**2**
Description:	This course offers a comprehensive introduction to cloud computing and its pivotal role in modern software architecture. Students will learn the design and development of cloud-native applications and gain an understanding of distributed systems principles. Key topics include the 12-Factor App methodology, which outlines best practices for building scalable and maintainable applications. The course provides an in-depth exploration of various service models, including SaaS, IaaS, PaaS, and BaaS. Additionally, students will delve into emerging trends in software architecture, such as event-driven architectures, time-series databases (TSDBs), and edge and fog computing. Throughout the course, students will engage with real-world scenarios and complete an individual capstone project to apply their knowledge and skills. This course is part of a 4-part series on Software Architecture, offering a robust foundation and advanced understanding of the field.				

Course Name:	**Mobile Application Development**			**Category**	**Major**
Code:	**CSWB-473**	**Pre-Requisites:**	**CSWB-366**	**Credit hours:**	**2**
Description:	This course introduces students to the fundamentals of mobile application development using Android and Kotlin. Starting with the basics, students will learn how to design, organize, and build Android apps from scratch. The course covers essential concepts such as data storage, networking, and the design and architectural patterns necessary to create scalable and maintainable applications.				

Course Name:	**Software Projects & Startups**			**Category**	**Major Lab**
Code:	**CSRP-486**	**Pre-Requisites:**	**CSSD-365** **CSAR-486**	**Credit hours:**	**2**
Description:	This course provides an in-depth exploration of software project management and startup development, essential for a successful career in software development. Students will learn principles and best practices for managing software projects and building startups, covering key subjects like as Solution Design and Architecture, Project Management, Planning, Scheduling, Budgeting, Agile Methodologies, Lean Principles, Fast Prototyping, Risk Management, Quality Assurance, Startup Funding, Technical Decision Making, Continuous Improvement, and Scaling Strategies. Engaging with real-world scenarios, students will gain practical insights and hands-on experience. The course equips students with the skills needed to navigate software project management and the startup environment. Emphasis is placed on risk management, quality assurance, and effective project timelines and budgets. The course includes an individual capstone project, allowing students to apply their knowledge in practical settings.				

Term 8

Course Name:	**Research Project 1**			**Category**	**Internship**
Code:	**CSRP-471**	**Pre-Requisites:**	**Successful Completion of all Program Courses**	**Credit hours:**	**4**
Description:	This course is the first in a three-course internship sequence (CSRP 471, 472, 484). Students are placed in supervised professional software engineering settings where they apply theory, research, and practice to real-world projects. Students are expected to demonstrate technical competency, professional collaboration, and reflective learning.				

Course Name:	**Research Project 2**			**Category**	**Internship**
Code:	**CSRP-472**	**Pre-Requisites:**	**CSRP-471**	**Credit hours:**	**4**
Description:	This course builds upon the foundation established in CSRP 471, advancing students' professional software engineering skills within their internship placement. Students continue to work on their assigned employer project, taking on increased responsibility and independence. Emphasis is placed on applying advanced technical skills, strengthening professional communication, and demonstrating the ability to contribute to project progress at a higher level.				

Course Name:	**Research Project 3**			**Category**	**Internship**
Code:	**CSRP-484**	**Pre-Requisites:**	**CSRP-472**	**Credit hours:**	**4**
Description:	The final course in the internship sequence serves as the Capstone of the professional internship experience. Students should demonstrate full integration into professional workflows, deliver advanced technical contributions, and critically evaluate their readiness to transition into the software engineering workforce. The Final Technical Demo Capstone Project represents the culmination of the internship process, emphasizing the importance of applied software engineering practice and showcases professional growth and industry readiness.				

English for Specific Purposes for Software Engineers Certificate Program (ESP)

Level 1 – Beginner

Course Name:	**Beginning English for Software Engineers I**			
Code:	**ESP 1**	**Pre-Requisites:**	**None**	**Non-Credit hours**
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. Major topics to be included: • Skills: introduce yourself, greet people, spell, ask basic information and yes/no questions. • Language/Grammar: simple tenses, prepositions, adverbs of frequency, articles. • Vocabulary: the alphabet, numbers, greetings, nationalities, personal information, occupations, hobbies, interests, family. • Writing: sentence structure, capitalization, punctuation. • Basic reading and listening techniques and comprehension activities.			

Lab Code:	**ESP- Lab M3L1**	**Pre-Requisites:**	**ESP 1**	**Non-Credit hours**
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 M4L1**	**Pre-Requisites:**	**ESP-Lab M3L1**	**Non-Credit hours**
2Description:	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.			

