

# MAU

## CATALOG

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# MAU

Millennia Atlantic University

MILLENNIA ATLANTIC UNIVERSITY

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## Mission Statement

*The mission of Millennia Atlantic University (MAU) is to develop new generations of college-level professionals through a contemporary and competitive education in an extensive range of academic and practical subjects. Millennia Atlantic University seeks to instill in its students the abilities of critical thought and expression and the capabilities for lifelong learning. The graduates of the University will be skilled professionals with extensive knowledge of new information and communication technologies. These skills can be applied to increase productivity and efficiency as well as the social and economic profitability of both public and private organizations. Millennia Atlantic University also seeks to train its students for success in their individual entrepreneurial enterprises.*

*The general education offerings of Millennia Atlantic University are designed to produce graduates with a wide breadth and depth of knowledge, competence and the aptitude to become successful and responsible leaders in local and global business communities. This component of the student's education sharpens and develops the crucial skills of reading critically, communicating effectively both verbally and in writing, quantitative reasoning and meaningful problem solving.*

*Millennia Atlantic University, through its educational offerings, diverse learning environment, and attentiveness to its students, is committed to elevating the quality of each student's professional, personal and family life, by uncovering each learner's capabilities and assisting in the development of the attributes and knowledge base its graduates need to face the challenges of economic, technological and organizational growth in regional and global business communities.*

## Objectives

### *Educational Excellence*

- *Attract, educate, and train a diverse, well-rounded body of undergraduate and graduate students for careers and entrepreneurial accomplishments.*
- *Prepare students for successful careers by continually improving program content and effectiveness.*
- *Provide students with the most comprehensive and current information available for the programs offered.*
- *Strengthen and sharpen critical writing and communication skills for all students.*
- *Provide facilities that support all educational programs offered.*

### *Faculty and Staff Excellence*

- *Maintain and retain diverse, highly skilled, knowledgeable, and qualified faculty with the skills to effectively convey essential information and train students.*
- *Ensure faculty members possess authentic and practical managerial skills.*
- *Train and maintain members who provide consistent support and guidance to students.*

### *Training for Leadership and Student Success*

- *Develop and maximize students' leadership potential by cultivating moral and intellectual values while fostering the right attitude and maintaining interests that promote the values of the University.*
- *Promote a climate of student success and provide an environment conducive to teaching and learning, whether the experience is in person or online, helping every student to achieve.*
- *Provide an environment which includes qualified and faculty with real-world experience, providing students with the practical knowledge and skills needed to face business challenges as they venture into the workforce.*

### *Empowering students along their lasting career and learning journey*

- *Provide tools to initiate, develop and maintain professional relationships in ways that promote mutually beneficial and continuing professional growth and development for students and graduates.*
- *Support students in developing and using career management skills.*
- *Enhance student relationships with faculty members and university staff to ensure students are kept up to date on employment trends.*
- *Create an atmosphere of respect and openness encouraging the exchange of ideas and attract students from diverse backgrounds.*
- *Encourage students to value and practice life-long learning.*

## History

Located in Doral, Florida, Millennia Atlantic University was founded by a family with the vision and purpose of providing its students first-rate education and job training. The University was established in dedication to the foresight, determination, and perseverance of the founders' patriarch. Although he passed away in 1982, he was a grandfather who would change the course of his family's life and legacy through his sacrifices and wisdom. Being raised as a farm worker in a small village that had no elementary school, he knew the only way out from the cycle of hardship and poverty faced throughout his life was to send his son, only eleven years old at the time, away to gain an education. This son grew to be quite successful, and his children were brought up with the work ethic and opportunities that allowed them to advance their education through graduate school and beyond. They in turn established this University to continue their grandfather's dream. The founders of Millennia Atlantic University sought to create an institution that would provide its students with the benefits of a quality education and career potential, of which they themselves had benefited. With the guidance and values their father instilled in them, they established the University with the vision of sharing the opportunities they were given, and fulfilling the hope and quests of others seeking to obtain careers and a quality education to enhance their lives and the lives of their families.

From its inception in 2005 as a single campus family owned school, Millennia Atlantic University ("MAU" or the "University") sought to create a vibrant learning environment, focused on the needs and vocational callings of its students. Millennia Atlantic University's convenient campus location in the newly formed municipality of Doral was chosen to further the University's goal of becoming a vital contributor to a growing community. In 2006 the state licensing commission authorized the University to offer educational training programs at the bachelor's and master's levels and the University subsequently added associate level programs to its approved offerings. In August 2010, the University was awarded its initial grant of accreditation from ACICS, which was renewed in 2013 and 2017. The University additionally obtained a grant of accreditation from ACCSC in 2018, and ACCSC currently remains the University's institutional accreditor.

Millennia Atlantic University originally opened with a brand-new campus that was tucked within a popular plaza. The building housed four classrooms, administrative offices, a conference room, modern reception area, student lounge and a library. After reaching capacity at this location, in 2012 the University moved to a much larger, approximately 11,500 square foot stand-alone campus building. This modern campus became the first structure in Doral to be designated as LEED certified (Leadership in Energy and Environmental Design) for the interior modifications and remodeling. The campus houses a fully functioning library with extensive print and online academic and research services, as well as computer stations available for student use. The building has been equipped with modern décor and amenities, with smart boards in the classrooms, a student lounge and terrace, and Wi-Fi provided throughout the campus.

Millennia Atlantic University has invested significant resources into the creation and development of a premier postsecondary institution, providing students opportunity to achieve academic success, obtain employment upon graduation, to discover their potential, and discover the world!

## **Definition of Units of Credit**

The University awards credit on a semester credit hour system. A semester credit hour is equivalent to approximately not less than 15 class hours of lecture or direct faculty instruction with appropriate out-of-class study and preparation, 30 hours of laboratory with appropriate out-of-class study, or a minimum of 45 hours of practicum. A class hour of instruction is equal to 50 minutes of instruction in addition to a 10-minute break. Appropriate out-of-class study and preparation is generally defined as a minimum of two hours of out-of-class student work for each hour of lecture or direct faculty instruction, as well as one hour of out-of-class study and preparation for each hour of laboratory work, each week for approximately fifteen weeks.

## **Transferability of Credits**

Students who attend Millennia Atlantic University and plan to transfer credits earned at MAU to another school should contact the institution to which they seek transfer before enrolling to determine if credits will be accepted. The granting of transfer credit is within the sole discretion of the receiving institution.

If a student seeks to transfer credits originating from an institution situated outside of the United States, the student must submit a course by course evaluation of his or her transcripts. This evaluation of the foreign transcript must be completed by a service that is a member of the Association of International Credential Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES).

Millennia Atlantic University's policy permits the acceptance of transfer credits for up to 50% of the requirements for graduation from any program. To obtain a degree, however, a certain number of final credit hours must be completed at Millennia Atlantic University depending on the degree sought. Please see the program information for the specific level of degree offering for further details on this requirement. Students must submit official transcripts for work completed at another institution for credits to be considered for transfer. The receipt of credit for courses is reserved for those students who have successfully completed courses at another institution that are comparable in content, quality, and scope to those offered at the Millennia Atlantic University. Undergraduate students seeking to transfer credits from an associate degree awarded at another institution towards one of the

University's bachelor degree programs must have completed a minimum of fifteen (15) semester credit hours or the equivalent in general education, with a minimum 2.00 CGPA. The University may, in its discretion, require that transfer credits be validated by testing demonstrating the skills and knowledge possessed by the student.

## Florida's Statewide Course Numbering System

Certain approved courses in this catalog are part of the Florida Statewide Course Numbering System (SCNS). Courses that have been approved as part of this common course numbering system are identified herein by prefixes and numbers that were assigned by SCNS. This numbering system is used by all public postsecondary institutions in Florida and approximately 46 actively participating nonpublic institutions. The primary purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information can be found on the SCNS website at <http://scnc.fldoe.org>.

Each participating institution controls the title, credit and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education. Individuals nominated to serve on these committees are selected to maintain a representative balance as to the type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of course content are referred to as "statewide course profiles."

### Example of Course Identifier

| Prefix              | Level Code (1 <sup>st</sup> digit) | Century Digit (2 <sup>nd</sup> digit) | Decade Digit (3 <sup>rd</sup> digit) | Unit Digit (4 <sup>th</sup> digit) | Lab Code                |
|---------------------|------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|-------------------------|
| ENC                 | 1                                  | 1                                     | 0                                    | 1                                  |                         |
| English Composition | Lower (Freshman Level)             | Freshman Composition                  | Freshman Composition Skills          | Freshman Composition Skills I      | No Laboratory Component |

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions (exceptions listed below). For example, a freshman compositions skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC\_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In SCNS taxonomy, “ENC” means “English Composition,” and the century digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other subject areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory portion of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit rewarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term system. For example, 4.0 credit hours often transfers 2.67 semester hours.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states the following:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course number system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

## **Exceptions to the General Rule of Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include variable topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and will not transfer automatically. Transferability is at the discretion of the receiving institution.

- Courses not offered by the receiving institution.
- For courses at non-regionally accredited (private) institutions, courses offered prior to the established transfer date of the course in question.
- Courses in the X900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, seminars, internships, apprenticeships, practicums, Study Abroad experiences, Thesis and Dissertations (including any similar individualized courses with numbers other than those in the 900-999 series).
- College preparatory (developmental or remedial) and career preparatory courses.

- Graduate-level courses.
- Applied courses in the performing arts (Art [prefix ART], Dance [DAA], Interior Design, Music [MVB, MVH, MVJ, MVK, MVO, MVP, MVS, MVV, and MVW] and Theater [TPP with numbers ranging from 000-299]) and skills courses in Criminal Justice are not automatically transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.) and must be evaluated individually.

## Courses at Non-regionally Accredited Institutions

The Statewide Course Numbering System makes available on its homepage (<http://scns.fldoe.org>) a report entitled “Courses at Non-Regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly by SCNS.

Questions about the Statewide Course Numbering System and appeals regarding course transfer decisions should be directed to the University’s Director of Academic Programs, Vice Director of Academic Programs, or the University’s Registrar. Online courses taught in Spanish are not part of the SCNS program. Inquires can also be directed to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, 325 West Gaines Street, Room 701, Tallahassee Florida 32399-0400. Special reports and technical information may be obtained by calling the Statewide Course Numbering System office at (850) 245-0427, contacting the office via email at [articulation@fldoe.org](mailto:articulation@fldoe.org). Information can also be located online at <https://flscns.fldoe.org>.

## SCNS Course Transfer Equivalency List

A list of the courses that have been approved by the Florida Department of Education Office of Articulation for transfer as part of the Florida Statewide Course Numbering System is provided below. This chart provides the current University course number with the corresponding approved SCNS course number should a student seek to use successfully earned credits within participating institutions.

| # | Institution Abb | SCNS Course Number | Course Title  | Credits | MAU Course Number |
|---|-----------------|--------------------|---------------|---------|-------------------|
| 1 | MAU             | ACG 2001           | ACCOUNTING I  | 3       | ACC 210           |
| 2 | MAU             | ACG 2011           | ACCOUNTING II | 3       | ACC 220           |

|    |     |          |                                                                            |   |         |
|----|-----|----------|----------------------------------------------------------------------------|---|---------|
| 3  | MAU | MAR 1320 | ADVERTISING                                                                | 3 | MKG 106 |
| 4  | MAU | AMH 2020 | AMERICAN HISTORY                                                           | 3 | HIS 201 |
| 5  | MAU | AML 1000 | AMERICAN LITERATURE                                                        | 3 | AML 100 |
| 6  | MAU | SOP 3006 | BEHAVIORAL PSYCHOLOGY                                                      | 3 | PSY 210 |
| 7  | MAU | BUL 2100 | BUSINESS LAW I                                                             | 3 | BUL 201 |
| 8  | MAU | BUL 2101 | BUSINESS LAW II                                                            | 3 | BUL 202 |
| 9  | MAU | GEB 4036 | OPERATIONS, LOGISTICS AND SUPPLY CHAIN MANAGEMENT                          | 3 | BUS 444 |
| 10 | MAU | GEB 5845 | BUSINESS STRATEGIES AND POLICY DECISION MAKING                             | 3 | BUS 532 |
| 11 | MAU | ISM 3011 | BUSINESS SYSTEMS ANALYSIS                                                  | 3 | MGT 350 |
| 12 | MAU | MAN 4950 | CAPSTONE AND FINAL BUSINESS PITCH (GLOBAL BUSINESS CONCEPT DEVELOPMENT II) | 3 | ENT 499 |
| 13 | MAU | MAN 4955 | CAPSTONE AND FINAL BUSINESS PITCH (RETAIL BUSINESS CONCEPT DEVELOPMENT II) | 3 | ENT 498 |
| 14 | MAU | MAN 4954 | CAPSTONE COURSE                                                            | 3 | MGT 450 |
| 15 | MAU | MAT 1101 | COLLEGE MATHEMATICS I                                                      | 3 | MAT 101 |
| 16 | MAU | MAT 1102 | COLLEGE MATHEMATICS II                                                     | 3 | MAT 102 |
| 17 | MAU | CGS 1002 | COMPUTER CONCEPTS                                                          | 3 | CIS 102 |
| 18 | MAU | MAR 3503 | CONSUMER BEHAVIOR                                                          | 3 | MKG 304 |
| 19 | MAU | ACG 5808 | CONTEMPORARY ACCOUNTING THEORY AND RESEARCH/CAPSTONE                       | 3 | ACC 580 |
| 20 | MAU | ACG 3343 | COST ACCOUNTING                                                            | 3 | ACC 360 |
| 21 | MAU | MAR 4414 | DRIVING SALES AND GAINING TRACTION                                         | 3 | ENT 420 |
| 22 | MAU | MAN 4081 | E-COMMERCE MANAGEMENT                                                      | 3 | MGT 440 |
| 23 | MAU | STA 2023 | ELEMENTARY STATISTICS                                                      | 3 | MAT 310 |
| 24 | MAU | MAN 4410 | EMPLOYEE AND LABOR RELATIONS                                               | 3 | HR 410  |
| 25 | MAU | ENC 1101 | ENGLISH COMPOSITION I                                                      | 3 | ENG 101 |
| 26 | MAU | ENC 1102 | ENGLISH COMPOSITION II                                                     | 3 | ENG 102 |
| 27 | MAU | ENT 4811 | ENTREPRENEURIAL E-COMMERCE AND E-TAIL                                      | 3 | ENT 416 |

|    |     |           |                                                                  |   |         |
|----|-----|-----------|------------------------------------------------------------------|---|---------|
| 28 | MAU | ENT 3121  | ENTREPRENEURIAL MINDSET AND LEADERSHIP STRATEGIES                | 3 | ENT 300 |
| 29 | MAU | GEB 1430  | ETHICS & SOCIAL RESPONSIBILITY                                   | 3 | MGT 103 |
| 30 | MAU | FIN 5407  | FINANCE                                                          | 3 | FIN 510 |
| 31 | MAU | ENT 4413  | FINANCING AND RAISING FUNDS                                      | 3 | FIN 434 |
| 32 | MAU | GEB 4373  | FOREIGN MARKET ENTRY AND EMERGING MARKETS                        | 3 | BUS 443 |
| 33 | MAU | PSY 1012  | GENERAL PSYCHOLOGY                                               | 3 | PSY 131 |
| 34 | MAU | ENT 3703  | GLOBAL BUSINESS CONCEPT DEVELOPMENT I                            | 3 | ENT 344 |
| 35 | MAU | GEB 4371  | GLOBAL COMMERCE AND BUSINESS STRATEGY                            | 3 | BUS 440 |
| 36 | MAU | ISM 2383  | GLOBAL INFORMATION TECHNOLOGY MANAGEMENT                         | 3 | CIS 220 |
| 37 | MAU | MAN 4570  | GLOBAL SOURCING                                                  | 3 | ENT 410 |
| 38 | MAU | MAN 4402  | HEALTH AND SAFETY IN THE WORKPLACE                               | 3 | HR 340  |
| 39 | MAU | MAN 2103  | HUMAN RELATIONS IN BUSINESS                                      | 3 | MGT 203 |
| 40 | MAU | MAN 4951  | HUMAN RESOURCE MANAGEMENT BACHELOR'S CAPSTONE                    | 3 | HR 470  |
| 41 | MAU | MAN 4322  | HUMAN RESOURCES INFORMATION SYSTEMS                              | 3 | HR 440  |
| 42 | MAU | GEB 4354  | IMPORTING AND EXPORTING                                          | 3 | BUS442  |
| 43 | MAU | GEB 3361  | INTERNATIONAL BUSINESS                                           | 3 | MGT 305 |
| 44 | MAU | GEB 4377  | INTERNATIONAL OPERATIONS, LOGISTICS, AND SUPPLY CHAIN MANAGEMENT | 3 | BUS 445 |
| 45 | MAU | GEB 1011  | INTRODUCTION TO BUSINESS                                         | 3 | BUS 101 |
| 46 | MAU | ENT 2000  | INTRODUCTION TO ENTREPRENEURSHIP                                 | 3 | ENT 200 |
| 47 | MAU | MAN 1300  | INTRODUCTION TO HUMAN RESOURCE MANAGEMENT                        | 3 | HR 110  |
| 48 | MAU | FIN 4002  | INVESTMENTS                                                      | 3 | FIN 430 |
| 49 | MAU | BUL 2040  | LEGAL CONSIDERATIONS FOR ENTREPRENEURS                           | 3 | BUL 203 |
| 50 | MAU | ECO 1013  | MACROECONOMICS                                                   | 3 | ECN 131 |
| 51 | MAU | MAR 3721  | MARKETING AND DIGITAL MEDIA PLANNING                             | 3 | MKG 306 |
| 52 | MAU | MAR 5805. | MARKETING MANAGEMENT                                             | 3 | MKG 521 |
| 53 | MAU | MAR 3804. | MARKETING POLICIES AND STRATEGIES                                | 3 | MKG 345 |

|    |     |          |                                                    |   |         |
|----|-----|----------|----------------------------------------------------|---|---------|
| 54 | MAU | MAN 5956 | MASTER'S CAPSTONE COURSE                           | 3 | MGT 550 |
| 55 | MAU | ECO 1023 | MICROECONOMICS                                     | 3 | ECN 132 |
| 56 | MAU | ECO 3223 | MONEY AND BANKING                                  | 3 | ECN 303 |
| 57 | MAU | MAN 3348 | MOTIVATION AND PRODUCTIVITY                        | 3 | HR 330  |
| 58 | MAU | MAN 4441 | NEGOTIATION AND CONFLICT RESOLUTION                | 3 | HR 460  |
| 59 | MAU | MAN 3240 | ORGANIZATIONAL BEHAVIOR                            | 3 | MGT330  |
| 60 | MAU | MAN 4350 | ORGANIZATIONAL TRAINING AND DEVELOPMENT            | 3 | HR 420  |
| 61 | MAU | FIN 3103 | PERSONAL FINANCIAL MANAGEMENT                      | 3 | MGT 340 |
| 62 | MAU | POS 2001 | POLITICAL SCIENCE                                  | 3 | POL 210 |
| 63 | MAU | FIN 5526 | PORTFOLIO MANAGEMENT                               | 3 | FIN 530 |
| 64 | MAU | COM 1100 | PRINCIPLES OF COMMUNICATION                        | 3 | COM 100 |
| 65 | MAU | MAN 1021 | PRINCIPLES OF MANAGEMENT                           | 3 | BUS 102 |
| 66 | MAU | MAR 1011 | PRINCIPLES OF MARKETING                            | 3 | MKG 101 |
| 67 | MAU | ENT 3604 | PRODUCT DEVELOPMENT                                | 3 | ENT 306 |
| 68 | MAU | MAR 3661 | PRODUCT MARKET RESEARCH AND ENVIRONMENTAL ANALYSIS | 3 | ENT 305 |
| 69 | MAU | ENT 3412 | PROFITABILITY AND PERFORMANCE MANAGEMENT           | 3 | ENT 412 |
| 70 | MAU | ECO 4504 | PUBLIC FINANCE                                     | 3 | FIN 420 |
| 71 | MAU | QMB 3200 | QUANTITATIVE METHODS                               | 3 | MGT 375 |
| 72 | MAU | MAN 2360 | RECRUITMENT AND TRAINING                           | 3 | HR 220  |
| 73 | MAU | MAR 4204 | RETAIL BUYING                                      | 3 | RTL 407 |
| 74 | MAU | MAR 4231 | RETAIL BRANDING                                    | 3 | RTL 406 |
| 75 | MAU | MKA 3103 | RETAIL BUSINESS CONCEPT DEVELOPMENT I              | 3 | ENT 343 |
| 76 | MAU | MAR 4232 | RETAIL MERCHANDISING PRINCIPLES                    | 3 | RTL 405 |
| 77 | MAU | BUL 4394 | RISK AND INSURANCE                                 | 3 | BUL410  |
| 78 | MAU | MAN 2800 | SMALL BUSINESS MANAGEMENT                          | 3 | MGT 230 |
| 79 | MAU | SYG 1000 | SOCIOLOGY                                          | 3 | SOC 101 |
| 80 | MAU | MAN 2340 | SUPERVISION AND HUMAN RELATIONS                    | 3 | HR 210  |

## **Credit for Prior Learning**

The University reserves the right to grant credit for prior learning. Credit for Prior Learning is credit for learning and extensive professional experience acquired outside of the University that has resulted in a level of knowledge and skills appropriate and comparable to the level and content of the program or credential offered at the University. The maximum amount of credit allowed for Credit for Prior Learning will not exceed 25% of the credits required for the program in which the student is enrolled. The University may require that the Credit for Prior Learning be validated by testing or presentation of a portfolio demonstrating the student's skills prior to accepting such credit. The University charges a Portfolio Assessment Fee for the evaluation of a student's portfolio or for the validation of the requested credit through testing as part of this process. Please refer to the "Tuition and Fees" section of this catalog for the required fees.

## **Veteran's Credit for Previous Education or Training**

VA students must report all previous education and training. MAU will evaluate and grant credit, if appropriate. If credit for previous education or training is granted, the VA student's training time or period of enrollment at the University may be shortened, the tuition reduced appropriately, and notification to the VA student will be provided.

## **Grading System and Progress Reports**

Final grades are reported at the completion of each grading period. The University's calendar follows a standard term semester system, in which each regular semester is 15-16 weeks in duration, with condensed a summer term also available. Additionally, a mid-term start with 8 weeks to the end of the semester is available depending on demand. Only newly admitted students may utilize a mid-term semester start. At the conclusion of each semester the University reports final grades to each student.

The following grading system is used, and final grades are calculated from the percentages earned in each course in accordance with the chart provided below.

| <b>Grade</b> | <b>Evaluation</b> | <b>Percentage</b> | <b>Grade Point Average</b> |
|--------------|-------------------|-------------------|----------------------------|
| A            | Outstanding       | 93-100%           | 4.00 GPA                   |
| A-           | Excellent         | 90-92%            | 3.77 GPA                   |
| B+           | Superior          | 87-89%            | 3.50 GPA                   |
| B            | Very Good         | 83-86%            | 3.00 GPA                   |
| B-           | Good              | 80-82%            | 2.70 GPA                   |

|      |                              |        |                |
|------|------------------------------|--------|----------------|
| C+   | Above Average                | 76-79% | 2.50 GPA       |
| C    | Average                      | 73-75% | 2.00 GPA       |
| C-   | Satisfactory                 | 70-72% | 1.70 GPA       |
| D+   | Below Average                | 65-69% | 1.50 GPA       |
| D    | Needs Work                   | 60-64% | 1.00 GPA       |
| D-   | Deficient                    | 58-59% | 0.80 GPA       |
| F    | Failure                      | 0-57%  | 0.00 GPA       |
| AU   | Audit                        |        | Not Calculated |
| CL   | CLEP                         |        | Not Calculated |
| CPL  | Credit for Prior Learning    |        | Not Calculated |
| FAIL | Fail (non-credit course)     |        | Not Calculated |
| I    | Incomplete                   |        | Not Calculated |
| MI   | Military Credit              |        | Not Calculated |
| PASS | Pass (non-credit course)     |        | Not Calculated |
| TR   | Credits Accepted in Transfer |        | Not Calculated |
| W    | Withdrawal                   |        | Not Calculated |

Remedial courses are offered only on a pass/fail basis, and the pass/fail is not calculated into a student's GPA.

In order to compute the required cumulative grade point average (CGPA) referred to for maintaining satisfactory academic progress and conferral of a degree, the total number of earned quality points (grade points times course semester hours) is divided by the total number of semester credit hours which are completed and letter grades are received. Provisions within the catalog or other University publications that refer to a specific grade average should be interpreted to mean the numerical average GPA point scale associated with the specific letter grade. In other words, a "C average or better" is interpreted as "2.00 average or better," and a "B average or better" is interpreted as "3.00 average or better."

## Academic Year

As a standard term semester credit hour school, Millennia Atlantic University's Academic Year is defined as a minimum of 30 weeks of instructional time. For purposes of this definition, a "week" is considered a consecutive seven-day period, and a "week of instructional time" is any week in which at least one day of regularly scheduled instruction or examinations occur. Instructional time does not include vacation periods, homework, or period of orientation or counseling. A minimum of twenty-four (24) semester credit hours is also considered the minimum standard for coursework for full time undergraduate students for an Academic Year.

## **Standards of Satisfactory Academic Progress**

Students are required to earn a cumulative grade point average (CGPA) of 2.00 to graduate from a MAU undergraduate program and be awarded a degree. In order to graduate from a MAU master's level program and be awarded a degree, students are required to earn a cumulative grade point average (CGPA) of 3.00. To ensure that students are making satisfactory progress towards this goal the following policies and procedures have been implemented.

### **Satisfactory Academic Progress Policy**

The University measures standards of academic progress measured against three important and independently assessed criteria, which address both qualitative and quantitative standards, namely: program length, academic achievement (i.e. grade point average) and rate of course completion (i.e. maximum time frame for completion). Students must meet the following minimum standards of academic achievement and maintain a successful rate of course completion while enrolled at MAU. The standards of satisfactory progress are equally applied to full time students, part time students and students concurrently enrolled in more than one degree program. Satisfactory Academic Progress is also referred to within this catalog as "SAP."

### **Maximum Program Length and Time Frame for Completion**

Students must complete their entire program within one and one-half times the standard academic program length, which is defined by the University as the total number of credit hours in the program. The maximum time for completion of an academic program is therefore equal to completion of 1.5 times the number of credits attempted required for completion, and varies depending on a student's specific program of study. For example, students enrolled in an associate degree program must complete their degree requirements within ninety (90) credit hours attempted. Students enrolled in a bachelor degree program must complete their program of study within one hundred eighty (180) credit hours attempted, and students enrolled in a master degree program must complete their degree requirements within fifty-four (54) credit hours attempted.

Students concurrently enrolled in more than one degree program must complete the requirements of both degrees within one and one half times the total credit hours attempted for the predetermined total required hours of the concurrent programs. The total number of hours for the combined programs is dependent upon which two programs are being combined, and upon which level of degree programs the student is concurrently enrolled. The total number of hours for the combined programs,

which takes into account courses for which credit may be applied to both programs, as well as the maximum program length and maximum time frame for completion, is identified within a student's Curriculum Plan for concurrent enrollment, as discussed in more detail below.

## **Evaluation Points, Cumulative GPA Requirements, and Rates of Completion**

The University evaluates its students' satisfactory academic progress at the conclusion of each semester, which generally coincides with the end of the payment period for students receiving Title IV assistance. Regular fall and spring semesters are 15 to 16 weeks in duration, with a condensed summer semester, and mid-term start for new students contingent on enough enrollment, offered as well. The two regular fall and spring semesters make up the University's Academic Year, as further defined above. The optional condensed summer semester is 10 weeks in length. The end of each semester creates a new evaluation point to ensure the student is maintaining satisfactory academic progress as he or she progresses through a degree program.

At the end of each semester (or evaluation point), each student is evaluated on three components to determine whether he or she is maintaining satisfactory academic progress as defined above. The three components are:

1. Cumulative grade point average (CGPA);
2. Successful course completion rate; and
3. Credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program).

The following criteria describes the **minimum standards** that must be met at each evaluation point, broken down in accordance with each level of degree programs offered by the University:

Associate Degree Seeking Students:

1. Cumulative grade point average minimum: First two semesters - CGPA of 1.50; Remaining semesters and all evaluation points through graduation – CGPA 2.00;
2. Maximum Time Frame/Completion Rate: 67% of credits attempted

Bachelor Degree Seeking Students:

1. Cumulative grade point average minimum: First two semesters – CGPA of 1.50; Third semester\* – CGPA of 1.75; Fourth semester through all evaluation points up to graduation – CGPA of 2.00 \*[Note that for any programs longer than two academic years, **all** students must have a “C” or 2.00 average by the end of the second year to meet SAP requirements]
2. Maximum Time Frame/Completion Rate: 67% of credits attempted

The minimum passing grade for undergraduate level courses is a “C-” or 1.70. Undergraduate level courses with an earned grade 1.50 or lower, or letter grade of “D+” or lower, will not be applied towards the total number of credits required for graduation. As addressed above, undergraduate level students must obtain a CGPA minimum of 2.00 to graduate.

Master’s Degree Seeking Students:

1. Cumulative grade point average minimum: First semester – CGPA of 2.00; Second semester through all evaluation points up to graduation – CGPA of 3.00.
2. Maximum Time Frame/Completion Rate: 67% of credits attempted

The minimum passing grade for graduate level courses is a “C” or 2.00. Graduate level courses with an earned letter grade of less than a “C” or 2.00 will not be applied towards the total number of credits required for graduation. Master’s level students must obtain a CGPA minimum of 3.00 to graduate.

## **Standards of Satisfactory Academic Progress – VA Students**

Students receiving Veteran’s Administration (VA) benefits must follow special Satisfactory Academic Progress (SAP) requirements supplementary to MAU standard policies as follows:

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 1.50 for the first two semesters, and a CGPA of 2.00 for the remaining semesters through graduation in any associate degree program; a minimum CGPA of 1.5 for the first two semesters, a 1.75 for the third semester, and a 2.00 for the fourth semester and through graduation for any bachelor degree program; and a minimum CGPA of 2.00 for the first semester and 3.00 for the second semester through graduation in any graduate program.

A VA student whose CGPA falls below the required minimum CGPA of his or her program at the end of any semester will be placed on academic probation for a maximum of two consecutive semesters of enrollment. If the VA student's CGPA is still below the required minimum at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after reaching the minimum CGPA listed above.

## **Academic Warning, Financial Aid Warning and Probation**

At the end of each semester, after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether the students are meeting the satisfactory progress requirements as described above. If a student is not meeting the above requirements, he or she will be placed on "Academic Warning" status, and if this student is a Title IV aid recipient he or she will be placed on "Academic and Financial Aid Warning" status, the first semester in which the student's CGPA or completion rate falls below the values specified in the minimum evaluation point standards stated above.

Students placed on any Warning status will be required to meet with the Director of Academic Programs to develop an Academic Success Plan (ideally prior to registering but at the latest prior to the last day to drop/add for the next semester) that details a specific plan for academic progress recovery. This plan may include actions such as mandatory tutoring, scheduled periodic advising, as well as scheduling a reduced number of course enrollments until the CGPA and/or completion rate reaches the minimum to be removed from the Warning status. At the end of the semester in which a student is on a "Warning" status (including Financial Aid Warning), the student may be placed on a status of "Probation" for the following semester if he or she continues to fall below the specified values only after a successful appeal.

Students under any status of "Probation" will continue an Academic Success Plan and will be evaluated at the end of their first semester of monitoring. Students who raise their CGPA's and completion rates at or above the minimums will be removed from probation and returned to regular status. If an undergraduate student does not meet the minimum CGPA or completion rate requirements at the time of the evaluation after being placed on Probation status, the student may remain on Probation status and still qualify for financial aid, if applicable, as long as he or she is meeting the goals of the required plan. A full time graduate student, however, who does not meet the minimums after one semester on the status of Probation must be dismissed from the program, but may subsequently re-enroll after a period of time and under the conditions as outlined below under the section entitled "Appeal of Academic Decisions and Academic Dismissal."

During the period in which an undergraduate student is under an additional semester of Probation the student will be required to meet with the Vice Director of Academic Programs (or his or her designee) three times during the semester to evaluate the student's satisfactory progress. If the student does not earn the requisite grade point average or meet the minimum completion rates during the consecutive semester on Probation, or meet the requirements of the Academic Success Plan, the student will be dismissed from the University. If a student under any of these classifications (Warning or Probation) earns the minimum semester or evaluation point grade point standard but is unable to raise the cumulative grade point average to what is required, the probationary classification (Warning or Probation) will be continued through the next semester.

Additionally, if at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements to graduate, the student will be dismissed from the University. The University reserves the right to place a student on, or remove them from, academic monitoring based on their academic performance, notwithstanding these published standards. Millennia Atlantic University's policy is to inform students in writing of the results of an SAP evaluation and its impact on Title IV eligibility.

## **Appeal of Grades**

Grades issued as either part of a course or issued at the close of a semester, may be appealed in writing to the Director of Academic Programs, who will form an Academic Committee, which consists of two members of MAU administration and two faculty members. An appeal must be directed in writing to the Director of Academic Programs within thirty (30) days of the decision to be appealed. Any grade entered will remain in effect during the process of the appeal, and SAP status imposed during the appeal process will also remain in effect until the conclusion of the appeal. The Academic Committee will meet with the student and make a recommendation to the University President regarding the appeal. The decision of the President of the University will be final.

## **Appeal of Academic Decisions and Academic Dismissal**

A student who cannot meet the minimum requirements for standards of academic progress and has therefore been placed on a warning status may appeal if special or mitigating circumstances exist. Extenuating circumstances are events such as a serious illness, death of a family member, a family emergency, or other similarly grave situations. The appeal must include the reason that the student did not meet the SAP requirements, as well as the student's plan of action to ensure his or her academic success in the future. The appeal must be submitted in writing to the Director of Academic Programs, who will forward the appeal prior to the start of the

next semester to an Academic Review Committee, which consists of two members of MAU administration and two faculty members. The student must explain the circumstances precipitating his or her academic difficulties, as well as how upcoming circumstances will be changing to permit the student to meet the SAP requirements. The Academic Review Committee will meet with the student and make a recommendation to the University President regarding the appeal. The decision of the University President will be final.

If the student's appeal of the SAP status is successful, he or she may again be eligible for Title IV financial aid. If a student has been dismissed due to academics, after the expiration of one year past the date of dismissal from the University, the student may re-enroll under the status in which he or she withdrew. Current fees and tuition will be charged. If the student is not successful in raising his or her grade point average to the minimum standard in accordance with the requirements and time frames listed above in the "Academic Warning and Probation" section, the student will again be dismissed from the University, and will not be permitted to re-enroll.

A student who is academically dismissed who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement and will not be required to wait one year to re-enroll. The student will be charged tuition and fees in accordance with his or her original signed Enrollment Agreement for the subsequent duration of the academic program. The student returning after a successful appeal will be placed on probationary status for the first semester of his or her return, with conditions as recommended by the Academic Review Committee.

## **Reestablishment as a Regular Student and Extended Enrollment Status**

Students who have been dismissed due to the failure of maintaining the qualitative and quantitative minimums outlined above may apply to continue their studies at the University in an extended enrollment status. During this time, the student must attempt to improve deficient areas that led to the dismissal by retaking courses from which the student withdrew or which the student failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable financial arrangements in order to continue and will not be eligible for federal aid programs. Students on extended enrollment status remain in probationary status, and the Director of Academic Programs or designee will evaluate their progress at the completion of each semester. All credits attempted will count towards the 150% of the normal program length while the student is on extended enrollment status. Students on extended enrollment who do not make enough improvements as determined by the Director of Academic Programs or designated Department Chair may be dismissed from the University. A student on extended enrollment who reestablishes satisfactory academic progress may return to a regular student status. Reinstated students will be placed on a status of

Probation for one semester after reestablishing satisfactory progress. At the discretion of the President, with a recommendation from the Academic Review Committee, a student who successfully appeals an academic decision but who has exceeded the one and one-half maximum time frame for completion, either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided the student has no additional financial obligations towards the University, and has otherwise successfully completed the requirements of his or her educational program.

## **Course Repetitions, Incompletes, and Withdrawals**

Grades earned, as a regular student or during the continuation period as a non-regular student, for courses originally failed, will be substituted for the previous course failures in the calculation of the student's CGPA. Credit is given for the last grade earned for repeating the course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the student's Cumulative Grade Point Average (CGPA) will be recomputed to count the last attempt only. Students are charged tuition at the same rate as the other courses in their current program for repeated courses, and must pay tuition for taking the repeated course. A student may remain eligible for Title IV assistance for this first attempt at retaking the course. The first attempt at taking the course will count towards credits attempted in evaluating SAP for the Maximum Time Frame/Completion Rate.

Incompletes (or an "I") will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" (Incomplete) if the student successfully completes the unfinished work prior to: (1) the end of the sixth week after the start of the semester following the receipt of the incomplete grade, or (2) the last possible submission date within the following semester set by the faculty member teaching the course. Students are not eligible for Title IV funds for the course while completing this work in the following semester (unless the student instead chooses to retake the entire course – see "Course Repetitions" above). Permission must be obtained from the President for any incomplete grade to be extended past the end of the sixth week after the start of the semester following the receipt of the incomplete grade. Failure to complete the work required for a course in the period stated above will result in the student receiving a letter grade of "F" for the course in question. Withdrawals ("W") are included in the "credits attempted" category for calculation of maximum time frame for satisfactory academic progress but grades for withdrawals are not calculated within a student's GPA.

## **Transfer, Audit and Non-Credit Courses Effect on SAP**

Transfer credits, including those accepted by the University as Credit for Prior Learning, Military Credit, or CLEP (College Level Examination Program) have no

effect on the grade point average SAP requirements, as the grades are not calculated into a student's GPA. Transfer credits as listed here, however, are considered when computing the maximum time frame and completion rate for completion of a program, which is part of SAP. Transfer hours will be added to the calculation of the attempted and earned hours when the maximum time frame for completion is being calculated for SAP purposes. Audited courses, however, will appear on a student's transcript as "AU" but will not be issued a grade or counted towards the maximum program length for SAP purposes. Non-credit courses, which do not count towards the completion of a student's degree program (such as remedial English courses) are issued Pass/Fail grades but are not calculated into the student's GPA or considered in determining the SAP maximum time frame for completion.

## **Program Changes**

A student must contact and obtain the approval from the Director of Academic Programs to initiate a change in program of study. The Director of Academic Programs or the Vice Director of Academic Programs will then notify the student of the coursework completed that may transfer into the new program of study, as applicable. Credits earned at the University in the student's original program of study will be used when computing grade point average, rate of completion and maximum time frame for completion for SAP purposes.

When the student ceases enrollment in the original program, the 150% maximum time frame ends for that program. When the student begins the new program of study, he or she begins a new required 150% time frame for completion. When credits are transferred from the University into the new subsequent program, the transferred hours will be subtracted from the new 150% time frame for completion and the student will have the remaining difference to finish all the other requirements of his or her new program of study.

## **Concurrent Enrollment in Two Degree Programs**

A student who elects to do so may enroll in more than one degree program at the University and work to fulfill the requirements of both concurrently. The two degrees may be awarded when course requirements for both degrees have been completed as evidenced by the completion of the appropriate academic credits or may be awarded consecutively if the requirements of one degree are completed before the second.

All SAP policies, including the maximum time frame for completion of the combined programs, must be met. Care must be taken in the scheduling of the courses for completion of both degrees, and all prerequisite requirements must be met. Students must meet with the Director of Academic Programs or designee to outline

a Curriculum Plan for completion of both programs. The Curriculum Plan identifies all courses common to both degree programs, the specific courses that must be completed (including a schedule to timely complete required prerequisites), the total number of credits that must be completed to obtain both degrees, as well as the maximum program length and maximum time for completion based on the University's SAP policies.

## **Leave of Absence (LOA)**

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period without withdrawing from school or affecting the student's satisfactory progress calculations. The President, Director of Academic Programs, or Vice Director of Academic Programs may authorize a leave of absence under the following circumstances:

1. The student must provide a signed written request for the leave of absence that explains the reason for the requested leave. The last date of attendance and return date must be clearly identified on the written request.
2. The LOA cannot be extended beyond 180 days. Multiple leaves of absences may be granted during any 12-month period beginning with the start of the most recent LOA, if the total days do not exceed 180.
3. The student will not incur any additional tuition charges during an approved leave of absence.
4. The reasons for granting a leave of absence may include, but are not limited to, documented: serious student medical problems, pregnancy, call to military duty, and death of an immediate family member.
5. If a student does not resume classes on or before the approved return date from the LOA, the student will be withdrawn from the program, and any applicable refund calculations will be applied in accordance with the University's published policies and applicable regulations. The student's withdrawal date will be considered the date the student began the LOA.

Students on a leave of absence are not eligible for Title IV financial assistance.

## **Enrollment Agreement**

Students enrolling in any degree program will receive and execute an Enrollment Agreement stating the total tuition, fees, and the estimated cost of books and supplies for the semester. Students who have departed and are re-entering the

University will also receive an Enrollment Agreement with the tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry.

## **Withdrawal**

Students are encouraged to remain enrolled in their classes until the end of the semester and academic program, if possible. Sometimes, however, circumstances make it necessary for a student to withdraw his or her enrollment. Students are required to notify the Vice Director of Academic Programs in order to officially withdraw. Withdrawing students must also meet with a representative from student services and notify the registrar's office, prior to leaving. This is considered an Official Withdrawal. The Withdrawal Date (last date of attendance) is the date the student provides official notification to the Registrar of the intent to withdraw. If the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the withdrawal date will be the last date of attendance, as further explained below.

If the University determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the University may determine the appropriate withdrawal date. This is considered an Unofficial Withdrawal. In these instances, the University may use as the student's withdrawal date a student's last day of attendance at an academically related activity, such as; attendance in class, taking an exam, attending a tutorial, engaging in computer-assisted instruction, or turning in a class assignment.

## **Cancellation of Courses and Programs**

The University reserves the right to cancel courses if enrollment for the course is not sufficient to support the resources allocated to the offering of the course. In this event, the student will be refunded all tuition and refundable fees paid for enrollment in the individual course. The University will not cancel a program while students are still enrolled.

## **Class Schedules**

Classes are scheduled at various times throughout the week and include day, night, and weekend schedules. The master schedule is created to permit full-time students the opportunity to complete their program in a timely manner; however, the actual length of time required to complete a program may vary from student to student because of individual circumstances and course load in any given semester. Transfer credits, changes to part-time status, issues with satisfactory academic progress, changes in major, dropping a class, or taking a leave of absence are

examples of situations that may affect the amount of time needed to complete a program.

## **Course Loads**

Undergraduate full-time students should maintain a course load of between 12 and 15 semester credits per term and complete a minimum of 24 semester credit hours in one academic year, to ensure proper scheduling for the timely completion of their program. Graduate students may be considered full-time with a course load of 9 semester credit hours per regular semester.

## **Maximum Period of Eligibility and Time Frame for Completion**

Under applicable federal financial aid rules, Direct Subsidized Loans are subject to a “Maximum Period of Eligibility.” After a student has received Direct Subsidized Loans for the Maximum Eligibility Period, the student may no longer be eligible for additional aid under this type of loan. Furthermore, accruing interest may no longer be paid by the government. Although progression through a degree program and precise time for completion are dependent on the number of credit hours in which a student may be enrolled each semester, the regulations require the University to publish a “normal” time frame for completion, as follows:

For the University to award a degree for an associate’s degree program, the student must successfully complete (or obtain credit through the combination of courses completed at the University and credits transferred) a total of 60 semester credit hours. Most full time students enroll in no more than twelve (12) semester credit hours per semester and take classes during only the spring and fall semesters. With this schedule, the normal time frame for completion of an associate’s degree program is five (5) semesters over a two and one half (2.5) year period.

For the University to award a degree for one of its bachelor’s degree programs, the student must successfully complete (or obtain credit through the combination of courses completed at the University and credits transferred) 120 semester credit hours. Most full time students enroll in no more than twelve (12) semester credit hours per semester and take classes only during the spring and fall. With this schedule, the normal time frame for completion of a bachelor’s degree program is ten (10) semesters over a five (5) year period.

For the University to award a degree for one of its master’s degree programs, the student must successfully complete (or obtain credit through the combination of courses completed and the University and credits transferred) 36 semester credit hours. Most full time graduate students enroll in no more than nine (9) semester credit hours per semester and take classes only during the spring and fall. With this

schedule, a master's degree program can be completed within the "normal" time frame of four (4) semesters over a two (2) year period.

This published "normal" time frame is separate and distinct from the time frames related to Satisfactory Academic Progress published elsewhere in this catalog. For additional information regarding the limits on Direct Subsidized Loans, please see the University's Financial Aid Manager.

## **Attendance Policy**

Class attendance is an integral part of successful completion of the University's degree programs. Students are expected to be present for all class meetings of the course(s) in which they are enrolled. Faculty members track attendance. The student is responsible for notifying his or her faculty member in writing regarding an impending absence with as much advance notice as possible. Students may be considered justifiably absent due to religious observances, illness documented by a physician or other appropriate healthcare professional, documented personal or family emergencies, or other documented extenuating circumstances, as determined from review of the situation at the discretion of the University's administration. When a student cannot attend a class, it is the student's responsibility to contact his or her instructor and make arrangements to complete any missed assignments or other work. Students with excessive non-justifiable absences must meet with the applicable Department Chair and may be placed on academic probation. If a student's absences (other than justifiable absences with make-up work completed ) continue and reach over 25% of the total scheduled classes, the student will be dropped from the course.

## **Attendance Policy – Student Athletes**

Students participating in any of the University's athletic programs must follow the attendance requirements stated above. Classes missed due to participation in a game or official competition will be considered excused. It is the student athlete's responsibility to contact his or her instructor and make arrangements to complete any assignments or other any work, and meet all deadlines. Student athletes shall not miss class due to a practice or to engage in promotional activities.

## **Attendance Policy – VA Students**

Students receiving Veteran's Administration (VA) benefits must follow special attendance requirements supplementary to MAU standard policies as follows: Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 0.25 of an absence. Students with absences exceeding 20% of the

total scheduled classes in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SM audit purposes.

## **Auditing of Courses**

Students wishing to audit a class may do so on a “space available basis” and only with the permission of the Director of Academic Programs and the President. Tuition is charged at the full amount and a grade of AU is posted to the student’s transcript at the end of the semester. Audited classes are “non-credit” and are not calculated into the standards of satisfactory academic progress in the student’s cumulative grade point average. Students who are approved to audit a class are expected to be diligent with their attendance but are exempt from any homework, examination or other term project requirements.

## **Academic Records**

The University’s Registrar maintains a permanent academic record for all students enrolled at the University. The academic record includes, but it not limited to, transcripts, degree audits, scheduling information and application for admission. After graduating, students will be provided one unofficial copy of their transcript upon request free of charge. Students needing additional copies of an official transcript must submit a transcript request form to the Registrar with a nominal fee. The University does not release transcripts or information concerning a student’s academic record if the student has outstanding financial obligations to the University. A student may, however, receive an official transcript limited to credits earned using Title IV, HEA funds, as long as the student has provided full payment of all institutional charges for the payment period subject to the request, and, if applicable, is current with any charges subject to a payment plan. The University cannot confer a degree or other credential to a student who has not fully paid amounts owed.

## **Dean’s List**

Students, who successfully complete a minimum of 9 credit hours in a given semester, achieve a 3.5 or better grade point average, and have a cumulative grade point average of not less than 3.0, will be placed on the Dean’s List. The Dean’s List notation will appear on the student’s final academic transcript, and a letter will be sent to the student acknowledging his or her achievement.

## **President's List**

Students who achieve a grade of 4.0 in an individual course, who exceed the requirements and performance expectations in completing a course, and who have shown exceptional academic effort, may be considered for a Presidential Recognition Award at the conclusion of a semester. The nominations for this award will be provided by the faculty member teaching the course. The required information is in turn assembled by the Vice Director of Academic Programs and reviewed by the Director of Academic Programs of the University. The President makes a final determination of the student or students to be recognized, and a letter confirming inclusion on the list is provided to the student and made part of the student's academic record.

## Academic Calendar

Indications of “school closed” in the calendar refer to days in which the campus is closed. Indications of “no classes” in the calendar refer to days in which the campus may remain open but no classes are being conducted.

### FALL TERM 2024

- Activation of Registration for Returning and New Students: June 1 – August 19, 2024
- Orientation for New Students: August 16, 2024
- Classes Begin: August 19, 2024
- Labor Day (School Closed): September 2, 2024
- Schedule Changes (Drop/Add Period): August 19 – September 3, 2024
- Final Day to Drop a Course without Financial Penalty: September 4, 2024
- Fall Mid-Term Start: October 7, 2024
- Fall Mid-Term Start (Drop/Add Period): October 7 – October 14, 2024
- Final Day to Drop a Mid-Term Start Course without Financial Penalty: October 15, 2024
- Veteran’s Day (School Closed): November 11, 2024
- Thanksgiving Holiday (School Closed): November 28 – December 1, 2024
- Last Day of Fall Semester: December 7, 2024
- Winter Break (No Classes): December 9, 2024 – January 12, 2025

**NOTE:** Mid-Term Start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

### SPRING TERM 2025

- Activation of Registration for Returning and New Students: December 2, 2024 – January 13, 2025
- Orientation for New Students: January 10, 2025
- Classes Begin: January 13, 2025
- Schedule Changes (Drop/Add Period): January 13 – January 28, 2025

- Martin Luther King, Jr. Day (School Closed): January 20, 2025
- Final Day to Drop a Course without Financial Penalty: January 29, 2025
- President's Day (No Classes): February 17, 2025
- Spring Mid-Term Start: March 3, 2025
- Spring Mid-Term Start (Drop/Add Period): March 3 – March 10, 2025
- Final Day to Drop a Mid-Term Start Course without Financial Penalty: March 11, 2025
- Spring Break (No Classes): March 24 – March 29, 2025
- Last Day of Spring Semester: May 6, 2025

**NOTE:** Mid-Term Start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

### **SUMMER TERM 2025**

- Activation of Registration for Returning and New Students: April 3 – May 7, 2025
- Orientation for New Students: May 5, 2025
- Classes Begin: May 7, 2025
- Schedule Changes (Drop/Add Period): May 7 – May 14, 2025
- Final Day to Drop a Course without Financial Penalty: May 15, 2025
- Memorial Day (School Closed): May 26, 2025
- Juneteenth National Independence Day (School Closed): June 19, 2025
- Independence Day (School Closed): July 4, 2025
- Last Day of Summer Semester: July 19, 2025

### **FALL TERM 2025**

- Activation of Registration for Returning and New Students: June 1 – August 18, 2025
- Orientation for New Students: August 15, 2025
- Classes Begin: August 18, 2025

- Labor Day (School Closed): September 1, 2025
- Schedule Changes (Drop/Add Period): August 18 – September 2, 2025
- Final Day to Drop a Course without Financial Penalty: September 3, 2025
- Fall Mid-Term Start: October 6, 2025
- Fall Mid-Term Start (Drop/Add Period): October 6 – October 13, 2025
- Final Day to Drop a Mid-Term Start Course without Financial Penalty: October 14, 2025
- Veteran's Day (School Closed): November 11, 2025
- Thanksgiving Holiday (School Closed): November 27 – November 29, 2025
- Last Day of Fall Semester: December 6, 2025
- Winter Break (No Classes): December 8, 2025 – January 12, 2026

**NOTE:** Mid-Term Start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

### **SPRING TERM 2026**

- Activation of Registration for Returning and New Students: December 8, 2025 – January 12, 2026
- Orientation for New Students: January 9, 2026
- Classes Begin: January 12, 2026
- Schedule Changes (Drop/Add Period): January 12 – January 27, 2026
- Martin Luther King, Jr. Day (School Closed): January 19, 2026
- Final Day to Drop a Course without Financial Penalty: January 28, 2026
- President's Day (No Classes): February 16, 2026
- Spring Mid-Term Start: March 2, 2026
- Spring Mid-Term Start (Drop/Add Period): March 2 – March 9, 2026
- Final Day to Drop a Mid-Term Start Course without Financial Penalty: March 10, 2026
- Spring Break (No Classes): March 29 – April 5, 2026
- Last Day of Spring Semester: May 5, 2026

**NOTE:** Mid-Term Start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

### **SUMMER TERM 2026**

- Activation of Registration for Returning and New Students: April 6 – May 8, 2026
- Orientation for New Students: May 6, 2026
- Classes Begin: May 7, 2026
- Schedule Changes (Drop/Add Period): May 7 – May 15, 2026
- Final Day to Drop a Course without Financial Penalty: May 16, 2026
- Memorial Day (School Closed): May 25, 2026
- Juneteenth National Independence Day (School Closed): June 19, 2026
- Independence Day (School Closed): July 4, 2026
- Last Day of Summer Semester: July 17, 2026

### **FALL TERM 2026**

- Activation of Registration for Returning and New Students: June 1 – August 17, 2026
- Orientation for New Students: August 14, 2026
- Classes Begin: August 17, 2026
- Schedule Changes (Drop/Add Period): August 17 – September 1, 2026
- Final Day to Drop a Course without Financial Penalty: September 2, 2026
- Labor Day (School Closed): September 7, 2026
- Fall Mid-Term Start: October 5, 2026
- Fall Mid-Term Start (Drop/Add Period): October 5 – October 12, 2026
- Final Day to Drop a Mid-Term Start Course Without Financial Penalty: October 13, 2026
- Veteran's Day (School Closed): November 11, 2026
- Thanksgiving Holiday (School Closed): November 26 – November 28, 2026

- Last Day of Fall Semester: December 5, 2026
- Winter Break (No Classes): December 7, 2026 – January 11, 2027

**NOTE:** Mid-Term Start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

## **SPRING TERM 2027**

- Activation of Registration for Returning and New Students: December 7, 2026 – January 11, 2027
- Orientation for New Students: January 8, 2027
- Classes Begin: January 11, 2027
- Schedule Changes (Drop/Add Period): January 11 – January 26, 2027
- Martin Luther King, Jr. Day (School Closed): January 18, 2027
- Final Day to Drop a Course without Financial Penalty: January 27, 2027
- President's Day (No Classes): February 15, 2027
- Spring Mid-Term Start: March 1, 2027
- Spring Mid-Term Start (Drop/Add Period): March 1 – March 8, 2027
- Final Day to Drop a Mid-Term Start Course without Financial Penalty: March 9, 2027
- Spring Break (No Classes): March 28 – April 4, 2027
- Last Day of Spring Semester: May 5, 2027

**NOTE:** Mid-Term Start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

## Course Numbering System

All courses are assigned a course code. The prefix identifies the area of study and the course number identifies the difficulty level of the course. The first number of the three digit course number indicates the level at which the students normally take the course.