Course Name:	**Beginning English for Software Engineers II**			
Code:	**ESP 2**	**Pre-Requisites:**	**ESP 1**	**Non-Credit hours**
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. Major topics to be included: • Tenses review: simple tenses • Perfect tenses • Ed pronunciation • Small talk: weather, holidays, plans • Modal verbs • Comparatives and superlatives • Pronunciation patterns • Connectors and punctuation • Clauses • Slang

Level 2 – Intermediate

Lab Code:	**ESP-Lab M2L2**	**Pre-Requisites:**	**Level 2**	**Non-Credit hours**
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 M3L2**	**Pre-Requisites:**	**ESP-Lab M2L2**	**Non-Credit hours**
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 M4L2**	**Pre-Requisites:**	**ESP-Lab M3L2**	**Non-Credit hours**
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**	**Pre-Requisites:**	**ESP-Lab M4L2**	**Non-Credit hours**
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**	**Pre-Requisites:**	**ESP 2**	**Non-Credit hours**
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**	**Pre-Requisites:**	**ESP- Lab M6**	**Non-Credit hours**
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.			

Course Name:	**Business English**			
Code:	**ESP 3**	**Pre-Requisites:**	**ESP 2**	**Non-Credit hours**
Description:	This course introduces various scenarios and communication styles 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. Major topics to be included: • Conversational vocabulary • Intercultural communication • Cross-cultural issues • Collocations, phrasal verbs, and idioms • Describe processes • Signposting vocabulary • Deliver short and general presentations • Vocabulary for meetings and calls • Business acronyms			

Lab Code:	**ESP- Lab M9**	**Pre-Requisites:**	**ESP 3**	**Non-Credit hours**
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**	**Pre-Requisites:**	**ESP- Lab M9**	**Non-Credit hours**
Description:	This lab will introduce students to some topics they will cover in ESP 4 – English for Software Engineering I: vocabulary to report issues, phrasal verbs and idioms, listening practice to understand accents, and Scrum.			

Course Name:	**English for Software Engineering I**			
Code:	**ESP 4**	**Pre-Requisites:**	**ESP 3**	**Non-Credit hours**
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. Major topics to be included: • Scrum theory and vocabulary • Technical vocabulary • Report issues • General demos and presentations • Phrasal verbs and idioms • Accents

Lab Code:	**ESP- Special Lab M12**	**Pre-Requisites:**	**ESP 4**	**Non-Credit hours**
Description:	This lab will provide follow-up activities for students to reinforce what they learned in ESP 4 – English for Engineering I: Scrum, demos, and Q&A. They will also continue expanding their vocabulary and putting into practice what they learned in previous courses and labs.			

Level 3 – Advanced

Lab Code:	**ESP- Special Lab M13**	**Pre-Requisites:**	**ESP- Special Lab M12**	**Non-Credit hours**
Description:	This lab will provide follow-up activities for students to reinforce what they learned in ESP 4 – English for Engineering 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- Special Lab M14**	**Pre-Requisites:**	**ESP- Special Lab M13**	**Non-Credit hours**
Description:	Students will be introduced to some of the topics they will cover in ESP 5 – Interview Preparation and Written Communication such as: types of interview questions, phrasal verbs and idioms.			

Lab Code:	**ESP- Special Lab M15**	**Pre-Requisites:**	**ESP-Special Lab M14**	**Non-Credit hours**
Description:	Students will be introduced to some of the topics they will cover in ESP 5 – Interview Preparation and Written Communication.			

Lab Code:	**ESP- Lab M16**	**Pre-Requisites:**	**ESP 5**	**Non-Credit hours**
Description:	Students will be introduced to some of the topics they will cover in ESP 5 – Interview Preparation and Written Communication.			

Course Name:	**Interview Preparation & Written Communication I**			
Code:	**ESP 5**	**Pre-Requisites:**	**ESP 4**	**Non-Credit hours**
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. Major topics to be included: • Job Interview do's and don'ts • General questions • Common grammar structures (tenses, likes/dislikes, experience, plans) • Situational questions • Resume writing • Questions for interviewers • Use of Fillers • Embedded questions • Conditionals • Writing tone • Punctuation • Text messaging • Email writing: subject lines, greetings, and closings. • Phrasal verbs for interviews • Technical interview questions for developers and testers • Role-play