- No. (1)**        The first digit normally taken during the first year of study.
- No. (2)**        The first digit normally taken during the second year of study.
- No. (3)**        The first digit normally taken during the third year of study.
- No. (4)**        The first digit normally taken during the fourth year of study.
- No. (5)**        The first digit normally represents courses offered at the graduate level.

## Course Prefixes

|            |                              |
|------------|------------------------------|
| <b>ACC</b> | Accounting                   |
| <b>AML</b> | American Literature          |
| <b>BUL</b> | Business Law                 |
| <b>BUS</b> | Business                     |
| <b>CIS</b> | Computer Information Systems |
| <b>COM</b> | Communications               |
| <b>ECN</b> | Economics                    |
| <b>ENG</b> | English                      |
| <b>ENT</b> | Entrepreneurship             |
| <b>FIN</b> | Finance                      |
| <b>HIS</b> | History                      |
| <b>HR</b>  | Human Resources              |

|            |                         |
|------------|-------------------------|
| <b>INB</b> | International Business  |
| <b>INL</b> | International Logistics |
| <b>MAT</b> | Mathematics             |
| <b>MGT</b> | Management              |
| <b>MKG</b> | Marketing               |
| <b>POL</b> | Politics                |
| <b>PSY</b> | Psychology              |
| <b>RTL</b> | Retail                  |
| <b>SOC</b> | Sociology               |

## **MAU UNDERGRADUATE SCHOOL**

### **UNDERGRADUATE DEGREE ACADEMIC INFORMATION**

#### **The Associate of Science Degree Programs**

To become eligible for an Associate of Science Degree from Millennia Atlantic University, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete a minimum of 60 semester credit hours, with an average grade of “C” (Grade Point Average of 2.00) or higher for all work attained at the University. If transfer credits are accepted toward the completion of the degree, the final 15 credit hours of coursework must be completed at Millennia Atlantic University.
2. Complete the prescribed general education semester hours. Courses used to fulfill the general education requirements of a degree program must be taken for a letter grade, not on an audit basis.
3. Meet any other specified graduation requirements.
4. Abide by all University rules and regulations, including: satisfactory academic progress, attendance and conduct policies, and satisfy all required financial obligations that are due to the University prior to graduation.

#### **The Bachelor of Science Degree Programs**

To become eligible for a Bachelor of Science Degree from Millennia Atlantic University, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete a minimum of 120 semester credit hours, with an average grade of “C” (Grade Point Average of 2.00) or higher for all work attained at the University. If transfer credits are accepted toward the completion of the degree, the final 30 credit hours of coursework must be completed at Millennia Atlantic University.
2. Complete the prescribed 36 semester credit hours of general education. Courses used to fulfill the general education requirements of a degree program must be taken for a letter grade, not on an audit basis.
3. Meet any other specified graduation requirements.

4. Abide by all University rules and regulations, including satisfactory academic progress, attendance and conduct policies, and satisfy all required financial obligations that are due to the University prior to graduation.

## **Admission Information**

### **Admissions – Undergraduate Programs**

Students requesting admission into one of the University's undergraduate programs must provide: a standard high school diploma or recognized equivalent, a completed application form, and the required non-refundable application fee.

Prospective students who have not reached the age of eighteen (18) prior to enrolling must have one of their parents or legal guardians sign the enrollment agreement. Admission information for the University's graduate programs may be found within the "Graduate Programs" section of this catalog.

### **Admissions – International Applicants – Undergraduate**

Millennia Atlantic University is authorized under Federal law to enroll nonimmigrant alien students. International applicants to the University must meet the same requirements and admissions standards as other students entering the undergraduate programs as provided above. In order to enroll, in addition to the completed and signed application, international applicants who have earned recognition for a secondary or postsecondary level program from an educational institution outside the United States of America must submit original or certified sealed copies of their certificate of graduation, transcript, or other documentation which attests to the students' successful completion of the secondary or postsecondary educational program equivalent to that awarded in the United States. Applicants must also provide an official credential evaluation by a recognized evaluation service. This credential evaluation must be prepared by a service which is a member of the Association of International Credential Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or a member of the National Association of Credential Evaluation Services (NACES) and submitted directly to the University from the service provider. All such evidence must be accompanied by a certified translation into English if the documents were originally created in a language other than English.

## **Admissions - English Language Proficiency – Undergraduate**

In addition to the required documentation for admission provided above, an applicant to an undergraduate program who is a non-native speaker of English is required to submit evidence of a minimum score of 61 on the TOEFL® internet based test, 173 on the computer based test, or 500 on the paper based test. The applicant may also submit evidence of a minimum band score of 6.0 on the official International English Language Testing System (IELTS®); a minimum score of 95 on the Duolingo English Test (DET); or a minimum of a B2 level in the CEFR (Common European Framework for Reference) as a substitute for the TOEFL® examination score.

Alternatively, the University may accept evidence of successful completion of an intensive ESL (English as a Second Language) program. For completion of an ESL program to be considered as meeting the minimum English language proficiency for admission to the University, the program: 1) must have been completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education; and 2) the resulting test or grading score from the ESL program must be equivalent to the official TOEFL® or IELTS® score provided herein as the minimum for admittance.

An applicant, however, whose native language is a language other than English but who possesses a strong command of English communication skills (both writing and speaking) as determined by the Vice Director of Academic Programs and/or the Director of Academic Programs in conjunction with the President, may be exempted from submitting TOEFL® or IELTS® score results, or the alternative intensive English program completion listed above, if the applicant provides: 1) an official transcript showing completion of a U.S. high school program completed in English or GED® awarded for an examination completed in English for entry into the bachelor's degree program or associate's degree program; or 2) an official transcript showing the successful completion of 24 semester credit hours (or the equivalent 36 quarter hours), excluding remedial English courses, from a postsecondary school within the United States or other country where English is the primary and official language; or 3) successful completion at the 112 level of an ESL® intensive language program completed at an institution accredited by an accrediting body with current recognition from the U.S. Department of Education.

## **Application Procedure**

In order to apply to the University, prospective students should complete an application form, and send or bring the form along with all required documentation and attachments as listed in the application to the following address:

**Admissions Department  
Millennia Atlantic University  
3801 NW 97<sup>th</sup> Avenue, Suite 100  
Doral, Florida 33178**

A nonrefundable application fee of \$50.00 should accompany the application form. Applicants may also submit the application fee through an online payment process via credit card and email the completed application form to the University, Attention: Admissions Department, at [admissions@maufl.edu](mailto:admissions@maufl.edu). A hard copy of official documents, however, is required for admission to the University reflecting completion of required prior education or educational credits. These official sealed documents should be mailed directly to the University at the address above to the attention of the Registrar.

Prior to submitting the application for enrollment in an on campus program, prospective students are encouraged to visit the campus and meet with a University representative for a tour of the facility and to gather specific information on the available programs of study and schedule. Candidates should call the Admissions Department at 786-331-1000 to schedule an appointment. In addition to a campus tour, appointments with faculty members or class visits may be arranged.

All applications for admission are reviewed without regard to race, gender, age, religious affiliation, national origin, sexual orientation, or veteran's status. The University also complies with anti-discrimination policies of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

## **UNDERGRADUATE SCHOOL PROGRAM OUTLINES**

### **Associate of Science in Business Administration**

#### ***Program Objective***

The objective of the Associate of Science in Business Administration degree program is to provide students with a base knowledge in business and management skills that will prepare them to gain employment, and progress professionally from an entry level position to a supervisory position in a wide variety of organizations and businesses. In order to accomplish this objective, the program provides basic organizational theory with practical courses that emphasize managing offices and staff. Courses also include activities oriented towards developing leadership, communication and business-oriented thinking skills.

### ***Program Description***

The Associate of Science in Business Administration degree program is sixty (60) semester hours in duration. The program is comprised of two components. The first consists of 24 semester credit hours of general education. All of the courses are required. The coursework in the general education component is designed to be broad based and consists of coursework in areas such as the social sciences, mathematics, economics, English, and psychology. The second component is made up of 36 semester credit hours that provide a core of business management courses that are required for all students within the program. This business core component emphasizes management, business law, ethics, human resources, marketing, advertising, and accounting among other business related areas of study. The program trains the student for employment upon successful completion in positions such as an office manager, operations manager, sales representative, administrative assistant, small business owner, advertising sales agent, retail manager, transportation manager, marketing associate, associate manager, business clerk, and human resource assistant.

### ***General Education Component (24 hours):***

| <b>Course Number</b> | <b>Course Title</b>    | <b>Semester Hours</b> |
|----------------------|------------------------|-----------------------|
| ENG 101              | English Composition I  | 3                     |
| ENG 102              | English Composition II | 3                     |
| MAT 101              | College Mathematics I  | 3                     |
| MAT 102              | College Mathematics II | 3                     |
| PSY 131              | General Psychology     | 3                     |
| SOC 101              | Sociology              | 3                     |
| ECN 131              | Macroeconomics         | 3                     |
| ECN 132              | Microeconomics         | 3                     |

***Total General Education Component = 24 semester hours***

### ***Business Core Component (36 hours):***

| <b>Course Number</b> | <b>Course Title</b>              | <b>Semester Hours</b> |
|----------------------|----------------------------------|-----------------------|
| BUS 101              | Introduction to Business         | 3                     |
| BUS 102              | Principles of Management         | 3                     |
| CIS 102              | Computer Concepts                | 3                     |
| MGT 103              | Ethics and Social Responsibility | 3                     |
| BUL 201              | Business Law I                   | 3                     |
| BUL 202              | Business Law II                  | 3                     |

|         |                             |   |
|---------|-----------------------------|---|
| MKG 101 | Principles of Marketing     | 3 |
| MKG 106 | Advertising                 | 3 |
| ACC 210 | Accounting I                | 3 |
| ACC 220 | Accounting II               | 3 |
| MGT 230 | Small Business Management   | 3 |
| MGT 203 | Human Relations in Business | 3 |

**Total Business Core Component = 36 semester hours**

**TOTAL ASBA PROGRAM HOURS (Two Components): 60 semester hours**

## **Bachelor of Science in Business Administration**

### ***Program Objective***

The objective of the Bachelor of Science in Business Administration degree program is to provide students with a broad view of today's changing business organizations, as well as the basic tools to develop creative strategies and leadership in order to attain success in the business world through innovation and productivity, whether a student chooses to join an existing business or start a new one. In order to accomplish this objective, the program's job training combines theory with courses that emphasize how to turn knowledge into discernable results, and includes activities oriented towards developing leadership, communication, and strategic thinking skills, which are all essential for employment in the business world.

### ***Program Description***

The Bachelor of Science Degree with a major in Business Administration is 120 semester hours in duration. The program is comprised of three components. The first consists of 36 semester credit hours of general education. All of the courses are required. The coursework in general education is designed to be broad based and consists of coursework in areas such as the social sciences, mathematics, history, English, economics, and psychology.

The second component is comprised of 54 semester credit hours and provides a business core to all students enrolled in a business related bachelor's degree program. This component emphasizes management, business law, marketing, and accounting, among other business related areas of study. There are no electives available in this component of the program.

The third component is related to the more narrowly defined area of Business Administration. This component consists of 30 semester credit hours and includes, among other areas of focus, coursework in finance, management, marketing, and organizational behavior. It also includes a capstone course bringing together many of the essential business administration course elements. All of the courses are required. Successful completion of the program

prepares graduates for employment in positions such as general operations managers, administrative service managers, industrial production managers, purchasing managers, supply chain managers, management analysts, first-line supervisors of retail, production or operations workers, business managers, logistics analysts, community service managers, distribution managers, executive level administrative assistants, project managers, purchasing agents, market research analysts, and sales representatives.

**General Education Component (36 hours):**

| <b>Course Number</b> | <b>Course Title</b>    | <b>Semester Hours</b> |
|----------------------|------------------------|-----------------------|
| AML 100*             | American Literature    | 3                     |
| ECN 131              | Macroeconomics         | 3                     |
| ECN 132              | Microeconomics         | 3                     |
| ENG 101              | English Composition I  | 3                     |
| ENG 102              | English Composition II | 3                     |
| HIS 201*             | Art History            | 3                     |
| HIS 203              | American History       | 3                     |
| MAT 101              | College Mathematics I  | 3                     |
| MAT 102              | College Mathematics II | 3                     |
| POL 210              | Political Science      | 3                     |
| PSY 131              | General Psychology     | 3                     |
| PSY 210              | Behavioral Psychology  | 3                     |
| SOC101               | Sociology              | 3                     |

**Total of General Education Component = 36 semester hours**

\*Humanities elective courses; Students must complete either AML 100 or HIS 201

**Business Core Component (54 hours):**

| <b>Course Number</b> | <b>Course Title</b>              | <b>Semester Hours</b> |
|----------------------|----------------------------------|-----------------------|
| BUS 101              | Introduction to Business         | 3                     |
| BUS 102              | Principles of Management         | 3                     |
| ECN 303              | Money and Banking                | 3                     |
| CIS 102              | Computer Concepts                | 3                     |
| MGT 103              | Ethics and Social Responsibility | 3                     |
| BUL 201              | Business Law I                   | 3                     |
| BUL 202              | Business Law II                  | 3                     |
| MGT 305              | International Business           | 3                     |
| MKG 304              | Consumer Behavior                | 3                     |
| MKG 101              | Principles of Marketing          | 3                     |
| MKG 106              | Advertising                      | 3                     |
| ACC 210              | Accounting I                     | 3                     |

|         |                             |   |
|---------|-----------------------------|---|
| ACC 220 | Accounting II               | 3 |
| ACC 360 | Cost Accounting             | 3 |
| MAT 310 | Elementary Statistics       | 3 |
| MGT 230 | Small Business Management   | 3 |
| MGT 350 | Business Systems Analysis   | 3 |
| MGT 203 | Human Relations in Business | 3 |

**Total Business Core Component = 54 semester hours**

***Major Component for Bachelor of Science in Business Administration  
(30 Hours):***

| <b>Course Number</b> | <b>Course Title</b>                         | <b>Semester Hours</b> |
|----------------------|---------------------------------------------|-----------------------|
| ENT 412              | Profitability and Performance<br>Management | 3                     |
| FIN 420              | Public Finance                              | 3                     |
| FIN 430              | Investments                                 | 3                     |
| MKG 345              | Marketing Policies and Strategies           | 3                     |
| MGT 330              | Organizational Behavior                     | 3                     |
| MGT 340              | Personal Financial Management               | 3                     |
| MGT 375              | Quantitative Methods                        | 3                     |
| MGT 440              | E-Commerce Management                       | 3                     |
| BUL 410              | Risk and Insurance                          | 3                     |
| MGT 450              | Capstone Course                             | 3                     |

**Total BSBA Major Component = 30 semester hours**

**TOTAL BSBA PROGRAM HOURS (three components): 120 semester hours**

**Bachelor of Science in Global Entrepreneurship**

***Program Objective***

The objective of the Bachelor of Science in Global Entrepreneurship is to prepare students to create, launch, operate or manage an international or import/export business. In order to accomplish this objective, the program's training combines theory with courses that place an emphasis on how to turn knowledge into attainable business results using hands-on projects and plans that students can apply directly to business related activities. Learners will gain knowledge related to global commerce, importing and exporting processes, foreign market entry, emerging market analysis, international business operations, driving sales and traction, global sourcing, funding and more. Additionally, they will learn to apply critical thinking and

soft skills to business analysis and decision making, evaluate and leverage business opportunities, and communicate business concepts effectively both orally and in writing.

### ***Program Description***

The Bachelor of Science in Global Entrepreneurship degree program is 120 semester hours in duration. The program is made up of three components. The first consists of 36 semester credit hours of general education. All courses are required. The coursework in general education is designed to be broad based and consists of coursework in areas such as the social sciences, mathematics, communications and humanities.

The second component is made up of 54 semester credit hours and provides an entrepreneurship core to all students enrolled in a bachelor's degree program related to entrepreneurship. This component provides a strong emphasis on business development, management, business law, marketing, product development and accounting, among other entrepreneurial areas of study. There are no electives available in this component of the program.

The third component is related to the more narrowly defined area of Global Entrepreneurship. This component consists of 30 semester credit hours and includes, among other areas of focus, coursework in financing and raising funds, global commerce and business strategy, importing and exporting, international business operations, global sourcing, leadership, marketing, and organizational behavior. It also includes a capstone and final business concept pitch course (Global Business Concept Development II) bringing together many of the essential entrepreneurship course elements for the student and resulting in the development of a final global business concept pitch/plan. All courses are required.

Successful completion of the program prepares graduates for self-employment as entrepreneurs or small business owners (particularly with a global or import/export focus), and employment in positions such as general and operations managers, project managers, production managers, marketing managers, innovation officers, purchasing managers, import/export managers, supply chain managers, management analysts, business managers, logistics analysts, distribution managers, purchasing agents, market research analysts, and global sales representatives/directors.

### ***General Education Component (36 hours):***

| <b>Course Number</b> | <b>Course Title</b> | <b>Semester Hours</b> |
|----------------------|---------------------|-----------------------|
| AML 100              | American Literature | 3                     |
| CIS 102              | Computer Concepts   | 3                     |

|         |                             |   |
|---------|-----------------------------|---|
| COM 100 | Principles of Communication | 3 |
| ECN 131 | Macroeconomics              | 3 |
| ECN 132 | Microeconomics              | 3 |
| ENG 101 | English Composition I       | 3 |
| ENG 102 | English Composition II      | 3 |
| MAT 101 | College Mathematics I       | 3 |
| MAT 102 | College Mathematics II      | 3 |
| POL 210 | Political Science           | 3 |
| PSY 131 | General Psychology          | 3 |
| SOC101  | Sociology                   | 3 |

**Total of General Education Component = 36 semester hours**

***Entrepreneurship Core Component (54 hours):***

| <b>Course Number</b> | <b>Course Title</b>                                   | <b>Semester Hours</b> |
|----------------------|-------------------------------------------------------|-----------------------|
| ACC 210              | Accounting I                                          | 3                     |
| ACC 220              | Accounting II                                         | 3                     |
| BUL 201              | Business Law I                                        | 3                     |
| BUS 101              | Introduction to Business                              | 3                     |
| MGT 103              | Ethics and Social Responsibility                      | 3                     |
| MGT 203              | Human Relations in Business                           | 3                     |
| MGT 230              | Small Business Management                             | 3                     |
| MGT 305              | International Business                                | 3                     |
| MGT 340              | Personal Financial Management                         | 3                     |
| MKG 101              | Principles of Marketing                               | 3                     |
| MKG 106              | Advertising                                           | 3                     |
| ENT 200              | Introduction to Entrepreneurship                      | 3                     |
| MKG 306              | Marketing and Digital Media Planning                  | 3                     |
| BUL 203              | Legal Considerations for Entrepreneurs                | 3                     |
| ENT 300              | Entrepreneurial Mindset and Leadership<br>Strategies  | 3                     |
| ENT 305              | Product Market Research and<br>Environmental Analysis | 3                     |
| ENT 306              | Product Development                                   | 3                     |
| ENT 344              | Global Business Concept Development I                 | 3                     |

**Total Entrepreneurship Core Component = 54 semester hours**

**Major Component for Bachelor of Science in Global Entrepreneurship (30 Hours):**

| <b>Course Number</b> | <b>Course Title</b>                                                        | <b>Semester Hours</b> |
|----------------------|----------------------------------------------------------------------------|-----------------------|
| FIN 434              | Financing and Raising Funds                                                | 3                     |
| BUS 440              | Global Commerce and Business Strategy                                      | 3                     |
| BUS 442              | Importing and Exporting                                                    | 3                     |
| BUS 443              | Foreign Market Entry and Emerging Markets                                  | 3                     |
| BUS 445              | International Operations, Logistics and Supply Chain Management            | 3                     |
| ENT 410              | Global Sourcing                                                            | 3                     |
| ENT 412              | Profitability and Performance Management                                   | 3                     |
| ENT 416              | Entrepreneurial Ecommerce and E-tail                                       | 3                     |
| ENT 420              | Driving Sales and Gaining Traction                                         | 3                     |
| ENT 499              | Capstone and Final Business Pitch (Global Business Concept Development II) | 3                     |

**Total BSGE Major Component = 30 semester hours**

**TOTAL BSGE PROGRAM HOURS (three components): 120 semester hours**

**Bachelor of Science in Human Resource Management**

***Program Objective***

The Bachelor of Science in Human Resource Management degree program prepares individuals to manage the development of human capital in both public and private organizations, and to provide related services to individuals and groups. The knowledge and skills acquired creates a strong foundation for students seeking to pursue a career as a human resource professional.

The general objective of this program is to teach distinct professional skills and practical applications in human resource management to allow the working graduate to contribute to ensuring that an organization's most important asset is available, capable and effective in the rapidly changing business environment. As a human resource professional, graduates may be responsible for one or more key organizational components, including compensation, benefits, training and development, staffing, human resource management or other human resource functions.

## ***Program Description***

The Bachelor of Science in Human Resource Management degree program is 120 semester hours in duration. The program is made up of three components. The first consists of 36 semester credit hours of general education. All of the courses are required. The general education component is designed with a broad base of subjects and consists of coursework in the social sciences, mathematics, history, English and psychology.

The second component is comprised of 54 semester credit hours and provides a business core to all students enrolled in a business related a bachelor's degree program. This second component emphasizes management, business law, marketing, and accounting, among other business related areas of study. There are no electives available in this section of the program.

The third component is related to the more narrowly defined area of Human Resource Management with a strong emphasis in personnel development. This component consists of 30 semester credit hours and includes, among other areas of focus, coursework in labor relations, supervision, motivation, recruiting, negotiation, and training. It also includes a capstone course bringing together many of the essential human resources course elements. All courses are required.

The professional profile in human resources that companies, organizations and institutions demand include group managing skills, understanding of social and individual psychology and the interpretation of organizational behavior. Other key skills include training and development of employees, recruiting and staffing, compensation and benefits, and employment law. This program assists in preparing students with these skills, and helps them develop creative leadership abilities in human resource management to add value to the overall success of a business enterprise. Successful graduates are prepared for positions such as human resource administrators, managers-in-training, compensation and benefits managers, training and development specialists, recruiters, employment relations managers, and staffing specialists.

### **General Education Component (36 hours):**

| <b>Course Number</b> | <b>Course Title</b>    | <b>Semester Hours</b> |
|----------------------|------------------------|-----------------------|
| AML 100*             | American Literature    | 3                     |
| ECN 131              | Macroeconomics         | 3                     |
| ECN 132              | Microeconomics         | 3                     |
| ENG 101              | English Composition I  | 3                     |
| ENG 102              | English Composition II | 3                     |
| HIS 201*             | Art History            | 3                     |
| HIS 203              | American History       | 3                     |
| MAT 101              | College Mathematics I  | 3                     |
| MAT 102              | College Mathematics II | 3                     |

|         |                       |   |
|---------|-----------------------|---|
| POL 210 | Political Science     | 3 |
| PSY 131 | General Psychology    | 3 |
| PSY 210 | Behavioral Psychology | 3 |
| SOC101  | Sociology             | 3 |

**Total General Education Component = 36 hours**

\*Humanities elective courses; Students must complete either AML 100 or HIS 201

**Business Core Component (54 hours):**

| <b>Course Number</b> | <b>Course Title</b>                          | <b>Semester Hours</b> |
|----------------------|----------------------------------------------|-----------------------|
| BUS 101              | Introduction to Business                     | 3                     |
| BUS 102              | Principles of Management                     | 3                     |
| ECN 303              | Money and Banking                            | 3                     |
| CIS 102              | Computer Concepts                            | 3                     |
| MGT 103              | Ethics and Social Responsibility             | 3                     |
| BUL 201              | Business Law I                               | 3                     |
| BUL 202              | Business Law II                              | 3                     |
| MGT 305              | International Business                       | 3                     |
| MKG 304              | Consumer Behavior                            | 3                     |
| MKG 101              | Principles of Marketing                      | 3                     |
| MKG 106              | Advertising                                  | 3                     |
| ACC 210              | Accounting I                                 | 3                     |
| ACC 220              | Accounting II                                | 3                     |
| HR 110               | Introduction to Human Resource<br>Management | 3                     |
| MAT 310              | Elementary Statistics                        | 3                     |
| MGT 230              | Small Business Management                    | 3                     |
| MGT 350              | Business Systems Analysis                    | 3                     |
| MGT 203              | Human Relations in Business                  | 3                     |

Total Business Core Total Business Core = 54

**Major Component for Bachelor of Science in Human Resource Management (30 hours):**

| <b>Course Number</b> | <b>Course Title</b>                | <b>Semester Hours</b> |
|----------------------|------------------------------------|-----------------------|
| HR 210               | Supervision and Human Relations    | 3                     |
| HR 220               | Recruitment and Training           | 3                     |
| HR 330               | Motivation and Productivity        | 3                     |
| HR 340               | Health and Safety in the Workplace | 3                     |

|         |                                         |   |
|---------|-----------------------------------------|---|
| BUL 410 | Risk and Insurance                      | 3 |
| HR 410  | Employee and Labor Relations            | 3 |
| HR 420  | Organizational Training and Development | 3 |
| HR 440  | Human Resources Information Systems     | 3 |
| HR 460  | Negotiation and Conflict Resolution     | 3 |
| HR 470  | Human Resource Management               | 3 |
|         | Bachelor's Capstone                     | 3 |

**Total BSHRM Major Component = 30 semester hours**

**TOTAL BSHRM PROGRAM HOURS (three components): 120 semester hours**

## **Bachelor of Science in Retail and E-Business Entrepreneurship**

### ***Program Objective***

The objective of the Bachelor of Science in Retail and E-Business Entrepreneurship is to prepare students to create, launch, operate or manage a retail or ecommerce business. In order to accomplish this objective, the program's training combines theory with courses that place an emphasis on how to turn knowledge into attainable business results utilizing hands-on projects/plans that can be applied directly to business related activities. Learners will gain knowledge related to retail buying and branding, merchandising, in-store and external marketing, logistics, supply chain management, global sourcing, e-tail, sales, quality assurance and more. Additionally, they will learn to apply critical thinking and soft skills to business analysis and decision making, evaluate and leverage business opportunities, and communicate business concepts effectively both orally and in writing.

### ***Program Description***

The Bachelor of Science Degree in Retail and E-Business Entrepreneurship degree program is 120 semester hours in duration. The program is made up of three components. The first consists of 36 semester credit hours of general education. All courses are required. The coursework in general education is designed to be broad based and consists of coursework in areas such as the social sciences, mathematics, communications, and humanities.

The second component is made up of 54 semester credit hours and provides an entrepreneurship core to all students enrolled in a bachelor's degree program related to entrepreneurship. This component provides a strong emphasis on business development, management, business law, marketing, product development and accounting, among other entrepreneurial areas of study. There are no electives available in this component of the program.

The third component is related to the more narrowly defined area of Retail and E-Business Entrepreneurship. This component consists of 30 semester credit hours and includes, among other areas of focus, coursework in financing and raising funds, retail merchandising

principles, retail branding and buying, global sourcing, leadership, marketing, ecommerce, and organizational behavior. It also includes a capstone and final business concept pitch course (Retail Business Concept Development II) bringing together many of the essential entrepreneurship course elements for the student and resulting in the development of a final retail business concept pitch/plan. All courses are required.

Successful completion of the program prepares graduates for self-employment as entrepreneurs or small business owners (particularly with a retail or e-business focus), and employment in positions such as general and operations managers, project managers, production managers, marketing managers, innovation officers, purchasing managers, retail/e-tail managers, supply chain managers, management analysts, business managers, logistics analysts, distribution managers, purchasing agents, market research analysts, and retail sales representatives/directors.

***General Education Component (36 hours):***

| <b>Course Number</b> | <b>Course Title</b>         | <b>Semester Hours</b> |
|----------------------|-----------------------------|-----------------------|
| AML 100              | American Literature         | 3                     |
| CIS 102              | Computer Concepts           | 3                     |
| COM 100              | Principles of Communication | 3                     |
| ECN 131              | Macroeconomics              | 3                     |
| ECN 132              | Microeconomics              | 3                     |
| ENG 101              | English Composition I       | 3                     |
| ENG 102              | English Composition II      | 3                     |
| MAT 101              | College Mathematics I       | 3                     |
| MAT 102              | College Mathematics II      | 3                     |
| POL 210              | Political Science           | 3                     |
| PSY 131              | General Psychology          | 3                     |
| SOC 101              | Sociology                   | 3                     |

**Total of General Education Component = 36 semester hours**

***Entrepreneurship Core Component (54 hours):***

| <b>Course Number</b> | <b>Course Title</b>              | <b>Semester Hours</b> |
|----------------------|----------------------------------|-----------------------|
| ACC 210              | Accounting I                     | 3                     |
| ACC 220              | Accounting II                    | 3                     |
| BUL 201              | Business Law I                   | 3                     |
| BUS 101              | Introduction to Business         | 3                     |
| MGT 103              | Ethics and Social Responsibility | 3                     |

|         |                                                    |   |
|---------|----------------------------------------------------|---|
| MGT 203 | Human Relations in Business                        | 3 |
| MGT 230 | Small Business Management                          | 3 |
| MGT 305 | International Business                             | 3 |
| MGT 340 | Personal Financial Management                      | 3 |
| MKG 101 | Principles of Marketing                            | 3 |
| MKG 106 | Advertising                                        | 3 |
| ENT 200 | Introduction to Entrepreneurship                   | 3 |
| MKG 306 | Marketing and Digital Media Planning               | 3 |
| BUL 203 | Legal Considerations for Entrepreneurs             | 3 |
| ENT 300 | Entrepreneurial Mindset and Leadership Strategies  | 3 |
| ENT 305 | Product Market Research and Environmental Analysis | 3 |
| ENT 306 | Product Development                                | 3 |
| ENT 343 | Retail Business Concept Development I              | 3 |

**Total Entrepreneurship Core Component = 54 semester hours**

***Major Component for Bachelor of Science in Retail and E-Business Entrepreneurship (30 Hours):***

| <b>Course Number</b> | <b>Course Title</b>                                                        | <b>Semester Hours</b> |
|----------------------|----------------------------------------------------------------------------|-----------------------|
| FIN 434              | Financing and Raising Funds                                                | 3                     |
| RTL 405              | Retail Merchandising Principles                                            | 3                     |
| RTL 406              | Retail Branding                                                            | 3                     |
| RTL 407              | Retail Buying                                                              | 3                     |
| BUS 444              | Operations, Logistics and Supply Chain Management                          | 3                     |
| ENT 410              | Global Sourcing                                                            | 3                     |
| ENT 412              | Profitability and Performance Management                                   | 3                     |
| ENT 416              | Entrepreneurial Ecommerce and E-tail                                       | 3                     |
| ENT 420              | Driving Sales and Gaining Traction                                         | 3                     |
| ENT 498              | Capstone and Final Business Pitch (Retail Business Concept Development II) | 3                     |

**Total BSREE Major Component = 30 semester hours**

**TOTAL BSREE PROGRAM HOURS (three components): 120 semester hours**



include thought leadership, interpersonal, written and oral communication, pitching, digital meetings, presentations, public speaking, company/group interactions and trending topics.

**ECN 131      Macroeconomics**

**3 Semester Hours**

A study of the economic system and the development of free competition in capitalism. Included in the course are discussions about the evolution of money, the banking system, the law of supply and demand, and price determination.

**ECN 132      Microeconomics**

**3 Semester Hours**

A course in microeconomics involves a closer look at supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation. It also involves a detailed study of the choices made by households, firms, and government and how these choices affect the markets for goods and services.

**ENG 101      English Composition I**

**3 Semester Hours**

This course investigates the process of composition of prose, the differences between explaining and persuading, research tools and the organization of subject matter. Compositions include descriptive, narrative, analytic and persuasive essays.

Emphasis is placed on an expanded concept of literacy that includes images and a variety of visual media, as well as on how to find, critically evaluate, and synthesize information from a variety of sources. Students develop the skills of successful writing, including strategies for generating content designed for different purposes, editing their work for clarity and grammatical correctness, arguing, or criticizing their own and others' work, and making revisions. (\*May be subject to testing and/or remedial work in order to enroll)

**ENG 102      English Composition II**

**3 Semester Hours**

A continuation of ENG 101, which is prerequisite; emphasis is placed on the resources available to a writer, both documented and imaginative, and the use of these resources in the development of academic writing. Essay tasks will include informative, analytic, and argumentative writing. Students will be complete a research project on a topic of their choice. Students will examine six interconnected components of research paper development in college and business settings: rhetorical awareness, why writers make specific choices in the development of their ideas, the kinds of questions college courses explore, techniques for effective revision of papers, editing, and critical reading skills. The course is designed to create a set of assumptions about the way to use language to investigate, learn, and change (Prerequisite: ENG 101).

**HR 110      Introduction to Human Resource Management      3 Semester Hours**

A basic survey of human resource administration and development. Topics include recruitment and placement, training and development, compensation, labor relations and employee security.

**MAT 101      College Mathematics I      3 Semester Hours**

A course which introduces mathematical concepts at the college level and use of mathematics in actual settings; Emphasis is placed on critical thinking, sets, logic, functions graphing, number theory, real number system; Introduction to logarithmic functions, theory of equations, statistic and algebraic theory. (\*May be subject to testing and/or remedial work in order to enroll)

**MAT 102      College Mathematics II      3 Semester Hours**

A continuation of MAT 101, which is prerequisite; Emphasis is placed on more advanced topics including linear equations, statistics and probability, differential equations, and theory of proofs (Prerequisite: MAT 101).

**MGT 103      Ethics and Social Responsibility      3 Semester Hours**

This course will emphasize the individual as a decision-maker and focus on ethical issues and dilemmas facing managers in most business organizations. The subject is a study of the application of ethical theories applied to business. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action and their impact on society. The course enhances and improves students' ability to reason toward a satisfactory resolution of an ethical dilemma.

**MKG 101      Principles of Marketing      3 Semester Hours**

A survey course which focuses on marketing theories, building and managing profitable customer relationships, building and managing strong brands to create brand equity, and marketing in a socially responsible way around the globe. Topics include the marketing environment, managing information, consumer and business buyer behavior, branding strategies, distribution channels, advertising and sales promotion, and direct marketing.

**MKG 106 Advertising 3 Semester Hours**

A survey of advertising foundations, environment, background, planning, and strategy, advertising media, creating advertising and marketing communication elements.

**PSY 131 General Psychology 3 Semester Hours**

A basic study of human behavior including an emphasis on learning theory, human development, and psychological research.

**SOC 101 Sociology 3 Semester Hours**

An introduction to social relations and the scientific study of human society, culture, social interactions and organization of societies. Topics reviewed include socialization, research methods and application of scientific methods to sociological data, social problems and change, and social institutions. Emphasis is placed on the structural and cultural aspects of society and the complex manner in which various environments influence human development and behavior.

**200 Level**

**ACC 210 Accounting I 3 Semester Hours**

A study of accounting from two perspectives; how financial statements are prepared, and how decision makers use financial statements. Transaction recording, ethical decision making, and computer applications are included.

**ACC 220 Accounting II 3 Semester Hours**

A course which describes the techniques and concepts used to produce decision-making information. Manufacturing, nonprofit, retail, wholesale, and administrative environments are emphasized (Prerequisite: ACC 210).

**BUL 201 Business Law I 3 Semester Hours**

Contents include legal environment of business, contracts, domestic and international sales and lease contracts, negotiable instruments, creditor's rights and bankruptcy, business organizations, labor and employment relations, and government regulations.

**BUL 202 Business Law II****3 Semester Hours**

A continuation of BUL 201, which is prerequisite, including in depth discussion of business contracts, personal and real property, basics of insurance law, secured transactions and business regulation (Prerequisite: BUL 201).

**BUL 203 Legal Considerations for Entrepreneurs****3 Semester Hours**

Understanding the basics of business law is critical for an entrepreneur. This course explores topics such as the legal structures of a business, intellectual property, employment law, contracts, and government regulation (Prerequisite: BUL 201).

**HIS 201 Art History****3 Semester Hours**

A survey of major artistic styles and introduction to the history of Western art from prehistoric beginnings to the Renaissance era and forward to Modern times. The course combines visual aids within the historic context, and introduces the student to the techniques, forms and expressive content in painting, graphics, sculpture and architecture within the cultural environment in which the art was created.

**HIS 203 American History****3 Semester Hours**

This course provides students the opportunity to gain an awareness of the development of American society and government through careful analysis of political, social, religious, technological, and military events that have contributed to, or resulted from, the rise and development of the American nation. Specifically, the course will examine the tensions that led to, and resulted from, the Civil War and secessionism, technological and urban transformation, foreign affairs, the natural environment, and others. The time period covered will include the 'Revolution' of 1800 through the end of the Second World War—1945.

**HR 210 Supervision and Human Relations****3 Semester Hours**

A course designed to provide the skills and knowledge base needed to become supervisors in today's changing work environment. The course focuses on practical skills in examining the functions of management and how they are applied to both individuals and teams (Prerequisite: HR 110 for BHRM program).

**HR 220      Recruitment and Training      3 Semester Hours**

A course presenting techniques for attracting employees and making them more successful by building and using an effective training program (Prerequisite: HR 110).

**ENT 200      Introduction to Entrepreneurship      3 Semester Hours**

This course will explore the fundamentals of entrepreneurship, its importance to society, and opportunities and methods to launch a startup company. Learners will also delve into business concept development and market analysis in relation to a new business.

**MGT 203      Human Relations in Business      3 Semester Hours**

A study of the fundamentals of motivating, communicating, and cooperating with management, co-workers, and the public for business professionals.

**MGT 230      Small Business Management      3 Semester Hours**

A study of the activities that are necessary for the successful management of a small business. Topics include marketing, inventory control, planning, and the creation of a business plan (Prerequisite: BUS 101).

**POL 210      Political Science      3 Semester Hours**

A survey of political attitudes and movements including political ideologies and cultures; Emphasis is placed on contemporary political science.

**PSY 210      Behavioral Psychology      3 Semester Hours**

The application of psychological theory to behavior; Focus is placed on interaction between individuals and groups (Prerequisite: PSY 131).

## **300 Level**

### **ACC 360 Cost Accounting**

**3 Semester Hours**

The study of cost accounting systems for different types of entities, cost behavior patterns, cost-volume-profit analysis, and relevant information for decision making (Prerequisite: ACC 220).

### **ECN 303 Money and Banking**

**3 Semester Hours**

The monetary system, practices of banking, the nature of money, and the tasks of policymakers are detailed in this course. Particular attention is devoted to the impact of monetary policies on the economy (Prerequisite: ECN 131).

### **ENT 300 Entrepreneurial Mindset and Leadership Strategies**

**3 Semester Hours**

In this course, learners will uncover methods to foster an entrepreneurial mindset and develop a strong leadership style in order to achieve entrepreneurial success (Prerequisite: ENT 200).

### **ENT 305 Product Market Research and Environmental Analysis**

**3 Semester Hours**

Students will learn about product/market research, identifying customer preferences and environmental analysis. Skills acquired in this course enable entrepreneurs to pinpoint a competitive advantage for their business in terms of brand, product, customer service, marketing and sales (Prerequisite: ENT 200).

### **ENT 306 Product Development**

**3 Semester Hours**

Students will explore the methods, tools, processes, and techniques used during the different stages of new product development from idea generation to market testing (Prerequisite: ENT 305).

### **ENT 343 Retail Business Concept Development I**

**3 Semester Hours**

Students in this course will formulate their initial business concept, creating the plans and foundation for a retail business. The course will also delve into competitive advantage and pitching to clients and investors. (Prerequisite: ENT 305 and 306)

**ENT 344      Global Business Concept Development I                      3 Semester Hours**

Students in this course will formulate their initial business concept, creating the plans and foundation for a global business. The course will also delve into competitive advantage and pitching to clients and investors (Prerequisites: ENT 305 and ENT 306).

**HR 330      Motivation and Productivity                                      3 Semester Hours**

A course which presents strategies for transforming companies into organizations that inspire employees to increase productivity, teach employees to tap their creativity and lead employees to a passionate concern about the success of their employer.

**HR 340      Health and Safety in the Workplace                              3 Semester Hours**

An analysis of existing state and federal laws that have an impact upon health and safety in the workplace. Emphasis is placed on OSHA (the Occupational Safety and Health Act).

**MAT 310      Elementary Statistics                                                      3 Semester Hours**

Study of elementary concepts of probability and sampling, binomial and normal distributions, and interpretation of estimates, confidence intervals and significance tests. Topics include empirical research, correlation techniques, "t" test, and analysis of variance (Prerequisites: MAT 101 and MAT 102).

**MGT 305      International Business                                                      3 Semester Hours**

A study of the pros and cons of economic theories, government policies, business strategies, and organizational structures as they apply to international business (Prerequisites: BUS 101 and MGT 230 or BUS 102).

**MGT 350      Business Systems Analysis                                                      3 Semester Hours**

A study of business systems analysis and design presents an overview of management information systems, the systems development cycle, and project development and management (Prerequisites: CIS 102; MAT 310).



## **400 Level**

### **BUL 410 Risk and Insurance**

**3 Semester Hours**

This course is a study of the basic principles of sound risk management including risk identification, legal implications, and evaluation. Insurance as a risk management tool, its nature, applicable laws, and analysis of coverage is included. This course is also an examination of risk management techniques and practice, and the use of insurance to manage risk, with a focus on the insurance industry, personal insurance, and insurable perils. (Prerequisites: BUS 101 and BUS 102)

### **BUS 440 Global Commerce and Business Strategy**

**3 Semester Hours**

This course delves into the different aspects of global commerce that affect businesses today. Topics covered include economic systems and institutions, the value of money, markets, labor, commodities, and ethical considerations.

### **BUS 444 Operations, Logistics and Supply Chain Management**

**3 Semester Hours**

Aspiring entrepreneurs will master skills in the fields of materials management and transportation. This course will delve into distribution, operations, warehousing, materials, supply chain management, inventory, and logistics to increase efficiency and provide value for customers in order to achieve a sustainable competitive advantage.

### **BUS 442 Importing and Exporting**

**3 Semester Hours**

This course enables aspiring entrepreneurs to develop a solid understanding of the procedures related to running an import/export business. Topics covered include dealing with customs, documentation, freight forwarding, cargo and traffic operations, merchandise tracking, and the agency/legal considerations necessary to ensure the safe, logistical transportation of goods.

### **BUS 443 Foreign Market Entry and Emerging Markets**

**3 Semester Hours**

This course explores emerging markets, market expansion and methods to choose the best market entry strategy for the global growth of your entrepreneurial venture. Topics covered include economic and institutional changes, market size, population growth and analysis, and the foreign market opportunities and challenges relevant to your success.

**BUS 445 International Operations, Logistics and Supply Chain Management 3 Semester Hours**

Aspiring entrepreneurs will master skills in the fields of global materials management and transportation. This course will delve into international distribution, operations, warehousing, materials, supply chain management, inventory, and logistics to increase efficiency and provide value for customers in order to achieve a sustainable competitive advantage.

**ENT 412 Profitability and Performance Management 3 Semester Hours**

Aspiring entrepreneurs and leaders will acquire the skills necessary to make data-driven decisions related to running their company, tackling business challenges, pivoting when necessary, and maximizing their firm's profitability.

**ENT 410 Global Sourcing 3 Semester Hours**

This course examines the process that entrepreneurs take to identify, analyze and negotiate the procurement of goods and services from global sources of supply. Additionally, students will assess the cultural, political, legal, ethical and financial considerations encountered when sourcing in a world economy.

**ENT 416 Entrepreneurial Ecommerce and E-tail 3 Semester Hours**

In this course, aspiring entrepreneurs will discover how to create, maintain and optimize a successful e-commerce business or e-tail site.

**ENT 420 Driving Sales and Gaining Traction 3 Semester Hours**

This course outlines the ins and outs of selling products in a highly competitive marketplace and gaining traction as your business scales. Students will learn how to sell and manage go-to-market and growth functions within entrepreneurial settings.

**ENT 498 Capstone and Final Business Pitch (Retail Business Concept Development II) 3 Semester Hours**

Students in this capstone course will bring together everything they have learned throughout the program to build upon their initial business concept and create a final business plan for a retail business. They will use this plan to pitch their concept for the chance to acquire seed money, and to actually launch their startup if so desired. (Prerequisites: This course must be taken as the final course in the program.)

**ENT 499 Capstone and Final Business Pitch  
(Global Business Concept Development II) 3 Semester Hours**

Students in this capstone course will bring together everything they have learned throughout the program to build upon their initial business concept and create a final business plan for a global business. They will use this plan to pitch their concept for the chance to acquire seed money, and to actually launch their startup if so desired (Prerequisites: This course must be taken as the final course in the program).

**FIN 420 Public Finance 3 Semester Hours**

A course which discusses public finance, describing in detail institutional and legal settings relevant to economic analysis (Prerequisite: BUS 101).

**FIN 430 Investments 3 Semester Hours**

A study of securities and markets; analysis of several categories of corporate securities, public securities, and other investments; types of risks and taxes that effect investment policy, timing, selection, and investment values (Prerequisite: BUS 101).

**FIN 434 Financing and Raising Funds 3 Semester Hours**

This course will explore the key financing concepts that entrepreneurs need to understand in order to secure funding for their company. Topics covered include financing options, valuation, term sheets, capitalization tables, the stages of financing, pitching, and negotiation (Prerequisite: ACC 220).

**HR 410 Employee and Labor Relations 3 Semester Hours**

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and job security (Prerequisite: HR 110).

**HR 420 Organizational Training and Development 3 Semester Hours**

A course which presents material related to many aspects of training and development in an economy characterized by changing conditions, job functions and technology. Topics include reassignment strategies, career management, performance management and coaching, and diversity (Prerequisite: HR 110).

**HR 440      Human Resources Information Systems      3 Semester Hours**

A study of software systems that can help to increase the efficiency and effectiveness of the human resource office (Prerequisite: HR 110).

**HR 460      Negotiation and Conflict Resolution      3 Semester Hours**

A study of techniques and tools that can be used to make it possible to channel conflict into productive behavior. This course utilizes a case study method (Prerequisite: MGT 203).

**HR 470      Human Resource Management Bachelor's Capstone      3 Semester Hours**

This bachelor capstone course is a culminating educational experience in which students will apply the knowledge and skills obtained throughout their human resources program to address real-world business and organizational challenges. In this course students will apply learned human resource concepts to improve organizational effectiveness within the framework of employment laws and regulations. Students will apply existing professional standards and theories to human resource management and cover topics to include the strategic alignment of human resource management within the organization, global workforce planning, career and leadership development, and performance analysis and appraisal.

**MGT 450      Bachelor Capstone Course      3 Semester Hours**

The bachelor capstone course is taken during the final semester of studies. It provides an opportunity for the student to integrate the knowledge gained throughout the bachelor's program in a written final project. The student will formulate, research, and develop a written business and strategic development plan for a start-up venture. The plan includes sections of strategic planning, management, marketing, operations, human resource development and financial projections for the new business. The result of the course is presented in a final report using appropriate scholarly form with sound technical analysis, references, and a bibliography.

The bachelor capstone course is a method of summative evaluation in which the student is given the opportunity to demonstrate the integrated knowledge and growth acquired throughout the major. The course assesses the student's cognitive, affective, and psychomotor learning in the major as well as the overall collegiate learning experience (Prerequisites: Business Core courses).

**MGT 440      E-Commerce Management      3 Semester Hours**

A course that examines the impact of E-Commerce on individual businesses and on the economy as a whole; Factors discussed will include technology issues, promotional strategies,



## **MAU GRADUATE SCHOOL**

### **GRADUATE DEGREE ACADEMIC INFORMATION**

#### **The Master's Degree Program**

To become eligible for a Master's Degree, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete a minimum of 36 semester credit hours with an average grade of "B" (Grade Point Average of 3.00) or higher for all work attained at the University. No more than 18 semester credits may be accepted from another institution towards the completion of a master's degree, and the final 9 semester credit hours must be completed at the University.
2. Meet any other specified graduation requirements.
3. Abide by all University rules and regulations including satisfactory progress, attendance and conduct policies, and satisfy all financial obligations that are due to the University prior to graduation.

### **ADMISSION INFORMATION GRADUATE SCHOOL PROGRAMS**

#### **Admissions – Graduate Programs**

Applicants to the graduate programs must provide proof of successful completion of a bachelor's level program from a recognized institution of higher education or equivalent (meaning the bachelor's degree must be issued by an institution of higher education accredited by an agency recognized by the U.S. Department of Education or the equivalent). Additionally, graduate school applicants must provide two letters of recommendation from a former professor, instructor or employer, for consideration along with a completed application form and the required non-refundable application fee.