Course Name:	**English for Software Engineering II**			
Code:	**ESP 6**	**Pre-Requisites:**	**ESP 4**	**Non-Credit hours**
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. Major topics to be included: • Phrasal verbs and idioms • Daily Scrum, retrospectives, and planning • Signposting vocabulary for general and technical presentations • Technical demo			

FACULTY AND STAFF

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Priscyla Pinange – Country Manager Brazil

Angelica Cabra – Country Manager Colombia

Ramiro Guede – Country Manager Argentina

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Wandré de Pinho - Academic Coordinator Portuguese Track

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POR	Faculty Practitioner	Geraldo Cesar Cantelli
POR	Faculty Practitioner	Otaviano Silvério De Sousa
POR	Faculty Practitioner, Professor	Melina Silva de Lima
POR	Professor	Simone Freitas de Araújo
POR	Professor	Elayne Ferreira de Souza
POR	Faculty Practitioner	Jimmy Freddy Vargas Fernandez
POR	Faculty Practitioner	Antonio Rojas Ferrufino
POR	Faculty Practitioner	Julieta Escalera Gutierrez
POR	Faculty Practitioner, Professor	Samuel Mendes Sanches Junior
POR	Faculty Practitioner, Professor	Layane Campos Soares
POR	Faculty Practitioner	Caroline Ferreira Brizon Bezerra
POR	Professor	Marcos Francisco da Silva
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POR	Professor	Stenio Pereira Viveiros
POR	Faculty Practitioner	Rubiana Perucci Mendonça
POR	Faculty Practitioner	Adriel Gimenes de Amorim
POR	Faculty Practitioner	Juan David Gutierrez Choque
POR	Faculty Practitioner, Professor	Santiago Felipe Luna Romero
POR	Faculty Practitioner, Professor	Silvio Cesar Viegas
POR	Faculty Practitioner	Douglas Paula de Andrade
SPA	Faculty Practitioner, Professor	Luz Angela Florez Olarte
SPA	Professor	Fernando Lopez Trujillo

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Track	**Role**	**Name**
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SPA	Faculty Practitioner	Jose Carlos Guevara Romero
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Yinet Murcia - Psychologist Spanish Track

Fabia Siqueira - Psychologist Portuguese Track

Update Log

Version	Date	Effective period	Section(s) Updated	Description of Change
5.0	December 29, 2025	2026 - 2027	Entire Catalog	Fundación del Saber removal
			Overview	Revised Board of Trustees Academic Calendar and Holidays update
			Admission Information	Non-discrimination Policies Revised Admissions Policy Prior Learning Assessment addition Dismissal Policy & Reapplication Restrictions addition Foreign Transcript Evaluation addition
			Tuition and Fees	Revised Cancellation and Refund Policies Tuition, Fees and Scholarships information
			Academic Program	Prerequisites Table Revision Software Quality Engineering 1 and Data Science credits update
			Academic Policies	Templates Course Weights update Make up work update Late work policy addition Attendance Policy and Excused Absence Criteria update MeetPoint and VALIS addition
			Student Policies	Code of Conduct update Self-Plagiarism addition AI Bot Usage Policy addition Camera Usage Policy addition Class Recording Policy addition
			Course Descriptions	Update of course descriptions
			Faculty and Staff	Update of faculty and staff members
4.0	March 21, 2025	2025-2026	Admissions Information	Addition and Changes to Admission Criteria
			Academic Program	Addition to the English for Specific Purposes for Software Engineers Certificate Program (ESP) Change to total credit hours for Bachelor of Commercial Software Engineering with a Concentration in Design in Architecture Degree Course Credit Revision (10 credits modified) General Education and Degree Course Removal (16 courses removed) Addition of New Courses for Commercial Software Engineering Concentration Design and Architecture
			Academic Policies	Addition of Identity Verification and Proctorio Policy Addition to Dismissal Addition to the Code of Conduct Addition to Academic Honesty

				Revised Attendance Policy and Excused Absence Criteria
			Course Descriptions	General Education and Degree Course Removals Addition of New Courses for Commercial Software Engineering Concentration Design and Architecture
3.0	April 9, 2024	2024-2025	Entire Catalog	Reordering of sections
			Overview	Accreditation and authorizations
			Academic Program	Elimination of the Test Automation Concentration (including concentration specific courses) for the Commercial Software Engineering bachelor's degree
			Faculty and Staff	Members update
2.0	August 30, 2023	2023-2024	Entire Catalog	Document structure and design
1.0	December 13, 2022	2022-2023	Entire Catalog	Initial release of the academic catalog