#### **Admissions – International Applicants – Graduate Programs**

Millennia Atlantic University is authorized under Federal law to enroll nonimmigrant alien students. International applicants to the University must meet the same requirements and admissions standards as other students entering the graduate programs as provided above. In order to enroll, in addition to the completed and signed application, international applicants who have earned recognition for a postsecondary level program for which they are relying on to qualify for admission from an educational institution that lies outside the United States of America must submit original or certified sealed copies of their transcripts, or other

documentation which attests to the successful completion of the bachelor's level or postsecondary educational program equivalent to that awarded in the United States. Applicants for the University's graduate programs must also provide an official credential evaluation by a recognized evaluation service. This credential evaluation must be prepared by a service which is a member of the Association of International Credential Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or a member of the National Association of Credential Evaluation Services (NACES) and submitted directly to the University from the service provider. All such evidence must be accompanied by a certified translation into English if the documents were originally created in a language other than English.

## **Admissions - English Language Proficiency – Graduate Programs**

In addition to the required documentation for admission provided above, an applicant to a graduate program who is a non-native speaker of English is required to submit evidence of a minimum score of 62 on the TOEFL® internet based test, 177 on the computer based test, or 503 on the paper based test. The applicant may also submit evidence of a minimum band score of 6.0 on the official International English Language Testing System (IELTS®); a minimum score of 95 on the Duolingo English Test (DET); or a minimum of a B2 level in the CEFR (Common European Framework for Reference) as a substitute for the TOEFL® examination score. A native Spanish speaking applicant for enrollment in the online graduate level programs taught in Spanish may be considered exempt from the English language proficiency admissions requirement.

The University will accept evidence of successful completion of an intensive ESL (English as a Second Language) program as an alternative to the results of the proficiency exams listed above. In order for completion of an ESL program to be considered as meeting the minimum English language proficiency for admission to the University; 1) the program must have been completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education; and 2) the resulting test or grading score from the ESL program must be equivalent to the official TOEFL® or IELTS® score provided herein as the minimum for admittance.

An applicant, however, whose native language is a language other than English but who possesses a strong command of English communication skills (both writing and speaking) as determined by the Vice Director of Academic Programs and/or the Director of Academic Programs in conjunction with the President, may be exempted from submitting TOEFL® score results, IELTS® band score results, or the alternative intensive English program completion listed above if the applicant provides the following: 1) evidence of successful completion of a bachelor's or higher degree from a United States postsecondary school or from a country in which English is the primary and official language; or 2) an official transcript showing the successful completion of 24 semester credit hours (or the equivalent 36 quarter hours), excluding remedial English courses, from a postsecondary school within the United States or other country where English is the primary and official language; or 3) successful completion

at the 112 masters level of an ESL ® intensive language program completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education.

## **Application Procedure**

To apply to the University for entry into one of its graduate degree programs, prospective students should complete an application form, and send or bring the form along with all required documentation and attachments as listed in the application to:

**Admissions Department  
Millennia Atlantic University  
3801 NW 97<sup>th</sup> Avenue  
Suite 100  
Doral, Florida 33178**

A nonrefundable application fee of \$50.00 should accompany the application form. Applicants applying for entrance may also submit the application fee through an online payment process via credit card and email the completed application form to the University, Attention: Admissions Department, at [admissions@maufl.edu](mailto:admissions@maufl.edu). Official transcripts, which are mandatory for admission to the University's graduate level programs reflecting completion of the required post-secondary degree, must be sent directly from the originating institution.

If hard copies are being submitted, the transcripts must be sealed official transcripts sent directly from the originating institution to the University. These official sealed transcripts can be sent to the address below:

**Attention: Registrar  
Millennia Atlantic University  
3801 NW 97<sup>TH</sup> Avenue  
Suite 100  
Doral, FL 33178**

Official records from the required recognized credential evaluation service for international students, required for admission to the University, should also be sent to the University directly from the service provider.

Prior to submitting the application for enrollment in an on campus program, prospective students are encouraged to visit the campus and meet with a University representative for a tour of the facility and to gather specific information on the programs of study and schedule. Candidates should call the Admissions Department at 786-331-1000 to schedule an

appointment. In addition to a campus tour, appointments with faculty members or class visits may be arranged.

All applications for admission are reviewed without regard to race, gender, age, religious affiliation, national origin, sexual orientation, or veteran's status. The University also complies with anti-discrimination policies of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

## **ADMISSION INFORMATION ONLINE GRADUATE SCHOOL PROGRAMS**

Millennia Atlantic University offers its online programs through a synchronous format. Students will participate in each class at the same time as campus based students or at the same scheduled time as other students participating virtually. This provides students with live access to faculty for questions and other assistance, as well as live interaction with fellow classmates.

### **Admissions – Online Graduate Programs**

Applicants to any of the University's online graduate programs must provide proof of successful completion of a bachelor's degree program from a recognized higher education institution or equivalent (meaning the bachelor's degree must be issued by an institution of higher education accredited by an agency recognized by the U.S. Department of Education or the equivalent). Transcripts evidencing completion of the applicant's undergraduate degree are required. These transcripts must be provided to the University's Registrar directly from the originating institution where the degree(s) or credits were obtained. Additionally, graduate school applicants must provide two letters of recommendation from a former professor, instructor, or employer for consideration along with a completed application form and the required non-refundable application fee.

### **Admissions – International Applicants – Online Graduate Programs**

Millennia Atlantic University is authorized under Federal law to enroll nonimmigrant alien students. International applicants to the University must meet the same requirements and admissions standards as other students entering the graduate programs as provided above. In order to enroll, in addition to the completed and signed application, international applicants who have earned recognition for postsecondary level programs for which they are relying on to qualify for admission from an educational institution that lies outside the United States of America, must submit original or certified sealed copies of their certificate of graduation, transcript, or other documentation which attests to their successful completion of a bachelor's level or postsecondary educational program equivalent to that awarded in the U.S. Applicants for the University's graduate programs must also provide an official credential evaluation from a recognized evaluation service. The credential evaluation must be prepared

by a service that is a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or a member of the National Association of Credential Evaluation Services (NACES) and must be submitted directly to the University from the service provider. All such evidence must be accompanied by a certified translation into English if the documents were originally created in a language other than English.

## **Admissions - English Language Proficiency – Online Graduate Programs**

In addition to the required documentation for admission provided above, an applicant to a graduate program who is a non-native speaker of English is required to submit evidence of a score of 62 on the TOEFL® internet based test, 177 on the computer based test, or 503 on the paper based test. The applicant may also submit evidence of a minimum band score of 6.0 on the official International English Language Testing System (IELTS®) as a substitute for the TOEFL ® examination score; or a minimum score of 95 on the Duolingo English Test (DET); or a minimum of a B2 level in the CEFR (Common European Framework for Reference) as a substitute for the TOEFL ® examination score.

The University will accept evidence of successful completion of an intensive ESL (English as a Second Language) program as an alternative to the results of the proficiency exams listed above. In order for completion of an ESL program to be considered as meeting the minimum English language proficiency for admission to the University; 1) the program must have been completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education; and 2) the resulting test or grading score from the ESL program must be equivalent to the official TOEFL® or IELTS® score provided herein as the minimum for admittance.

An applicant, however, whose native language is a language other than English but who possesses a strong command of English communication skills (both writing and speaking) as determined by the Vice Director of Academic Programs and/or the Director of Academic Programs in conjunction with the President, may be exempted from submitting TOEFL® score results, IELTS® band score results, or the alternative intensive English program completion listed above if the applicant provides the following: 1) evidence of successful completion of a bachelor's or higher degree from a United States postsecondary school or from a country in which English is the primary and official language; or 2) an official transcript showing the successful completion of 24 semester credit hours (or the equivalent 36 quarter hours), excluding remedial English courses, from a postsecondary school within the United States or other country where English is the primary and official language; or 3) successful completion at the 112 masters level of an ESL ® intensive language program completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education.

The University offers certain online graduate programs with instruction in Spanish. A native Spanish speaking applicant for enrollment in the online graduate level programs taught in Spanish may be considered exempt from the English language proficiency admissions requirement.

Applicants considering instruction in Spanish should also consider the following:

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

## **Technological Requirements for Online Program Participation**

Applicants seeking to enroll in an online degree program must have, or have consistent access to, a computer pre-loaded with a Microsoft 10 operating system or newer version, or Mac 10.10 or more recent version. The computer's processor should not be more than five years old, and have at 8GB of RAM at minimum. The system used should have a keyboard and mouse, as well as a monitor and video card that has 1024 x 768 pixels or greater resolution. Additionally, the equipment to be used must include a web camera capable of being used for video conferencing, with speakers and a microphone. Headphones should also be available for use, and a noise cancelling headset is recommended.

The computer must also have a supported web browser. Google Chrome is recommended, however other supported web browsers that may be used are Mozilla Firefox, Apple Safari, or Microsoft Edge. Applicants must also have access to a reliable and steady high-speed internet with a connection speed of 5 megabits per second (Mbps) or faster download, and 1 megabit per second (MBPS) or faster upload.

Additionally, applicants require access to a phone that can send and receive calls or a cellular phone that can receive text messages. The texting capability is necessary in order to be able to use the two-step verification process utilized in logging into the virtual classroom.

## **Application Procedure for Online Graduate Level Programs**

To apply to the University for entry into one of its graduate degree programs delivered fully online, prospective students should complete and save a fillable PDF application form that can be found on Millennia Atlantic University's website, and send the form along with all required documentation, payment of the non-refundable \$50.00 application fee via check, and a hard copy of the attachments required as listed in the application to:

**Admissions Department  
Millennia Atlantic University  
3801 NW 97<sup>th</sup> Avenue  
Suite 100  
Doral, Florida 33178**

Alternatively, the completed PDF application form and other required documentation can be emailed to the University to: Attention: Admissions Department, at [admissions@maufl.edu](mailto:admissions@maufl.edu), and payment of the nonrefundable application fee of \$50.00 that must accompany the completed application may be submitted online via credit card, direct deposit, wire transfer, Pay Pal, or Zelle. Details regarding these payment options can be found on the University's website. Official transcripts, however, are mandatory for admission to the University's graduate level programs reflecting completion of the required post-secondary degree. Official transcripts must be sent directly from the originating institution. The originating institution may send the official electronic transcripts electronically to the Registrar's Office at [registrar@maufl.edu](mailto:registrar@maufl.edu). If hard copies are being submitted, these must be sealed official transcripts and can be sent by regular mail to the address below:

**Attention: Registrar  
Millennia Atlantic University  
3801 NW 97<sup>TH</sup> Avenue  
Suite 100  
Doral, FL 33178**

Note that an electronic transcript is considered "official" if the intended party is the direct email recipient. If the transcripts are emailed to the requestor, then forwarded, they are then considered "unofficial." Furthermore, an electronic transcript which is printed and then re-scanned in an email is considered "unofficial."

Prior to being accepted into one of the University's online graduate programs, prospective students must complete a video conference interview with an admissions representative. Students may also engage in a video tour of the campus. Candidates can arrange for this video conference by calling the Admissions Department at (786) 331-1000, or by reaching out via email to [admissions@maufl.edu](mailto:admissions@maufl.edu).

Once the interview process is completed, the applicant must complete a technology assessment survey. The technology assessment preliminary survey is used to ensure that the online graduate school candidate has the skills, competencies, and technological aptitude needed to succeed in an online environment. This must be completed prior to enrollment.

Once enrolled into an online program, new students are required to participate and complete the online orientation prior to the first day of their first class.

All applications for admission are reviewed without regard to race, gender, age, religious affiliation, national origin, sexual orientation or veteran's status. The University also complies with anti-discrimination policies of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

## **Verification of Student Identity, Privacy, and Authentication**

The G Suite for Education and Google Classroom products being used for online students have restricted access and a password protected electronic environment. Prior to using the software system, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. It is the student's responsibility to strictly preserve the privacy of his or her login and password information. Students are prohibited from sharing login and password information and must set-up a two-step verification authentication process to provide an additional layer of security and to prevent any unauthorized users from accessing the account. Additional information regarding student privacy and detailed instructions on how to use the online classroom can be found in the University's Google Classroom (LMS) guide for students.

Students' identities are verified through comparison with photo identification students provide at the time of enrollment, and the students' photos are included in the class roster. Instructors have access to a class roster which displays a visual image of the students who are registered in the class.

## **GRADUATE SCHOOL PROGRAM OUTLINES**

### **Master of Arts in Human Resource Management**

#### ***Program Objective***

The objective of the Master of Arts Program in Human Resource Management degree program is to provide advanced training in the field of Human Resources with material related to management, economics, and leadership. A career in human resource management involves planning for, recruiting, and hiring staff for an organization, as well as maintaining and improving staff productivity, training, and administrative functions. Human resource professionals may also advise on organizational policies, handle disputes, and consult on regulatory compliance, employee security, benefits and more. The program prepares students to be tactical contributors to business organizations by teaching concepts and skills needed to acquire, develop and retain qualified human capital. Students will gain the foundation for strategic human resource management, workforce planning and employee engagement. This program will make it possible for the mid- or upper-level manager to direct human resources functions in a small business, large corporation, or other business environment.

#### ***Program Description***

The Master of Arts in Human Resource Management degree program is 36 semester hours in duration. There are no electives, and a thesis is not required for completion. The coursework is divided between management courses that are related to Human Resources Management

and corporate decision making, and courses that are directly related to key human resources management functional subject matter. Graduates will be able to apply critical thinking skills and strategic analyses necessary to serve as beneficial human resource partners in or for an organization. As part of the practical training provided, the program also includes a capstone course that brings together many of the subjects covered throughout the program into a final project. Careers for successful graduates may include employment in positions such as human resource generalists, compensation and benefits managers, employment compliance officers, benefits analysts, labor relations specialists, recruiting managers, training managers or human resource specialists.

| <b>Course Number</b> | <b>Course Title</b>                                | <b>Semester Hours</b> |
|----------------------|----------------------------------------------------|-----------------------|
| MGT 510              | Strategic Management of Organizational Behavior    | 3                     |
| BUS 510              | Business Communications Management                 | 3                     |
| MAT 560              | Business Statistics                                | 3                     |
| ECN 512              | Managerial Economics                               | 3                     |
| MGT 520              | Organizations and Leadership                       | 3                     |
| MGT 530              | Operations Management                              | 3                     |
| MGT 540              | Human Resource Policy                              | 3                     |
| HR 500               | Diversity in the Workplace                         | 3                     |
| HR 510               | Staff Development and Training                     | 3                     |
| HR 520               | Employment Law                                     | 3                     |
| HR 530               | Compensation and Benefits                          | 3                     |
| HR 550               | Human Resource Management Master's Capstone Course | 3                     |

**Total MHRM Core Component and Capstone Course = 36 semester hours**

**TOTAL MHRM PROGRAM HOURS: 36 semester hours**

## **Master of Arts in Human Resource Management - Online**

### ***Program Objective***

The objective of the Master of Arts in Human Resource Management degree program is designed to provide advanced training in the field of Human Resources with material related to management, economics, and leadership. A career in human resource management involves planning for, recruiting, and hiring staff for an organization, as well as maintaining and improving staff productivity, training, and administrative functions. Human resource professionals may also advise on organizational policies, handle disputes, and consult on

regulatory compliance, employee security, benefits and more. The program prepares students to be tactical contributors to business organizations by teaching concepts and skills needed to acquire, develop and retain qualified human capital. Students will gain the foundation for strategic human resource management, workforce planning and employee engagement. This program will make it possible for the mid- or upper-level manager to direct human resources functions in a small business, large corporation, or other business environment.

***Program Description***

The Master of Arts in Human Resource Management degree program is 36 semester hours in duration. There are no electives, and a thesis is not required for completion. The coursework is divided between management courses that are related to Human Resources Management and corporate decision making, and courses that are directly related to key human resources management functional subject matter. Graduates will be able to apply critical thinking skills and strategic analyses necessary to serve as beneficial human resource partners in or for an organization. As part of the practical training provided, the program also includes a capstone course that brings together many of the subjects covered throughout the program into a final project. Careers for successful graduates may include employment in positions such as human resource generalists, compensation and benefits managers, employment compliance officers, benefits analysts, labor relations specialists, recruiting managers, training managers or human resource specialists.

This online graduate level program is also offered in Spanish.

| <b>Course Number</b> | <b>Course Title</b>                                | <b>Semester Hours</b> |
|----------------------|----------------------------------------------------|-----------------------|
| MGT 510              | Strategic Management of Organizational Behavior    | 3                     |
| BUS 510              | Business Communications Management                 | 3                     |
| MAT 560              | Business Statistics                                | 3                     |
| ECN 512              | Managerial Economics                               | 3                     |
| MGT 520              | Organizations and Leadership                       | 3                     |
| MGT 530              | Operations Management                              | 3                     |
| MGT 540              | Human Resource Policy                              | 3                     |
| HR 500               | Diversity in the Workplace                         | 3                     |
| HR 510               | Staff Development and Training                     | 3                     |
| HR 520               | Employment Law                                     | 3                     |
| HR 530               | Compensation and Benefits                          | 3                     |
| HR 550               | Human Resource Management Master's Capstone Course | 3                     |

**Total MHRM Core Component and Capstone Course = 36 semester hours**

**TOTAL MHRM PROGRAM HOURS: 36 semester hours**

## **Master of Business Administration**

### ***Program Objective***

The objective of the Master of Business Administration degree program is to provide advanced training in the field of Business Administration. Students graduating from this graduate level program will have received instruction in significant areas of business operations and be equipped to participate in high level decision making in the areas of Management, Marketing, Human Resources, and Managerial Finance. The perspective of this program is practical rather than theoretical, though a strong theoretical underpinning bolsters the practical topics presented. The emphasis on real-world skills and business concepts trains students for the demands placed on management professionals in the marketplace. The program provides a comprehensive education in business, enabling the student to develop management expertise with tools and techniques applicable to a wide variety of business environments.

### ***Program Description***

The Master of Business Administration degree program is 36 semester hours in duration. The main courses include coursework in general business and management, finance, accounting and financial policy, operations, marketing, and strategic decision-making. The courses are designed to give the student the opportunity to conquer specific skills vital to the business management process and to gain the essential knowledge required to successfully manage an organization. The program also includes a required capstone course that integrates the conceptual and practical aspects of the program by using all the tools, concepts, analyses and theoretical applications presented within the courses already completed. The capstone course provides the student the opportunity to apply the knowledge and skills obtained throughout the duration of the program. Successful graduates may apply their skills in a variety of positions, such as general and operations managers, management analysts, quality control systems managers, purchasing managers, chief executives, marketing and sales managers, management consultants, logisticians, or product managers.

### ***MBA Courses (36 hours)***

| <b>Course Number</b> | <b>Course Title</b>                             | <b>Semester Hours</b> |
|----------------------|-------------------------------------------------|-----------------------|
| MGT 510              | Strategic Management of Organizational Behavior | 3                     |
| FIN 510              | Finance                                         | 3                     |
| BUS 510              | Business Communications Management              | 3                     |
| FIN 530              | Portfolio Management                            | 3                     |
| MAT 560              | Business Statistics                             | 3                     |
| ACC 521              | Managerial Accounting                           | 3                     |
| ECN 512              | Managerial Economics                            | 3                     |
| MGT 520              | Organizations and Leadership                    | 3                     |

|         |                                |   |
|---------|--------------------------------|---|
| MKG 521 | Marketing Management           | 3 |
| MGT 530 | Operations Management          | 3 |
| BUS 532 | Business Strategies and Policy |   |
|         | Decision Making                | 3 |
| MGT 550 | Master's Capstone Course       | 3 |

**Total MBA Core Component and Capstone Course = 36 semester hours**

**TOTAL MBA PROGRAM HOURS: 36 semester hours**

## **Master of Business Administration – Online**

### ***Program Objective***

The objective of the Master of Business Administration degree program is to provide advanced training in the field of Business Administration. Students graduating from this graduate level program will have received instruction in significant areas of business operations and be equipped to participate in high level decision making in the areas of Management, Marketing, Human Resources, and Managerial Finance. The perspective of this program is practical rather than theoretical, though a strong theoretical underpinning bolsters the practical topics presented. The emphasis on real-world skills and business concepts trains students for the demands placed on management professionals in the marketplace. The program provides a comprehensive education in business, enabling the student to develop management expertise with tools and techniques applicable to a wide variety of business environments.

### ***Program Description***

The Master of Business Administration degree program is 36 semester hours in duration. The main courses include coursework in general business and management, finance, accounting and financial policy, operations, marketing, and strategic decision-making. The courses are designed to give the student the opportunity to conquer specific skills vital to the business management process and to gain the essential knowledge required to successfully manage an organization. The program also includes a required capstone course that integrates the conceptual and practical aspects of the program by using all the tools, concepts, analyses and theoretical applications presented within the courses already completed. The capstone course provides the student the opportunity to apply the knowledge and skills obtained throughout the duration of the program. Successful graduates may apply their skills in a variety of positions, such as general and operations managers, management analysts, quality control systems managers, purchasing managers, chief executives, marketing and sales managers, management consultants, logisticians, or product managers.

This online graduate level program is also offered in Spanish.

### ***MBA Courses (36 hours)***

| <b>Course Number</b> | <b>Course Title</b>                             | <b>Semester Hours</b> |
|----------------------|-------------------------------------------------|-----------------------|
| MGT 510              | Strategic Management of Organizational Behavior | 3                     |
| FIN 510              | Finance                                         | 3                     |
| BUS 510              | Business Communications Management              | 3                     |
| FIN 530              | Portfolio Management                            | 3                     |
| MAT 560              | Business Statistics                             | 3                     |
| ACC 521              | Managerial Accounting                           | 3                     |
| ECN 512              | Managerial Economics                            | 3                     |
| MGT 520              | Organizations and Leadership                    | 3                     |
| MKG 521              | Marketing Management                            | 3                     |
| MGT 530              | Operations Management                           | 3                     |
| BUS 532              | Business Strategies and Policy Decision Making  | 3                     |
| MGT 550              | Master's Capstone Course                        | 3                     |

**Total MBA Core Component and Capstone Course = 36 semester hours**

**TOTAL MBA PROGRAM HOURS: 36 semester hours**

### **Master of Business Administration with an Accounting Concentration**

#### ***Program Objective***

The Master of Business Administration with an Accounting Concentration builds upon the undergraduate level business degree programs offered by the University, expanding on core graduate level business administration competencies with advanced training in accounting. The MBA with an Accounting Concentration degree program provides a significant understanding of both practical and theoretical functions in business, along with instruction in accounting, auditing, taxation, and finance. The program includes the following specific objectives:

- Provides students with the knowledge and tools needed to obtain gainful employment and attain successful careers in accounting
- Equips students for management level careers
- Ensures students have a broad knowledge of management, economics, and finance with a focus on accounting, which are crucial in facilitating operational and strategic business decisions
- Prepares students to apply current accounting theory and practice in a wide range of occupations

- Further develops students' analytical skills, not only in accounting but also in finance, auditing, research, statistics, and information systems
- Provides students with the skills and tools to analyze and conduct accounting research into technical, tax, and audit issues
- Provides students with in-depth training into taxation, tax forms, and complex corporate tax analysis
- Develops students' skills in understanding financial transactions and corporate finance
- Refines students' oral and written communication skills.
- Provides students with the opportunity to improve teamwork and leadership skills.
- Expands graduates' awareness of the practical application of professional, ethical, legal, and social responsibility in the accounting field.

### ***Program Description***

The Master of Business Administration with an Accounting Concentration degree program expands upon core concepts of business administration at the master's level with advanced training in accounting. Accounting professionals are found in a variety of managerial positions in numerous enterprises. An accounting background affords the individual an opportunity to advance through the ranks of an organization. Services being performed by individuals with advanced training in accounting have been continually broadening as businesses become more complex. The curriculum not only concentrates on the knowledge required in accounting, taxation, and finance but also the managerial and leadership skills needed for upward mobility. The program emphasizes the professional accounting skills needed in today's global world economy. The curriculum combines standard theoretical aspects, practical accounting skills, and quantitative methods to ensure that students learn how the material relates to actual and current work scenarios within the accounting profession, and to ensure training is received to meet the demands necessary for success in a variety of business settings.

The Master of Business Administration with an Accounting Concentration degree program consists of 12 courses with a total of 36 semester credits. The MBA core consists of seven courses covering managerial accounting and economics, finance, strategic management of organizational behavior, business statistics, ethics and legal implications in business, and operations management. The Accounting Concentration Core consists of advanced courses in financial accounting, accounting information systems, taxation, and advanced auditing. The program concludes with a capstone course that includes contemporary issues surrounding accounting theory, research, and application of the skills obtained in a real world scenario. Graduates of the MBA with an Accounting Concentration program are prepared to seek employment as professional accountants, auditors, cost accountants, management accountants, tax examiners, financial managers, budget directors, credit analysts, and internal auditors. Various public, private, and governmental organizations seek employees with accounting skills.

***MBA Core Courses (21 semester hours)***

| <b>Course Number</b> | <b>Course Title</b>                             | <b>Semester Hours</b> |
|----------------------|-------------------------------------------------|-----------------------|
| ACC 521              | Managerial Accounting                           | 3                     |
| ECN 512              | Managerial Economics                            | 3                     |
| FIN 510              | Finance                                         | 3                     |
| MAT 560              | Business Statistics                             | 3                     |
| MGT 510              | Strategic Management of Organizational Behavior | 3                     |
| BUL 500              | Legal and Ethical Implications in Business      | 3                     |
| MGT 530              | Operations Management                           | 3                     |

**Total MBA Core Courses = 21 semester hours**

***Accounting Concentration Courses (15 semester hours)***

| <b>Course Number</b> | <b>Course Title</b>                                  | <b>Semester Hours</b> |
|----------------------|------------------------------------------------------|-----------------------|
| ACC 530              | Financial Accounting                                 | 3                     |
| ACC 540              | Taxation                                             | 3                     |
| ACC 560              | Advanced Accounting Information Systems              | 3                     |
| ACC 570              | Advanced Auditing                                    | 3                     |
| ACC 580              | Contemporary Accounting Theory and Research/Capstone | 3                     |

**Concentration Component = 15 semester hours**

***TOTAL PROGRAM HOURS (two components): 36 semester hours***

**Master of Business Administration with an Accounting Concentration – Online**

***Program Objective***

The Master of Business Administration with an Accounting Concentration builds upon the undergraduate level business degree programs offered by the University, expanding on core graduate level business administration competencies with advanced training in accounting. The MBA with an Accounting Concentration degree program provides a significant understanding of both practical and theoretical functions in business, along with instruction in accounting, auditing, taxation, and finance. The program includes the following specific objectives:

- Provides students with the knowledge and tools needed to obtain gainful employment and attain successful careers in accounting
- Equips students for management level careers
- Ensures students have a broad knowledge of management, economics, and finance with a focus on accounting, which are crucial in facilitating operational and strategic business decisions
- Prepares students to apply current accounting theory and practice in a wide range of occupations
- Further develops students' analytical skills, not only in accounting but also in finance, auditing, research, statistics, and information systems
- Provides students with the skills and tools to analyze and conduct accounting research into technical, tax, and audit issues
- Provides students with in-depth training into taxation, tax forms, and complex corporate tax analysis
- Develops students' skills in understanding financial transactions and corporate finance
- Refines students' oral and written communication skills.
- Provides students with the opportunity to improve teamwork and leadership skills.
- Expands graduates' awareness of the practical application of professional, ethical, legal, and social responsibility in the accounting field.

### ***Program Description***

The Master of Business Administration with an Accounting Concentration degree program expands upon core concepts of business administration at the master's level with advanced training in accounting. Accounting professionals are found in a variety of managerial positions in numerous enterprises. An accounting background affords the individual an opportunity to advance through the ranks of an organization. Services being performed by individuals with advanced training in accounting have been continually broadening as businesses become more complex. The curriculum not only concentrates on the knowledge required in accounting, taxation, and finance but also the managerial and leadership skills needed for upward mobility. The program emphasizes the professional accounting skills needed in today's global world economy. The curriculum combines standard theoretical aspects, practical accounting skills, and quantitative methods to ensure that students learn how the material relates to actual and current work scenarios within the accounting profession, and to ensure training is received to meet the demands necessary for success in a variety of business settings.

The Master of Business Administration with an Accounting Concentration degree program consists of 12 courses with a total of 36 semester credits. The MBA core consists of seven courses covering managerial accounting and economics, finance, strategic management of organizational behavior, business statistics, ethics and legal implications in business, and

operations management. The Accounting Concentration Core consists of advanced courses in financial accounting, accounting information systems, taxation, and advanced auditing. The program concludes with a capstone course that includes contemporary issues surrounding accounting theory, research, and application of the skills obtained in a real world scenario. Graduates of the MBA with an Accounting Concentration program are prepared to seek employment as professional accountants, auditors, cost accountants, management accountants, tax examiners, financial managers, budget directors, credit analysts, and internal auditors. Various public, private, and governmental organizations seek employees with accounting skills.

This online graduate level program is also offered in Spanish.

***MBA Core Courses (21 semester hours)***

| <b>Course Number</b> | <b>Course Title</b>                             | <b>Semester Hours</b> |
|----------------------|-------------------------------------------------|-----------------------|
| ACC 521              | Managerial Accounting                           | 3                     |
| ECN 512              | Managerial Economics                            | 3                     |
| FIN 510              | Finance                                         | 3                     |
| MAT 560              | Business Statistics                             | 3                     |
| MGT 510              | Strategic Management of Organizational Behavior | 3                     |
| BUL 500              | Legal and Ethical Implications in Business      | 3                     |
| MGT 530              | Operations Management                           | 3                     |

**Total MBA Core Courses = 21 semester hours**

***Accounting Concentration Courses (15 semester hours)***

| <b>Course Number</b> | <b>Course Title</b>                                  | <b>Semester Hours</b> |
|----------------------|------------------------------------------------------|-----------------------|
| ACC 530              | Financial Accounting                                 | 3                     |
| ACC 540              | Taxation                                             | 3                     |
| ACC 560              | Advanced Accounting Information Systems              | 3                     |
| ACC 570              | Advanced Auditing                                    | 3                     |
| ACC 580              | Contemporary Accounting Theory and Research/Capstone | 3                     |

**Concentration Component = 15 semester hours**

***TOTAL PROGRAM HOURS (two components): 36 semester hours***

## **Master of Science in Global Finance**

### ***Program Objective***

The objective of the Master of Science in Global Finance degree program is to provide advanced training in the field of international finance and capital markets. Students successfully completing this graduate level program will be prepared with the necessary skills and competencies for problem solving, decision making and management skills in the rapidly changing international finance marketplace. The program prepares professionals to face the challenges of the growth of international global financial markets, capital flow and mergers and acquisitions, as well as in the trends pertaining to financial management of international businesses. The program also provides training in managing international financial services and financial aspects of budgeting and trading, as well as in advanced negotiation skills essential in conducting business in a transnational financial environment.

Graduates from the Master of Science in Global Finance degree program will be equipped to participate in high level decision making in the areas of global financial services and international financial management, cross border banking and financial services, international trade and financial markets, evaluation and management of multinational risk and return, capital budgeting and financial crisis management. The emphasis on real-world skills and financial concepts trains students for the demands on financial management professionals in the global market. Graduates may find work in multinational corporations, banks or international business companies, as well as government agencies or consulting firms.

### ***Program Description***

The Master of Science in Global Finance degree program is 36 semester hours in duration. The courses include instruction in general business financial management, financial accounting, operations, international financial markets and institutions, capital budgeting, and mergers and acquisitions. The courses are designed to give the student the opportunity to master specific skills in strategic decision-making and to instruct graduate students in the field of international finance, international banking, financial modeling and forecasting, and global financial markets. The program also includes a required capstone course that integrates the conceptual and practical aspects of the program by using all the tools, concepts, analyses and theoretical applications within completed courses, providing the student the opportunity to apply the knowledge and skills obtained throughout the duration of the program.

Successful graduates may apply their skills in a variety of positions. Professionals successfully completing this program are prepared to manage the financial aspects of cross border business transactions. The program prepares candidates for positions in upper levels of private or public money management, banking and investing, and executive level positions such as finance manager, finance consultant, international trader, chief financial executive, international banking consultant, and finance business analyst. Graduates will be positioned to find work in multinational corporations, banks or international business companies, as well as government agencies or consulting firms.

## **Master of Science in Global Finance Courses (36 semester hours)**

| <b>Course Number</b> | <b>Course Title</b>                              | <b>Semester Hours</b> |
|----------------------|--------------------------------------------------|-----------------------|
| ACC 521              | Managerial Accounting                            | 3                     |
| MAT 560              | Business Statistics                              | 3                     |
| FIN 530              | Portfolio Management                             | 3                     |
| ECN 512              | Managerial Economics                             | 3                     |
| MGT 530              | Operations Management                            | 3                     |
| MGT 510              | Strategic Management of Organizational Behavior  | 3                     |
| FIN 510              | Finance                                          | 3                     |
| FIN 520              | International Financial Management               | 3                     |
| ACC 530              | Financial Accounting                             | 3                     |
| FIN 512              | International Financial Markets and Institutions | 3                     |
| FIN540               | Capital Budgeting                                | 3                     |
| FIN 550              | Finance Capstone                                 | 3                     |

**TOTAL PROGRAM HOURS: 36 semester hours**

## **Master of Science in International Business Management**

### ***Program Objective***

The objective of the Master of Science in International Business Management degree program is to provide advanced training in the field of International Business Management. Students graduating from this master's level program will be prepared with the analytical skills needed for problem solving and management with the global perspective needed for the rapidly changing international marketplace. Graduates from the Master of Science in International Business Management program will be prepared to participate in high level decision making in the areas of global management, marketing, operations management, and financial markets, as well as worldwide trade. The approach in the delivery of this program is practical rather than theoretical, although a strong theoretical underpinning bolsters the practical topics presented. The emphasis on real-world skills and business concepts trains students for the demands placed on management professionals working in the international marketplace.

Graduates from this program will be equipped to respond to the growth of international business and to face the challenge of understanding the global trends pertaining to financial and consumer markets. The curriculum provides extensive preparation in international markets and managing cross-border transactions. Training also focuses on advancing negotiation skills essential in conducting business in an international environment.

## ***Program Description***

The Master of Science in International Business Management degree program is 36 semester hours in duration. The main courses include training in general business and management skills, accounting and managerial economics, operations, marketing, organizational behavior and leadership. The courses are designed to give students the opportunity to master specific skills in strategic decision-making and to instruct graduate students in the field of international finance and economic management. The program also includes a required capstone course that integrates the conceptual and practical aspects of the program by using all the tools, concepts, analyses and theoretical applications within completed courses, providing students the opportunity to apply the knowledge and skills obtained throughout the duration of the program.

Successful graduates may apply their skills in a variety of positions. Professionals who achieve an international business management degree are prepared to manage cross border businesses and connections. The program prepares candidates for positions in management and marketing, such as general manager, operations manager, management analysts/consultant, administrative service manager, international trader, chief executive, international economist, international banking officer, and import/export compliance specialist. Graduates will be positioned to find work in multinational corporations, banks or international business companies, as well as government agencies or consulting firms.

## **Master of Science in International Business Management Courses (36 semester hours)**

| <b>Course Number</b> | <b>Course Title</b>                                    | <b>Semester Hours</b> |
|----------------------|--------------------------------------------------------|-----------------------|
| ACC 521              | Managerial Accounting                                  | 3                     |
| MAT 560              | Business Statistics                                    | 3                     |
| MKG 521              | Marketing Management                                   | 3                     |
| ECN 512              | Managerial Economics                                   | 3                     |
| MGT 530              | Operations Management                                  | 3                     |
| MGT 510              | Strategic Management of Organizational Behavior        | 3                     |
| MGT 520              | Organizations and Leadership                           | 3                     |
| INB 520              | Global Economics, Political Organizations and Treaties | 3                     |
| INL 510              | International Logistics Import/Export Practices        | 3                     |
| FIN 512              | International Financial Markets and Institutions       | 3                     |
| INB 530              | Global Business Strategies                             | 3                     |
| INB 550              | International Business Management Capstone             | 3                     |

**TOTAL PROGRAM HOURS: 36 semester hours**

## **Master of Science in International Business Management - Online**

### ***Program Objective***

The objective of the Master of Science in International Business Management degree program is to provide advanced training in the field of International Business Management. Students graduating from this master's level program will be prepared with the analytical skills needed for problem solving and management with the global perspective needed for the rapidly changing international marketplace. Graduates from the Master of Science in International Business Management program will be prepared to participate in high level decision making in the areas of global management, marketing, operations management, and financial markets, as well as worldwide trade. The approach in the delivery of this program is practical rather than theoretical, although a strong theoretical underpinning bolsters the practical topics presented. The emphasis on real-world skills and business concepts trains students for the demands placed on management professionals working in the international marketplace.

Graduates from this program will be equipped to respond to the growth of international business and to face the challenge of understanding the global trends pertaining to financial and consumer markets. The curriculum provides extensive preparation in international markets and managing cross-border transactions. Training also focuses on advancing negotiation skills essential in conducting business in an international environment.

### ***Program Description***

The Master of Science in International Business Management degree program is 36 semester hours in duration. The main courses include training in general business and management skills, accounting and managerial economics, operations, marketing, organizational behavior and leadership. The courses are designed to give students the opportunity to master specific skills in strategic decision-making and to instruct graduate students in the field of international finance and economic management. The program also includes a required capstone course that integrates the conceptual and practical aspects of the program by using all the tools, concepts, analyses and theoretical applications within completed courses, providing students the opportunity to apply the knowledge and skills obtained throughout the duration of the program.

Successful graduates may apply their skills in a variety of positions. Professionals who achieve an international business management degree are prepared to manage cross border businesses and connections. The program prepares candidates for positions in management and marketing, such as general manager, operations manager, management analysts/consultant, administrative service manager, international trader, chief executive, international economist, international banking officer, and import/export compliance specialist.

Graduates will be positioned to find work in multinational corporations, banks or international business companies, as well as government agencies or consulting firms.

This online graduate level program is also offered in Spanish.

**Master of Science in International Business Management Courses (36 semester hours)**

| <b>Course Number</b> | <b>Course Title</b>                                    | <b>Semester Hours</b> |
|----------------------|--------------------------------------------------------|-----------------------|
| ACC 521              | Managerial Accounting                                  | 3                     |
| MAT 560              | Business Statistics                                    | 3                     |
| MKG 521              | Marketing Management                                   | 3                     |
| ECN 512              | Managerial Economics                                   | 3                     |
| MGT 530              | Operations Management                                  | 3                     |
| MGT 510              | Strategic Management of Organizational Behavior        | 3                     |
| MGT 520              | Organizations and Leadership                           | 3                     |
| INB 520              | Global Economics, Political Organizations and Treaties | 3                     |
| INL 510              | International Logistics Import/Export Practices        | 3                     |
| FIN 512              | International Financial Markets and Institutions       | 3                     |
| INB 530              | Global Business Strategies                             | 3                     |
| INB 550              | International Business Management Capstone             | 3                     |

**TOTAL PROGRAM HOURS: 36 semester hours**

**Master of Science in International Logistics Management**

***Program Objective***

The objective of the Master of Science in International Logistics Management degree program is to provide advanced training in the field of international logistics management and in depth knowledge of the entire supply chain process. Students will be provided advanced instruction in supply chain management to improve visibility, efficiency, and profitability to logistics management of international enterprises. Graduates will be prepared to face challenges in today’s global business economy where logistics and supply chain management have become essential forces of modern business. Global business trends have brought issues and challenges pertaining to supply chain management to the forefront. The program will equip students to succeed in the supply chain and distribution logistics industry, including the following subsectors: wholesale trade, logistics information systems, transport via air and waterways, ground transport including supporting activities, import/export practices, distribution and inventory process management, and warehousing and storage. The program will prepare students by providing advanced skills and leadership training to effectively manage the integration of supply and demand within and across various transnational business enterprises.

Graduates from this e international logistics management program will be prepared to participate in high level decision making in the areas of management, marketing, operations management, and global logistics and supply chain business strategies. The program addresses the increasing demand for logistics professionals to safely deliver products and services anywhere in the world – on time and on budget. The program provides experience and an understanding of international markets and managing cross-border transactions. Students will advance their negotiation skills and learn how business is conducted in an international environment. The emphasis on real-world skills and business concepts trains students for the demands placed on management professionals in the marketplace with a global perspective. Graduates are prepared to obtain employment in multinational corporations, as well as domestic companies.

***Program Description***

The Master of Science in International Logistics degree program is 36 semester hours in duration. The curriculum is designed to cover strategic business courses such as: managerial economics, strategic management, operations management, accounting, finance, marketing and statistics, which are incorporated into a comprehensive training program that also includes the detailed functional aspects of logistics management from a global and domestic perspective.

The courses are designed to provide students with the opportunity to master specific skills in strategic decision making and to instruct graduate students in the field of international logistics and management. The program also includes a required capstone course that combines the conceptual and practical aspects of the program by using all the tools, concepts, analysis and theoretical applications from completed courses, and provides students the opportunity to apply the knowledge and skills obtained throughout the duration of the program in real world scenarios.

Successful graduates will be prepared to seek employment in a variety of positions. Professionals who successfully complete the program are prepared to manage logistical matters in a variety of international businesses. The training prepares students to become candidates for management and executive positions such as general manager, operations manager, management analyst/consultant, transportation manager, international trader, chief executive, import/export compliance specialist, and logistics/supply chain manager.

**Master of Science in International Logistics Management Courses (36 semester hours)**

| <b>Course Number</b> | <b>Course Title</b>   | <b>Semester Hours</b> |
|----------------------|-----------------------|-----------------------|
| ACC 521              | Managerial Accounting | 3                     |
| MAT 560              | Business Statistics   | 3                     |
| MKG 521              | Marketing Management  | 3                     |
| ECN 512              | Managerial Economics  | 3                     |

|         |                                                       |   |
|---------|-------------------------------------------------------|---|
| MGT 530 | Operations Management                                 | 3 |
| FIN 510 | Finance                                               | 3 |
| BUS 532 | Business Strategies and Policy Decision Making        | 3 |
| INL 500 | Logistics Management and Transportation               | 3 |
| INL 510 | International Logistics Import/Export Practices       | 3 |
| INL 520 | Distribution and Inventory Process Management         | 3 |
| INL 530 | Logistics Information Systems                         | 3 |
| INL 550 | Supply Chain Logistics Management<br>Seminar/Capstone | 3 |

**TOTAL PROGRAM HOURS: 36 semester hours**

## **Master of Science in International Logistics Management - Online**

### ***Program Objective***

The objective of the Master of Science in International Logistics Management degree program is to provide advanced training in the field of international logistics management and in depth knowledge of the entire supply chain process. Students will be provided advanced instruction in supply chain management to improve visibility, efficiency, and profitability to logistics management of international enterprises. Graduates will be prepared to face challenges in today's global business economy where logistics and supply chain management have become essential forces of modern business. Global business trends have brought issues and challenges pertaining to supply chain management to the forefront. The program will equip students to succeed in the supply chain and distribution logistics industry, including the following subsectors: wholesale trade, logistics information systems, transport via air and waterways, ground transport including supporting activities, import/export practices, distribution and inventory process management, and warehousing and storage. The program will prepare students by providing advanced skills and leadership training to effectively manage the integration of supply and demand within and across various transnational business enterprises.

Graduates from this e international logistics management program will be prepared to participate in high level decision making in the areas of management, marketing, operations management, and global logistics and supply chain business strategies. The program addresses the increasing demand for logistics professionals to safely deliver products and services anywhere in the world – on time and on budget. The program provides experience and an understanding of international markets and managing cross-border transactions. Students will advance their negotiation skills and learn how business is conducted in an international environment. The emphasis on real-world skills and business concepts trains students for the demands placed on management professionals in the marketplace with a global perspective. Graduates are prepared to obtain employment in multinational corporations, as well as domestic companies.

## ***Program Description***

The Master of Science in International Logistics degree program is 36 semester hours in duration. The curriculum is designed to cover strategic business courses such as: managerial economics, strategic management, operations management, accounting, finance, marketing and statistics, which are incorporated into a comprehensive training program that also includes the detailed functional aspects of logistics management from a global and domestic perspective.

The courses are designed to provide students with the opportunity to master specific skills in strategic decision making and to instruct graduate students in the field of international logistics and management. The program also includes a required capstone course that combines the conceptual and practical aspects of the program by using all the tools, concepts, analysis and theoretical applications from completed courses, and provides students the opportunity to apply the knowledge and skills obtained throughout the duration of the program in real world scenarios.

Successful graduates will be prepared to seek employment in a variety of positions. Professionals who successfully complete the program are prepared to manage logistical matters in a variety of international businesses. The training prepares students to become candidates for management and executive positions such as general manager, operations manager, management analyst/consultant, transportation manager, international trader, chief executive, import/export compliance specialist, and logistics/supply chain manager.

This online graduate level program is also offered in Spanish.

### **Master of Science in International Logistics Management Courses (36 semester hours)**

| <b>Course Number</b> | <b>Course Title</b>                                   | <b>Semester Hours</b> |
|----------------------|-------------------------------------------------------|-----------------------|
| ACC 521              | Managerial Accounting                                 | 3                     |
| MAT 560              | Business Statistics                                   | 3                     |
| MKG 521              | Marketing Management                                  | 3                     |
| ECN 512              | Managerial Economics                                  | 3                     |
| MGT 530              | Operations Management                                 | 3                     |
| FIN 510              | Finance                                               | 3                     |
| BUS 532              | Business Strategies and Policy Decision Making        | 3                     |
| INL 500              | Logistics Management and Transportation               | 3                     |
| INL 510              | International Logistics Import/Export Practices       | 3                     |
| INL 520              | Distribution and Inventory Process Management         | 3                     |
| INL 530              | Logistics Information Systems                         | 3                     |
| INL 550              | Supply Chain Logistics Management<br>Seminar/Capstone | 3                     |

**TOTAL PROGRAM HOURS: 36 semester hours**

## **GRADUATE SCHOOL COURSE DESCRIPTIONS**

### **ACC 521 Managerial Accounting**

**3 Semester Hours**

This course provides the students with an opportunity to review accounting cases and to conduct research. This course will expose the students to advanced accounting topics such as consolidation of financial statements and the Equity Method of Accounting for investments in other companies. The cases presented in the course will assist the student in building strong critical thinking skills and sound theoretical knowledge. An emphasis is placed on advanced accounting theory and the preparation of consolidated financial statements (Prerequisites: This course is designed to be taken during the final semester of the program) (Offered in Spanish for online programs).

### **ACC 530 Financial Accounting**

**3 Semester Hours**

The course is designed to improve students' understanding of financial accounting, geared towards the principal consumers of corporate financial information: such as: internal management, investment professionals, the analyst community, creditors, revenue collectors, and governmental regulatory agencies. The course provides tools in understanding how financial records are structured and elaborates upon financial accounting concepts and principles that are integral to transactions centered upon operating, financing, and investing functions, as well as the rise of international equity markets and the use of the International Financial Reporting Standards (IFRS) (Prerequisite: FIN 510) (Offered in Spanish for online programs).

### **ACC 540 Taxation**

**3 Semester Hours**

This course is a comprehensive introduction to the federal income tax system. The course will examine tax regulations applicable to individuals, partnerships, limited-liability companies/partnerships, corporations, S corporations, and estates and trusts.

The emphasis will be on tax planning. It provides a conceptual approach to many tax topics and emphasizes the role that income taxes play in the business decision-making process. The course explores the federal tax law as it relates to individuals and businesses and covers the basic gross income rules, the basic deduction rules, certain property transaction rules, and concepts of taxation and taxable income (Offered in Spanish for online programs).

### **ACC 560 Advanced Accounting Information Systems**

**3 Semester Hours**

This course provides an advanced study of accounting transaction processing, cycle processes, and internal controls. Advanced information systems must follow fundamentals of

accounting and auditing with emphasis on professional and legal considerations. Information, communication, and networking technology used in business processes, transaction cycles, and internal control structure are stressed (Offered in Spanish for online programs).

**ACC 570      Advanced Auditing**

**3 Semester Hours**

In this course, the student learns to identify, detect, investigate, and prevent financial fraud through using proper auditing techniques. Business examples and actual fraud cases are provided to ensure an understanding of auditing and fraud concepts. Areas of tax fraud, consumer, e-business fraud, and forensic analysis are included. The role played by technology in creating fraud and detecting fraud is also covered. In addition to the in depth look at fraud, auditing issues and cases are introduced using real-world examples within the work environment of auditors. Cases included are New Century Financial Corporation, Madoff Securities, and American International Group (AIG). International cases are also included from India, Japan, Russia, South Africa, China, and Australia. Recently adopted risk assessment standards are integrated into this course (Prerequisite: ACC 521) (Offered in Spanish for online programs).

**ACC 580      Contemporary Accounting Theory  
and Research/Capstone**

**3 Semester Hours**

This course provides the students with an opportunity to review accounting cases and to conduct research. This course will expose the students to advanced accounting topics such as consolidation of financial statements and the Equity Method of Accounting for investments in other companies. The cases presented in the course will assist the student to build strong critical thinking skills and a sound theoretical knowledge. A strong emphasis is placed on advanced accounting theory and the preparation of consolidated financial statements. (Prerequisites: This course is designed to be taken during the final semester of the program) (Offered in Spanish for online programs).

**BUL 500 Legal and Ethical Implications in Business**

**3 Semester Hours**

Course content includes understanding business ethics and its implications related to theory, personal introspection, social responsibility, sustainability, company culture, contracts, international business, and operations. The lessons explore employee responsibility, leadership, and decision making. The course also covers the area of morality, diversity, and ethical issues in marketing and advertising. These topics are analyzed through specific case studies and detailed examination of the individuals, companies and organizations involved. Students will learn to understand and appreciate the interrelationship between law, business and ethics. The course will help students analyze legal problems and recognize how law influences business and management decisions (Offered in Spanish for online programs).

**BUS 510 Business Communications Management 3 Semester Hours**

This course focuses on the applicability of communication as an art, theory, science, and technology in the business field. Emphasis is placed on the nonverbal aspects of business communication. Significant components of verbal communication in the business discipline are addressed. Attentiveness is given to the ethical objectives of communicating in the managerial environment. Essential techniques and skills needed to be an effective supervisor are identified. Comprehensive discussions on business communication topics are covered in this course that will assist students with transitioning into their managerial roles: interpersonal communication, public speaking, ethics, written correspondence, interviews, research, leadership, and small group communication (Offered in Spanish for online programs).

**BUS 532 Business Strategies and Policy Decision Making 3 Semester Hours**

A study of strategy and how to put together a strategic business plan focusing on the international business activities required to develop the reliable policies and methods to successfully achieve objectives of a company. The course also teaches how to marshal resources for the execution of the plan, how to evaluate the success of a strategy, and learning from strategic errors (Offered in Spanish for online programs).

**ECN 512 Managerial Economics 3 Semester Hours**

A course which presents economic analysis tools that can be used by managers to make increasingly difficult and complex business decisions and managerial decisions. Concepts discussed include forecasting, regression modeling, forecasting, cost analysis, and elasticity. Case studies are used to reinforce principles discussed in class. Also presented are game theory, international topics and e-commerce issues (Offered in Spanish for online programs).

**FIN 510 Finance 3 Semester Hours**

A managerial perspective on the field of finance, including asset valuation, risk management and optimization. This includes management of day to day operations of a business and keeping within a budget by valuing projects and firms, risk and return, capital budgeting and structure, valuing stocks, long-term financing, working capital management, debt and taxes. The course also covers key concepts related to financial modeling, international corporate finances and international flow of capital for purposes of investment and trade (Offered in Spanish for online programs).

**FIN 512 International Financial Markets and Institutions 3 Semester Hours**

Financial markets are an essential component in the proper functioning of a market economy. This course studies and explores the principles governing financial markets and institutions;

such as the function, pricing, and institutional structure of financial markets. The concept of the course is for the student to understand the dynamics between the instruments used in developing these financial structures and the institutions operating in today's financial markets.

In addition, the course covers the banking industry, the Federal Reserve, and the behavior of financial intermediaries. The course focuses in understanding the relationships between the World Bank, The International Monetary Fund, the various Central Banks, and the Multilateral Development Banks (Offered in Spanish for online programs).

**FIN 520 International Financial Management**

**3 Semester Hours**

This course discusses important concepts relevant to U.S. companies operating overseas, analyzes the latest developments in the world of finance as well as their implications for business strategies. The scope and content of international finance have evolved due to cycles of deregulation and regulation of financial markets, product innovations, and technological advancements. The course includes an overview of the foundation of international financial management, the fundamentals of the foreign exchange market, exchange rate determination, currency derivatives and foreign exchange exposure. Important issues chief financial officers of multinational companies face are also discussed, such as: the world of financial markets and institutions, and the financial management multinational firms, including the trends in cross-border investments, as well as mergers and acquisitions.

**FIN 530 Portfolio Management**

**3 Semester Hours**

Portfolio Management is the decision making process implemented in investment strategy and day to day management of trading portfolios. The portfolio manager is responsible for domestic and/or international investment mix and policy, matching investments to objectives, asset allocation for individuals and institutions, and examining risk against performance, requiring the balancing of debt vs. equity, growth vs. safety, domestic vs. international, and other tradeoffs while optimizing return on investment. This course provides a study of securities and markets; analysis of several categories of corporate securities, public securities, and other investments; types of risks and taxes that effect investment policy, timing, selection, and investment values from an organizational and planning perspective (Offered in Spanish for online programs).

**FIN 540 Capital Budgeting**

**3 Semester Hours**

A course which presents finance and economic analysis tools that can be used by managers to make complex business decisions related to capital investment and capital allocation in a corporate context. Capital budgeting decisions and valuations require professionals to understand divisional differences and complications created by currency, tax and country risk. (Prerequisites: ACC 521, ECN 512 and FIN 510).

**FIN 550 Finance Capstone****3 Semester Hours**

This course provides students a comprehensive understanding of important concepts, which form the basis of many effective global financial strategies that facilitates the flow of international capital for purposes of investments and trade. Complex business strategies are often supported with the application of accounting and financial models—central to financial techniques and analysis; all of which are intrinsic to the planning, organizing, controlling and coordinating functions of management. The timeliness, qualitative attributes, and precision of financial data are the underpinnings of excellence in any performance-driven management enterprise. With an immersive approach, this capstone course is centered on corporate finance and metric-driven financial strategies, vital to the construction and interpretation of financial results and the development of a thorough evaluation and analysis of the financial condition of a business. The final assessment in this course will be through a written presentation of the evaluation and analysis of a current global or international financial issue. (Prerequisites: This course is designed to be taken during the final semester of the program).

**HR 500 Diversity in the Workplace****3 Semester Hours**

This Diversity in the Workplace course will prepare students to manage in a diverse workplace with an emphasis on practical, experiential classroom activities designed to help students understand the range of cultural behaviors and expectations found in the workplace. Students will learn the changing composition of a multicultural workforce, recognize, and address organizational problems that can obstruct the full participation of many diverse employees and learn about workplace environments that value the creativity and new opportunities inherent of a diverse workplace. Leadership skills and effective communications necessary to manage a diverse workforce will be developed. Students will learn to value organizational differences and gain an increased understanding of similarities, as well as differences among people, and learn the link between the issues being discussed in the workplace, as well as the theories behind the arguments (Offered in Spanish for online programs).

**HR 510 Staff Development and Training****3 Semester Hours**

A management oriented study of the creation of staff development strategies; Topics discussed include fragmented efforts, comprehensive staff development plans, the identification of training needs and training strategies (Offered in Spanish for online programs).

**HR 520 Employment Law****3 Semester Hours**

A study of employment law focusing on legal principles with an emphasis on discrimination and employment regulation. Individual cases and case law will be discussed and analyzed. The course provides students with an understanding of U.S. Equal Employment Opportunity (EEO) legislation, and other federal laws relating to employment and the impact of these laws on an organization. Students will also study the emerging legal issues facing today's human resource departments. The course will also define the needs for human resource policies, and the development of a variety of policies (Offered in Spanish for online programs).

**HR 530 Compensation and Benefits****3 Semester Hours**

A study of compensation practices, the context of compensation practice, and the criteria used to compensate employees, compensation system design issues, and employee benefits as incentives and as retention tools (Offered in Spanish for online programs).

**HR 550 Human Resource Management Master's Capstone****3 Semester Hours**

The capstone course is a culminating educational experience in which students apply the knowledge and skills obtained throughout the Master of Arts in Human Resource Management program to address real-world business and organizational challenges. Candidates for completion of the MHRM degree will demonstrate their conceptual, analytical, research and practical skills in the development of a HRM Handbook. Some of the topics that will be incorporated in the handbook include recruitment processes and guidelines, talent development, promotional guidelines, conflict management, termination policy, compensation and benefits, diversity management, disability policy and disability accommodation. The capstone project will be closely supervised by the capstone faculty resulting in a complete human resource management handbook developed in good scholarly form with references, and bibliography as required by APA guidelines (Offered in Spanish for online programs).

**INB 520 Global Economics, Political Organizations and Treaties****3 Semester Hours**

This course provides a complete overview of how politics and economics collide in a global context; it surveys the theories, institutions, and relationships that characterize global economics, highlights them in a diverse range of regional and transnational issues, and evaluates the personal impact of political, economic, and social forces. Central to this course is the examination of the evolving state-market relationship through the analysis of the international trade and monetary systems, institutions as the World Trade Organization, multinational corporations, the political global environment, and the conflictual relationship between developed and developing countries (Offered in Spanish for online programs).

**INB 530 Global Business Strategies****3 Semester Hours**

The course provides an understanding of the concepts, politics and economics of the globalization process and its implications on the management and development of international business desiring to expand and compete in world markets. The international arena introduces numerous complexities to management, due to the multiplicity of cultures, religions, political and social environments around the world. In a business environment in which the globalization is more prevalent every day, it is paramount for managers to gain critical understanding of all these factors to be able to contribute to the inevitable expansion

of business across borders. Case studies are used to reinforce principles discussed in class (Offered in Spanish for online programs).

### **INB 550 International Business Management Capstone**

**3 Semester Hours**

The primary objective of this course is to methodically and thoroughly analyze the various institutional components of the global business environment and their effect on the operations of international organizations. This course examines the global business environment, trade theory, political and legal environments, foreign direct investment, international trade and investment, corporate and environmental sustainability, exchange rates and monetary systems. This course focuses on developing the critical thinking abilities of students' decision-making in developing and leading new international business ventures, market viability, operating conditions, and potential market entry by developing an international business plan (Prerequisites: This course is designed to be taken during the final semester of the program) (Offered in Spanish for online programs).

### **INL 500 Logistics Management and Transportation**

**3 Semester Hours**

Logistics Management is a segment of supply chain management function that plans, executes and controls the efficient and effective flow of goods and materials from point of origin to the point of consumption within domestic and international markets. Specific attention is given to meeting customers' requirements of time and place in a cost effective manner. The emphasis of this course is on a practical management approach in areas of logistics such as international logistics, modes of transportation (air, water, land), distribution of goods and services, and supply chain management.

The course emphasizes the various modes of transportation available from a global and domestic perspective and the impact these have on costs. It reviews the operational aspects of transportation functions, responsibilities, and overall trends within the industry (Offered in Spanish for online programs).

### **INL 510 International Logistics Import/Export Practices**

**3 Semester Hours**

This course provides a comprehensive outlook of existing international logistics as it relates to import and export practices and strategies within the global economy. The course explores ways to create a position of competitive advantage through international network design models while integrating logistics principles and practices as a core competency within global business import and export business practices and processes.

This course is designed to provide students with an understanding of complexities involved in the export and import of goods to world markets, its impact on logistics, and key areas of concern for international logistics managers. Key topics that students will investigate in this course include international trade theory, the foreign exchange market, logistic strategies of in

purchasing and sourcing in international business environments, foreign market entry, exports, imports and countertrade practices (Offered in Spanish for online programs).

### **INL 520 Distribution and Inventory Process Management**

**3 Semester Hours**

Distribution and Inventory Management is the process of overseeing the movement of goods from suppliers or manufacturers to their final destination or point of sale. Topics include forecasting inventory requirements based upon consumer demand, inventory management as related to production planning, and the use of information technology in inventory management, supply chain and logistics.

It discusses the organizational structure and impact of distribution and inventory process management within an international logistics and supply chain framework. The course also covers systems-based Material Requirements Planning (MRP) as part of the broader Enterprise Requirements Planning (ERP) framework and explores problem solving and complex solutions to supply chain integration needs (Offered in Spanish for online programs).

### **INL 530 Logistics Information Systems**

**3 Semester Hours**

This course provides the students with an opportunity to learn about information systems related to the logistics environment. A logistics information system is a system of records and reports, paper-based or electronic, used to aggregate, analyze, validate and display data used to make logistic decisions and manage supply chain. The course will instruct students on the importance of information within the workplace and the transportation of goods. An essential goal of the course is for students to integrate supply chain and logistics. It also emphasizes on the development of technical skills and ability to apply analytic tools and techniques to evaluate situations and make business decisions using currently available information systems (Offered in Spanish for online programs).

### **INL 550 Supply Chain Logistics Management Seminar/Capstone 3 Semester Hours**

Logistics and Supply Chain Management Seminar/Capstone focuses on the analysis and application of core concepts of international logistics and supply chain management as it relates to global business in the 21<sup>st</sup>. century. Attention is directed to the logistical mission confronted by various types of global business organizations. Logistics is positioned as a value-adding process that achieves time and place utility of demand with operational fulfillment. Emphasis will be placed on challenges related to providing logistical support for procurement, manufacturing and marketing-distribution.

The course provides a comprehensive insight of current logistical practices and strategies within a global economy. It explores and analyzes ways to creating and sustaining competitive advantages through logistics principles, practices and network design models as a segment

of core competency within organizations' supply chain processes and procedures and builds upon the courses taken throughout the program.

This course will also focus on the fundamentals including supply chain strategy, logistics information systems, customer service, order management and fulfillment, inventory control, procurement, forecasting and demand planning. The final assessment of this course includes a case study and final project. (Prerequisites: This course is designed to be taken during the final semester of the program) (Offered in Spanish for online programs).

**MAT 560 Business Statistics**

**3 Semester Hours**

Business Statistics is the science of good decision making in the face of uncertainty through the collection, classification, summary, organization, analysis and interpretation of two categories of data: descriptive and inferential. It is used in financial analysis, production and operations in domestic and international business. Through the use of probability, sampling, binomial and normal distributions, interpretation of estimate, confidence intervals, correlations techniques, analysis of variance, etc., business statistics is used to make good and sound decisions for a business. This course discusses descriptive and inferential statistics used to solve complex problems in business and management (Offered in Spanish for online programs).

**MGT 510 Strategic Management of  
Organizational Behavior**

**3 Semester Hours**

Strategic Management of Organizational Behavior is designed to form managers that will understand both group and individual performance activity within an organization, domestic or global, and enhance organizational cultures to create positive job structure, performance, communication, motivation, and leadership. The manager, through work done by others, allocates resources, directs activities of others, and makes decisions to attain organizational goals. This course provides an advanced examination of organizational behavior with an emphasis placed on employee training and retention issues. A case study approach is used as part of this study of advanced management techniques (Offered in Spanish for online programs).

**MGT 520 Organizations and Leadership**

**3 Semester Hours**

This course examines the concepts, issues, and practices that compromise the core of organizational leadership from a global perspective. It will focus on managerial functions to maximize efficiency to achieve expected organizational goals in domestic and international markets (Offered in Spanish for online programs).

**MGT 530      Operations Management****3 Semester Hours**

A study of the field of operations in the service industry and in manufacturing, this course introduces concepts, techniques and administration in a domestic and global environment needed to increase efficiencies in the conversion of materials and labor into goods and services for maximizing profit. The operations manager plans, organizes, coordinates and controls the resources used to produce goods and services, and directs the associated supply chains and logistics. Topics discussed also include product design and manufacturing, service design, capacity and location decision making (Offered in Spanish for online programs).

**MGT 540      Human Resource Policy****3 Semester Hours**

A study of organizational policies and procedures, nondiscrimination/affirmative action, recruitment, hiring, termination, compensation, supervision, employment conditions, and other policy concerns at the managerial level. This course is designed to provide students with hands-on experience in creating the tools and policies necessary for effective human resource management functions in a business setting. Students develop policies, manuals, and forms for a hypothetical start-up business, and present their human resource management strategic plan to management (Offered in Spanish for online programs).

**MGT 550      Master's Capstone Course****3 Semester Hours**

Taken during the final semester of studies, this course integrates core business knowledge across all organizational functional areas gained from several business disciplines, and achieved through the courses of the Master of Business Administration program. Candidates for completion of the MBA degree will demonstrate their conceptual, analytical, research and practical skills in the development of a comprehensive and strategic business plan for a new business venture. The plan will be segmented in five deliverables and include sections such as legal and organizational structure, capital requirement and budgeting, marketing, operations management, talent acquisition, and sample financial statements. The capstone project will be closely supervised by the capstone faculty resulting in a complete business plan developed in good scholarly form with references, and bibliography as required by APA guidelines (Prerequisites: Standing as master's student in final semester of program) (Offered in Spanish for online programs).

**MKG 521      Marketing Management****3 Semester Hours**

A graduate course which utilizes a managerial approach to investigate, among other topics, market analysis, relationships, strategy formulation, the technology adoption life cycle, and internet strategies, and the changes in marketing theory and practice in today's globalized, competitive, and technical environment. The practical application of marketing techniques, activities and methods are also explored (Offered in Spanish for online programs).

## TUITION AND FEES

| Fee Description                             | Undergraduate Programs                            | Graduate Programs                                 |
|---------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| Application Fee<br>(Nonrefundable)          | \$50.00                                           | \$50.00                                           |
| Registration Fee<br>(Nonrefundable)         | \$50.00                                           | \$50.00                                           |
| Tuition**                                   | \$497 Per Semester Hour                           | \$642 Per Semester Hour                           |
| Books & Supplies**                          | Approximately \$75 per course                     | Approximately \$75 per course                     |
| Fixed Fees**                                | \$330 for enrollment in one to eight credit hours | \$330 for enrollment in one to eight credit hours |
|                                             | \$660 for enrollment in nine or more credit hours | \$660 for enrollment in nine or more credit hours |
| Fixed Fees Online Programs ***/****         |                                                   | \$250 for enrollment in online program            |
| Total Tuition Estimate**/**                 | \$5964 per semester                               | \$5778 per semester                               |
| Total Tuition Fees and Costs Estimate **/** | \$7024 per semester                               | \$6763 per semester                               |

\*\* Total Tuition Only Estimate is based on an average course load, and because tuition is charged on a per semester credit hour basis, the total will vary depending on the number of credit hours taken during each semester. Typical undergraduate course load is 12 to 15 credit hours, and a typical graduate course load is 9 to 12 credit hours per semester. The estimate listed above is calculated at 12 credit hours per regular semester for an undergraduate student, and 9 credit hours per regular semester for a graduate student.

\*\*\* Indicates a charge that is paid each semester. The fee for books and supplies

is listed as an approximate figure to be paid each semester, based on the University's arrangement with an educational service provider and the total number of credit hours per semester. Books and supplies are provided at a reduced rate of \$25 per semester credit hour. The "Total Tuition Fees and Costs Estimate," as far as books and supplies, assumes an undergraduate student is enrolled in four courses, or 12 semester credit hours at \$75 per three credit hour course totaling \$300; and a graduate student is enrolled in three courses, or 9 semester credit hours at \$75 per three credit hour course totaling \$225 per regular semester. The "Total Tuition Fees and Costs Estimate" also includes the application and registration fee, however, these fees are not charged each semester for continuously enrolled students.

\*\*\*\*The per semester credit hour tuition charge for online graduate programs offered in Spanish is \$530.

A student identification card is issued at orientation and also serves as a key pass entry to the school building. If the card is lost by the student or damaged the replacement fee is \$35 and is nonrefundable.

The Fixed Fees are associated with all degree programs. These fees are subject to review and modification, and cover a variety of services offered by the University to all students, including, but not limited to: student ID/campus access card, student email, parking, technology support services, lab fees, credit card payment processing fees, library access, electronic library services, wi-fi access, examination date modification, printing, student activities, gym access, and graduation costs. Graduate students enrolled in one to eight semester credit hours, including students engaged in hybrid instruction, will be charged a fixed fee of \$330. Graduate students, enrolled in nine semester credit hours or more, including those engaged in hybrid instruction, will be charged a fixed fee of \$660. Graduate students enrolled in an online program will only be charged a \$250 fixed fee. There are no fixed fees or fees for books associated with students enrolled in an online program offered in Spanish.

**Portfolio Assessment Fee:** Students applying for Credit for Prior Learning will be charged a \$200 Portfolio Fee at the time their portfolio is submitted or validation test is taken, if applicable. Any subsequent request for an assessment for additional credit will result in an additional \$50 portfolio fee. If credit is awarded, an Academic Credit Fee of \$200 per credit hour will be charged for each course for which academic credit is awarded.

Approved F-1 students requesting documents via an international mail carrier service must pay a fee of \$100 to cover delivery charges. This fee is nonrefundable. Alternatively, students may provide a completed pre-paid FedEx or DHL label, or provide a FedEx or DHL account number to cover the shipping costs.

Students will receive one unofficial MAU transcript free of charge upon graduation. Official transcripts will be provided for a nominal fee of \$10.00, and subsequent copies will be provided at a charge of \$15.00. Rush requests, referring to requests for an official transcript to be provided within three (3) business days or less, will be provided at a charge of \$20.00. This \$20 charge includes costs associated with delivery from MAU to another school, or other requesting entity, within the continental U.S.. Students requesting official transcript delivery to areas outside the continental U.S. must pay the actual fees charged by the carrier in full, and in advance.

The total tuition charges (referring to tuition only, not including fees or costs of books) for completion of an associate's degree program based on the above per semester hour charge is \$29,820.00 for the entire 60 required semester hours required.

The total tuition charges (referring to tuition only, not including fees or cost of books) for completion of a bachelor's degree program, based on the above per semester hour charge is \$59,640.00 for the entire 120 required semester hours required.

The total tuition charges (referring to tuition only, not including fees or cost of books) for completion of a master's degree program, based on the above listed per semester hour charge is \$ \$23,112.00 for the entire 36-semester hour program required.

The total tuition charges (referring to tuition only, not including fees or cost of books) for completion of an online master's degree program offered in Spanish, based on the above listed per semester hour charge is \$19,080.00 for the entire 36-semester hour program required.

Full payment of tuition and fees for each semester of enrollment must be submitted to the bursar's office on or before the first day of classes. Checks or money orders should be made payable to Millennia Atlantic University. MasterCard, VISA, and American Express cards are also accepted.

## **Past Due Accounts**

All student accounts are due and payable prior to the commencement of the semester in which the student is enrolled unless the student's circumstances require other financial arrangements, as approved by the University President or official designee. University regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent. The University reserves the right to cancel a student's registration for

failure to pay amounts owed, and may refuse enrollment to students with account balances.

A student may, however, receive an official transcript limited to credits earned using Title IV, HEA funds, as long as the student has provided full payment of all institutional charges for the payment period subject to the request, and, if applicable, is current with any charges subject to a payment plan.

Students who have not cleared all financial obligations with the University will not be considered in good standing. The University cannot confer a degree or other credential to a student who has not fully paid amounts owed. Students will not be cleared for registration or graduation and will not receive grade reports, diplomas, or transcripts at the end of the semester. Students failing to pay tuition and fees due to the University may be sent to collection. In such an event, students will be additionally responsible for costs incurred by the University to the extent permitted by law in seeking payment of amounts past due, including collection agency fees and/or attorney's fees.

## **Policy on Pending VA Payments**

In accordance with Title 38 US Code 3679 subsection (e), of the Veterans Benefits and Transition Act of 2019, the University has adopted the following additional policies for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits. G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). While payment to the institution is pending from the VA or there is a delayed disbursement of funding from the Department of Veterans Affairs (VA), the University will not: prevent the student's enrollment; assess a late penalty fee to the student; require the student to secure alternative or additional funding; or deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills. To qualify for this provision, however, such students may be required to: produce the VA Certificate of Eligibility (COE) by the first day of class; provide a written request to be certified; and provide additional information needed to properly certify the enrollment as described in other policies of the University.

## **Financial Assistance**

The University is an institution approved to participate in federal student financial aid programs as an eligible institution under the Higher Education Act of 1965, as amended (HEA). Participation in these financial aid programs to assist with tuition and costs associated with select degree programs is available for those students

who qualify. The University also participates in certain state financial assistance programs. The University has scholarship programs available for qualified applicants, as outlined below. For more detailed information on available financial assistance and how to apply, students may refer to the student manual, and should contact the University's Financial Aid Manager.

## **Scholarships**

Millennia Atlantic University offers limited merit and/or need based partial scholarships to students who qualify and complete an interview and application process. Scholarship funds are limited and will remain available until depleted. The scholarships are available for both on campus and online programs. Scholarship applications are due on or prior to the end of the drop/add period each semester for which a student or prospective student is applying. The scholarships currently available are as follows:

### **Millennia Atlantic University Alumni Scholarship**

The MAU Alumni Scholarship is dedicated to the encouragement and development of current and future generations of business, accounting, health information and human resource professionals. This scholarship is designed to offer assistance to qualified and deserving alumni passionate about advancing their careers and education. Through the MAU Alumni Scholarship, qualified MAU alumni may receive up to \$3,000 towards the tuition of any MAU degree program. This scholarship program allows for the award of up to \$3,000 to eligible MAU alumni who choose to enroll and are accepted into a degree program as a returning student.

In order to qualify, students or graduates applying for the MAU Alumni Scholarship must have successfully completed a degree program at MAU in good academic and financial standing. The applicant must have obtained a minimum CGPA of 2.00 upon completion of an undergraduate degree program and obtained a minimum CGPA of 3.00 upon completion of a graduate degree program. Alumni must also demonstrate they are passionate about advancing their career path and education in business, accounting, health information or human resources by submitting a five to eight hundred (500-800) word essay. The essay should be titled "How Advancing My Career Path Will Have a Positive Impact on My Life and My Family." The University's scholarship committee will evaluate applicant's essay on the following criteria: originality, composition, clarity, and relevance to the topic.

Scholarship funds will be applied to tuition charges due each semester. The balance of the amount to be awarded, however, will be divided equally between the total number of credits for the program required for completion, and disbursed each semester as the student enrolls in the required semester credit hours taken as part of his or her chosen degree program.

## **Emilia Tirado Undergraduate Scholarship**

The Emilia Tirado Undergraduate Scholarship is a need based financial scholarship for new undergraduate program students. The scholarship allows for an award of up to fifty percent (50%) of a qualifying student's total tuition charges for the semester. The percentage calculation is made using the tuition balance remaining after accounting for any other aid, if applicable.

To apply and permit the University to determine his or her eligibility for the scholarship, the student must meet all MAU admissions requirements, and provide information regarding his or her annual household income. Additionally, the student must submit a five hundred to eight hundred (500-800) word essay, which explains why MAU should grant the scholarship to the applicant.

In order to maintain the scholarship, the student must maintain a minimum CGPA of 2.50, meet SAP standards of the University, remain in good financial standing with regard to any fees and tuition costs not covered by the scholarship, and strictly adhere to all other rules and policies of the University.

## **Puro Maza Academic Scholarship**

The Puro Maza Academic Scholarship is available for qualifying undergraduate and graduate level students, and is a partial scholarship based on merit for students that have achieved academic excellence at MAU. This scholarship provides an award of up to fifty percent (50%) of tuition charges incurred by qualifying undergraduate level or graduate level students for the semester. The percentage calculation applied is made on the tuition balance remaining after accounting for any other aid, if applicable.

In order to qualify, the student must have already successfully completed at least one semester at MAU with a 3.40 CGPA at the undergraduate level or a 3.80 CGPA at the graduate level. Undergraduate student scholarship applicants must have completed a minimum of 12 semester credit hours over a spring or fall semester, or 9 semester credit hours over a summer term. Graduate level student scholarship applicants must have completed 9 semester credit hours over a spring or fall semester, or 6 semester credit hours over a summer semester to qualify.

To apply, a qualifying student must provide two letters of recommendation from a combination of former high school or other postsecondary institution faculty members, advisors or employers. Also, the student must prepare and submit an autobiographical five to eight hundred (500-800) word essay which details previous education, employment experience and career goals.

In order to maintain the scholarship, a student must: maintain a 3.40 CGPA at the undergraduate level or a CGPA of 3.80 at the graduate level; meet SAP standards;

remain in good financial standing with any fees and tuition costs not covered by the scholarship; and strictly adhere to all campus rules and policies.

### **Millennial Scholarship for Master's Level Latin American, Hispanic and Caribbean Students**

The Millennial Scholarship for Master's Level Latin American, Hispanic and Caribbean Students is a need based financial scholarship provided for student applicants at the graduate level who have successfully graduated and obtained a bachelor's level degree or equivalent from a higher education institution in Latin America or the Caribbean, or who are Hispanic or of Hispanic descent. This scholarship allows for an award of up to fifty percent (50%) of a qualifying student's total tuition charges for the semester. The percentage calculation is made on the tuition balance remaining after accounting for any other aid, if applicable.

To apply, the student must meet all MAU admissions requirements, and provide information regarding his or her annual household income. Additionally, the student must provide proof of residency from his or her country of origin within Latin America or the Caribbean through presentation of official and current document(s) from the appropriate authorities of the issuing country. Alternatively, the student applicant can provide documentation of his or her ethnicity as Hispanic or of being of Hispanic descent. The student must also submit two (2) letters of recommendation from non-family members or relatives. Lastly, the student must submit an autobiographical five to eight hundred (500-800) word essay which details previous education, employment experience, and future professional goals; or, an essay that discusses the student's definition of a successful career, what matters most in his or her educational program, and which describes with detail plans for the graduate degree he or she is seeking to complete at the University. The University's scholarship committee will evaluate applicant's essay on the following criteria: originality, composition, clarity, persuasiveness and relevance to the topic.

In order to maintain the scholarship, during the spring and fall semesters, the student must maintain a minimum CGPA of 3.20, meet SAP standards of the University, remain in good financial standing with regard to any fees and tuition costs not covered by the scholarship, and strictly adhere to all other rules and policies of the University.

### **Millennia Atlantic University Athletic Scholarships**

Millennia Atlantic University offers Athletic Scholarships to qualifying student athletes. In order to qualify for an Athletic Scholarship students must have met with the coach of their preferred athletic team, been accepted to participate on the team, be enrolled for a minimum of 12 semester credits for undergraduate students, or a

minimum of 9 semester credits for graduate students, and maintain a minimum GPA while enrolled.

If students are issued an Athletic Scholarship, funds will be applied against their tuition charges but not fees. Students are responsible for any remaining balance not covered by the scholarship.

### **Millennia Atlantic Masters Scholarship**

The Millennia Atlantic Masters Scholarship is a need based financial scholarship for new MAU master's level program students. The scholarship allows for an award of up to fifty percent (50%) of a qualifying student's total tuition charges for the semester. The percentage calculation is made using the tuition balance remaining after accounting for any other aid, if applicable.

To apply, the student must meet all MAU admission requirements, and provide information regarding his or her annual household income. The student must also submit two (2) letters of recommendation from individuals who are not relatives or family members along with a five to eight hundred (500-800) word essay, which details previous education, future goals and why MAU should grant a scholarship to the applicant. The University's scholarship committee will evaluate applicant's essay on the following criteria: originality, composition, clarity, persuasiveness and relevance to the topic.

In order to maintain the scholarship if awarded, the student must maintain a minimum CGPA of 3.20, meet SAP standards of the University, remain in good financial standing with regard to any fees and tuition costs not covered by the scholarship, and strictly adhere to all other rules and policies of the University.

All scholarship applications are subject to a formal review, evaluation and decision by an assigned committee. Decisions rendered and communicated to students are final. For more information and application materials, students should contact the Director of Admissions, an Admissions Representative, or the Student Services and Placement Manager.

## **Student Affairs**

### **Student Code of Conduct and Responsibility**

Students must comply with the following obligations:

- a. Attend class regularly in accordance with the published attendance policy

- b. Prepare the work assigned to them as part of their courses
- c. Maintain a spirit of discipline and cooperation with the University staff, faculty and administration so all activities may be carried out in a regular and orderly manner inside the University facilities, and treat the University staff and the student's colleagues with respect
- d. Look after the University's material assets, be the guardians and defenders of the propriety and dignity that must prevail as a rule in any institution of higher learning
- e. Comply with the University's rules and policies

Academic misconduct includes (a) cheating (using unauthorized materials, information or study aides in any academic exercise, plagiarism, falsification or records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement); (b) assisting others in any such act; or (c) attempts to engage in such act.

Misconduct warranting disciplinary action includes any significant departures from generally accepted standards of integrity and appropriate behavior. Students who do not comply with the University's obligations established in the preceding will be penalized, in accordance with the severity of their offense, with a reprimand, a temporary suspension, failing grade in a course or courses or expulsion from the University. Students who violate local, state, or federal laws while enrolled in the University may be subject to immediate dismissal.

## **Procedure for Appealing Disciplinary Actions**

All disciplinary decisions may be appealed in writing to the Director of Academic Programs, who will form a review committee, which will consist of two members of the MAU administration and two faculty members. The review committee will specifically exclude any faculty member or administrative staff member who may have been involved or originally reported the student's behavior leading to the disciplinary action. Any appeal must be directed in writing to the Director of Academic Programs within thirty (30) days of the decision to be appealed. Any sanction imposed by the University because of misconduct will remain in effect during the process of the appeal. The review committee will meet with the student and make a recommendation to the President regarding the appeal. The decision of the President of the University will be final.

## **Grievance Policy**

It is important to campus operations and to the success of the students attending the University that student concerns or complaints (unrelated to appealing an academic decision addressed elsewhere in the catalog or disciplinary action as noted above) be resolved quickly and fairly. The student should make an appointment with the Vice President of Operations and Student Affairs, or the Student Services and Placement Manager, who will seek to provide the guidance necessary to resolve the issue. If necessary, the Vice President of Operations and Student Affairs will contact the department head of the office to which the concern or complaint is related. If a satisfactory solution is not reached in this manner, the student may put the complaint in writing and request that his or her concern be reviewed by the President. The President will then confer with the appropriate personnel regarding a prompt resolution. The President may request that a committee be formed for further review of the concern or complaint. The committee may recommend a resolution, and after consideration of this recommendation the President or official designee will render a decision on a resolution of the matter. Either the Vice President of Operations and Student Affairs, or the Student Services and Placement Manager will communicate the resolution to the student.

Students who feel that a grievance remains unresolved after availing themselves of the process outlined above may refer their grievance to: Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll free 888-224-6684.

## **Student Complaint Procedure**

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

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

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

The school can be contacted directly for the complaint form as well by contacting either Orianna Maza Moss, VP of Administrative and Financial Affairs at (786) 331-1000, extension 303; or the Student Services and Placement Manager at (786) 331-1000, extension 203, or via email at [studentsvcs@maufl.edu](mailto:studentsvcs@maufl.edu).

## **Florida NC-SARA Complaint Information**

If an online student has exhausted all of the University's grievance processes and remains dissatisfied with the outcome, the information can be submitted in writing to the following address:

Florida Commission for Independent Education  
325 West Gaines Street  
Suite 1414  
Tallahassee, Florida 32399-0400  
Email: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)  
Fax: (850) 245-3238

If a distance education student has completed the internal complaint process, and the applicable state processes, the student may appeal non-instructional complaints to the FL-SARA PRDEC council at [FLSARAinfo@fldoe.org](mailto:FLSARAinfo@fldoe.org). Complaints must be filed within two years of any incident, and must contain a formal assertion in writing regarding the actions and applicable terms of SARA, or of laws, standards or regulations incorporated by SARA, which were allegedly violated. With limited exceptions, the resolution by FL-SARA will be final.

## **Campus Security Policy**

Providing a safe campus environment for students and employees is of the utmost importance to the University. This is accomplished with the cooperation of the local authorities, administration, faculty, and student body.

Administration, faculty and students are required to adhere to all local and state laws and ordinances, applicable federal laws and University policy. Students and staff members must carry University issued identification cards and all visitors to the campus must check in and sign in at the front desk. Security cameras are used and placed in strategic areas. The University cooperates with law enforcement agencies to enforce all laws and University personnel will contact the appropriate law enforcement agencies as necessary. The University maintains an annual security report that contains information relating to campus security, crimes and

emergencies, and statistics concerning the occurrence of specified types of crimes on and in certain areas around the campus. Campus crime statistics and a crime log are kept on file within the Financial Aid Department and will be made available for review upon request. Further information on the University's emergency response and notification procedures, and emergency preparedness information, and other campus security information may also be found within in the MAU Student Manual. The University's emergency preparedness plans are kept by the Vice President of Operations and Student Affairs and at the front desk, and can be obtained from the Student Services Department.

## **Anti-Hazing Policy**

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of this University. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, and branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical or mental health or safety of the students. The University's students and individuals representing the University who work with students are prohibited from engaging in hazing activities. Individuals found guilty of violating this hazing policy will be subject to suspension or dismissal from the University.

## **No Smoking Policy**

Millennia Atlantic University provides a smoke and tobacco free environment consistent with the University's efforts to promote a campus setting conducive to learning and studying. As such, smoking is prohibited in and around the campus and campus building, aside from the designated smoking area located outside. It is the responsibility of all members of the University staff and student body to observe this smoke free policy and to politely remind others of their equal responsibility regarding this health, courtesy, and fire safety issue.

## **Weapons Policy**

The University has adopted the following weapons policy: a student who brings a weapon on campus is in violation of the University's policy. The student will be immediately withdrawn from the University.

## **Non-Discrimination Policy**

Millennia Atlantic University does not discriminate based on 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:

Name: Orianna Maza Moss  
Address: Millennia Atlantic University  
3801 NW 97<sup>th</sup> Avenue  
Suite 100  
Doral, Florida 33178  
Phone No.: (786) 331-1000  
Toll Free No.: 1-866-789-4628

## **Sexual Harassment Policy**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

The University does not tolerate sexual harassment of its students from any member of the University's community including faculty, staff, and other students.

A student who feels he or she has been sexually harassed should immediately notify the Vice President of Operations and Student Services or the Student Services and Placement Manager. The Vice President of Operations and Student Affairs, or the Student Services and Placement Manager, will work with the President of the University to investigate the grievance and determine a resolution using established reporting procedures.

## **Refund Policy**

The University charges tuition by the semester. The University has established a drop/add period, that begins with the first day of scheduled classes and extends through two weeks thereafter, through the fourteenth day of the semester. The drop/add period for a condensed summer term, eight-week online session, or a mid-term start is one week in duration. If the student withdraws before the end of the drop/add period the student will be refunded all tuition and fees (excluding any nonrefundable fees, such as the nonrefundable application fee and registration fee), as well as any funds paid for books, supplies or equipment which can be and are

returned to the institution or supplier. If the student withdraws after the drop/add period no refund of tuition will be issued. The Withdrawal Date is the date the student provides official notification of his or her intent to withdraw, or the last date of attendance, as further defined within the section of this catalog entitled "Withdrawal."

The University provides a list of required textbooks and supplies. Students must have the correct books and supplies prior to the start of the semester. The University offers students access to books and supplies at a reduced rate through an arrangement with an educational services provider. These items can be refunded in accordance with the return policies listed on the educational services provider's website. Students may choose not to use this service. If a student opts out of this service, the student may purchase books directly from vendors of the student's choosing. The decision, therefore, as to whether a student can obtain a refund for books is dependent on arrangements made at the time of purchase between the student and the book vendor of the student's choosing, if the student chooses not to use the University's book delivery service. Tuition refunds will be made within thirty (30) days from the date that the University determines that the student has withdrawn. Students will receive a total refund of tuition and fees, less nonrefundable fees, if the student cancels his or her enrollment before beginning the semester. Additionally, a student who has not visited the University prior to enrollment may cancel without penalty by requesting cancellation within three (3) business days following with the regularly scheduled orientation procedures or following a tour of the campus where classes are being held. A student requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a fee of 15% of the total tuition and fees for the program. In this event, however, the University will not retain more than \$150. If the student cancels his or her executed Enrollment Agreement within three (3) business days of signing the agreement, all funds will be returned.

Furthermore, tuition and fees will also be refunded in full, for the current term, under the following circumstances:

- Programs are cancelled by the University;
- The student is called to military duty;
- The documented death of the student or member of his or her immediate family: parent, spouse, child or sibling;
- Illness of the student of such severity or duration, as approved by the University and confirmed in writing by a physician, where completion of the period of enrollment for which the student has been charged is precluded;
- Exceptional circumstances with approval of the President of the University or official designee.

## **Return of Title IV Funds Policy**

When a student receiving federal Title IV financial assistance withdraws from the University, a determination of the amount of assistance earned and what may have to be returned must be made. The law specifies how the University determines the amount of Title IV program assistance that a student can earn if he or she withdraws from school. The Title IV programs that are covered by this include programs such as: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Academic Competitiveness Grants, National SMART Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Although financial aid is posted to a student account at the start of each payment period, the funds are earned as the student completed the period. When a student withdraws during a payment period the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent received on the student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance he or she was originally scheduled to receive. Once the student has completed more than 60% of the payment period, he or she earns all the assistance that he or she was scheduled to receive for that period.

If a student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the University must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that the student does not incur additional debt. The University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, and fees. The University needs permission to use the post-withdrawal grant disbursement for any other school charges or outstanding balances, and obtains this permission in a signed document when the student applies for aid through the University. This allows the University to keep the funds to pay off balances and helps to reduce a student's debt at the school.

There are some Title IV funds that a student may be scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and does not complete the first 30 days of the educational program before withdrawing, the

student will not receive any Direct Loan funds that the student would have received had he or she remained enrolled past the 30th day.

If the student receives (or the University or parent receives on the student's behalf) excess Title IV program funds that must be returned, the University will return a portion of the excess equal to the lesser of: 1) institutional charges multiplied by the unearned percentage of the funds; or 2) the entire amount of excess funds. The University will return this amount even if it didn't keep this amount of a student's Title IV program funds. If the University is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that a student must return, the student (or his or her parent for a Direct PLUS Loan) must repay the funds in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to be received. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Students must make arrangements with the University or the Department of Education to return the unearned grant funds.

The requirements related to Title IV program funds when a student withdraws are separate from the University's refund policy. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. The University may also charge a student for any Title IV program funds that the University was required to return. The University's separate refund policy and procedures for officially withdrawing is published within this catalog.

If a student has questions about Title IV program funds, information is available through the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.gov](http://www.studentaid.gov).

## **Refund Policy for VA Students**

By law, VA students are responsible for any debt incurred while receiving benefits. VA is required by law to recoup any debt. If a VA student withdraws, the VA will be notified. The VA will then send notification through a debt letter of any amounts owed. Additionally, if a student withdraws from classes, students will be responsible for repaying any debts associated with any housing allowance and the books and supplies stipend to VA. Before withdrawing from any class or program, it is strongly recommended that students consult with VA Services and the School Certifying Officer regarding potential financial liabilities.

## **Drug and Alcohol Abuse Prevention Policy Statement**

It is the policy of the University that the unlawful possession, use, or distribution of illicit drugs by students on campus property, or in conjunction with any University, or University-related activities, is prohibited.

Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved. In the event a student is suspended or is arrested for a drug related offense, he or she will not be allowed back into school until presentation of written documentation indicating that the matter has been resolved to the satisfaction of the University. Only at this point will reinstatement of the student's enrollment status be reconsidered.

It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. The University prohibits the unlawful manufacture, possession, use, sale, or distribution of controlled substances on its campus and at any school activity. Any person violating the provisions of federal law, Florida Law and ordinances of Miami-Dade County in this regard may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in Florida law or municipal codes. This punishment can include imprisonment, fines, and forfeiture of property. It should also be noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations. Students may also be referred to help centers. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program. Additional information on the University's drug-free awareness policies and drug and alcohol abuse prevention program can be found in the Student Manual or obtained from the Student Services Manager.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Millennium Atlantic University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not

maintained by the registrar, the registrar will advise the student of the correct University official to whom the request should be addressed.

2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the University staff person responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the University decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by MAU in an administrative, supervisory, academic, research, or support staff position; a person serving on the board; or a student serving on an official committee. A school official also may include a volunteer or contractor outside of MAU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for MAU. Upon request, MAU may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The University's Student Manual contains additional detailed information on disclosures that can be made without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll and will forward these records upon request.

The University may also disclose directory information without prior consent, unless specifically requested otherwise. The University will designate the following information as directory information: student's name, major field of study, dates of attendance (referring to the period a student is enrolled as opposed to specific daily records of attendance), and degrees and awards received. The University may disclose any of these items without prior written consent, unless notified in writing to the contrary by the end of a student's first month in school.

**Limitation on Rights of Access:** This University reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents, (2) records connected with an application to attend this University if that application was denied, (3) those records which are excluded from the FERPA definition of educational records.

**Refusal to provide copies:** The University also reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations: (1) student has an unpaid financial obligation to the University (with the exception of allowable transcripts for credits earned for payment periods in which the student received Title IV HEA programs, and institutional charges for the payment period subject to a request have been paid, subject to applicable regulations); (2) there is an unresolved disciplinary action against the student, (3) the education record requested is an exam, (an exam that is not directly related to the student is not an education record subject to FERPA's access provisions).

## **Intellectual Property Policy**

A central mission of Millennia Atlantic University is to create, preserve, and disseminate knowledge through teaching and research. The creation and dissemination of knowledge is a collective enterprise at MAU.

When Millennia Atlantic University support makes an enterprise possible or when it provides extra or special support, for example with money, facilities, equipment or staff for the development of ideas or the production of works, it is reasonable for the University to participate in the fruits of the enterprise and/or to be reimbursed for the

University's extra or special costs, if such ideas or works are introduced commercially. With respect to works in which the University has ownership or any form of control, the person(s) who created the intellectual property shall be consulted in the determination of how it is to be made public, developed, modified and/or commercialized.

The University will assemble a Committee on Intellectual Property, appointed by the President that will be responsible for interpreting these policies, resolving disputes concerning the interpretation and application of these policies, and recommending changes to the President from time to time as experience suggests the desirability of such changes. Inventors or creators may submit appeals to the President regarding the University's handling of any inventions, patentable ideas, patents or copyrights assigned to the University under this policy.

## **Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: <https://copyright.gov>.

## **Graduation Requirements**

In order to earn a degree from the University, students must have earned a minimum of a 2.00 cumulative grade point average (CGPA) in the undergraduate program, or 3.00 cumulative grade point average (CGPA) in a graduate program, for courses completed at the University and must maintain satisfactory academic progress, as further explained within the SAP section of this catalog. Students must complete all credits to be earned through examination and transfer prior to the beginning of their last semester in school. All incomplete grades earned in the final semester of study

must be cleared by the end of the sixth week of the following semester. Failure to complete all requirements for graduation may postpone a student's graduation date to the end of the next semester. All graduates must fulfill all financial obligations, including payment of all tuition charges, graduation fees and other expenses, before a degree from Millennia Atlantic University can be awarded.

## **Graduation with Honors**

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Averages are eligible for the appropriate following honors: 3.50 – 3.69, cum laude; 3.70 – 3.89, magna cum laude; and 3.90-4.00, summa cum laude. The faculty, along with approval of the President, renders the decision of conferring the distinction of Cum Laude (with honors) to a graduating student. The student must meet the required grade point average listed above and receive the endorsement of the major department.

## **Graduation Ceremony**

Graduation Ceremonies are held once each year. All students completing their coursework since the last graduation ceremony are included in the graduating class of that year.

## **Recognition, Licensure and Accreditation**

Millennia Atlantic University (MAU) is licensed by the Commission for Independent Education, Florida Department of Education, License No. 3384. Additional information regarding this institution may be obtained by contacting the Commission at:

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll free telephone number: (888) 224-6684.

Millennia Atlantic University is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Documentation verifying and describing the above licensure and the University's accredited status can be found in the front reception area of the campus and can also be made available for review through submission of a request made to the Vice President of Administrative and Financial Affairs.

Millennia Atlantic University is approved as a participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA) in offering its distance education programs.

## **Statement of Legal Control**

Millennia Atlantic University is owned by Mariscal Ayacucho University, LLC. The mailing address of this limited liability corporation is 3801 NW 97<sup>th</sup> Avenue, Suite 100, Doral, Florida 33178. The managers of the LLC are Octavio Maza Duerto, Jenice Carolina Maza Duerto, Aristides Maza Duerto, and Orianna Maza Moss.

## **Student Services**

### **Career Placement Assistance**

The University maintains a placement department within the Student Services Department. Graduates are urged to keep in touch with the Student Services Department in order to take advantage of tracked job openings that are available. Graduates are entitled to placement assistance throughout their careers at no charge. The University's placement staff uses extensive resource materials to guide students through self-assessment, career exploration, assistance with networking within the student's chosen profession, and the job search process.

Assistance with the job search process includes help in developing interviewing skills, resume building, and guiding students on how to best highlight their training and talents. Also included in these services are regular communications regarding job openings, career fairs, industry days on campus, workshops on relevant job search and hiring topics, hosting guest speakers in various career fields, setting up interviews with recruiters, and help with research on job leads in targeted industries.

Although the University provides career placement assistance, the University in no way guarantees employment upon graduation. The placement of graduates as a percentage of total graduates and retention rates are available in the Student Services Department and may be examined by applicants, students and parents upon request.

All graduates must complete an exit interview with the placement office before a degree is conferred. Students must schedule this interview during their final semester.

## **Academic Advising Support Services**

Academic Advisors are available to meet with students regarding their academic progress, available tutoring, arrangements for referral to faculty for additional assistance, and for attendance counseling and registration for classes.

The Director of Academic Programs and Vice Director of Academic Programs' offices are open by appointment for meetings for academic support as well.

## **Tutoring Services**

Faculty members are available during scheduled office hours and through scheduled appointments for assisting students with questions regarding their studies. Faculty chosen peer tutors are also available to assist students and improve their learning in specific courses. These peer tutors are chosen based on their availability, their success in, and thorough understanding of particular subjects. The sessions may be individualized or provided in a group setting and are free of charge. Students who are experiencing difficulty in a certain area of study are encouraged to contact the appropriate faculty member who will in turn seek information on the available peer tutors.

## **Familiarity with University's Regulations**

Before enrolling, each student is given a current Millennium Atlantic University catalog or access to the current catalog via the Internet and various brochures and other publications that set forth the policies and regulations under which this University operates. The student's Enrollment Agreement with the University acknowledges the student's responsibility to become familiar with the contents of the University catalog. The student is responsible for becoming familiar with these policies and regulations and compliance with the published policies, and for knowing and meeting all degree requirements and academic requirements listed in the catalog. Ignorance or lack of familiarity with the information provided within the University's publications is not an excuse for non-compliance for infractions.

## **Facilities, Library and Equipment**

Millennium Atlantic University seeks to create and maintain a physical environment conducive to the learning process. The well maintained and quality facilities, located in Doral, Florida, are vital to the University's mission and help to enrich the experience of the students and faculty members.

The campus is in operation and staffed Monday through Friday from 9:00 a.m. to 7:00 p.m. on days when classes are in session, and 9:00 a.m. through 6:00 p.m. on Saturdays, and days when the campus is open with classes in session. Students with a valid ID, however, may enter and exit the campus building from 7:00 a.m. to

11:00 p.m. Monday through Saturday, with the exception of designated days when the campus is closed.

The Millennia Atlantic University (MAU) campus is based in Doral, Florida. Doral is a suburb in northwest Miami, convenient for commuters within and around the Miami-Dade County area. The building and its facilities are handicapped accessible. The campus can be found two miles north of the Dolphin Expressway (836), one mile east of the Florida Turnpike and three miles west of the Palmetto Expressway (826). Doral is known as a leading municipality in the United States for small business development. This fact makes MAU's location ideal for pursuing a business-related degree. The campus is conveniently located near the Miami International Airport, and close to major expressways and the Florida Turnpike. It occupies the first three floors (approximately 11,500 square feet) of a single building with convenient onsite and street parking. This is the first structure in Doral designated as LEED certified (Leadership in Energy and Environmental Design) for the University's recent interior modifications and remodeling.

There are twelve classrooms with capacity for 210 hundred students per class period. Two of these classrooms can be combined into a larger enclosure for presentations, events, or conferences that can accommodate seating of up to 39 people. In a typical class setting, however, students enjoy personalized attention, with an average of 11 to 18 students per faculty member, and generally no more than 23 students in classroom at a time. There is a sizable, modern, comfortably furnished reception area on the first floor, and a student lounge with vending machines, and tables and chairs for comfortable dining. LCD flat screen wall-mounted televisions can be found at the entrance, second floor, third floor and in the student lounge. The facility also boasts an outdoor terrace beside the student lounge for the student to enjoy the fresh air. The student lounge contains large windows which provide abundant natural light to enjoy the modern furniture and appealing artwork as well as a clear look at the terrace and the golf campus near by. The University also offers a wireless network system in the three floors, and each of the 12 spacious classrooms is equipped with Smart Boards, speakers and wireless technology.

Students will find a close-knit, comfortable learning environment including a spacious library and built-in seating along the corridors with convenient charging stations for laptops and cell phones. The glass façade of the building provides ample natural light throughout. A shopping plaza less than a half mile away boasts a Starbucks, Panera Bread Company, Planet Smoothie, a Publix Supermarket, and more. The Dolphin Mall and movie theatre and other shopping malls are within the Doral vicinity.

MAU offers a library service that helps students engage in research and investigation. MAU provides students with a physical collection at its campus, as well as a virtual library. The library provides its students with four (4) laptops with internet connectivity and a printing services, as well with a reading and studying

area. MAU also provides its students with external electronic information systems such as The Wall Street Journal (WSJ), MarketWatch, Barron's, AllThingsD, FindLaw, Creative Commons, Blomberg Business (BusinessWeek), Small Business Administration (SBA); government resources such as GOP-Federal Publications, Florida Citizen's Access State Portal, Miami-Dade Library Public System, among others.

The University also is a member of the Library and Information Resources Network, better known as LIRN. LIRN provides a core library collection to support the University's academic programs with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, audio, and video files in various databases (e.g. Gale Cengage, Skillsoft, ProQuest, etc.). LIRN also provides group purchasing and centralized management of electronic information resources for the school and operates a validation server which is a single login gateway to vendor services.

## **Administrative Staff**

|                                                                   |                              |
|-------------------------------------------------------------------|------------------------------|
| <b>President</b>                                                  | Aristides Maza Duerto, PhD   |
| <b>Chancellor</b>                                                 | Luis E. Martinez, MBA        |
| <b>CFO/Vice President of Administrative and Financial Affairs</b> | Orianna Maza Moss, MBA       |
| <b>Vice President of Operations and Student Affairs</b>           | Jenice Maza Duerto, M.S. Ed. |
| <b>Director of Academic Programs</b>                              | Octavio Maza Duerto, PhD     |
| <b>Vice Director of Academic Programs</b>                         | Teresa Fitzgerald, MSc       |
| <b>Department Chair</b>                                           | Jimmy Pinto, MBA             |
| <b>Student Services and Placement Manager</b>                     | Yazmene Kaylani, MSHE        |
| <b>Director of Marketing and Admissions</b>                       | Erwin Richter, MBA           |
| <b>Marketing Assistant</b>                                        | Nathalie Betancourt          |
| <b>Financial Aid Manager</b>                                      | Starr Tarver                 |
| <b>Accountant</b>                                                 | Maria Cruz, MBA              |
| <b>Librarian</b>                                                  | Iris Fiallos, MLIS           |
| <b>Registrar</b>                                                  | Milly Quinchia               |
| <b>Admissions Representative</b>                                  | Natalia Cruz                 |
| <b>Admissions Representative</b>                                  | Nuria Conde                  |
| <b>Admissions Representative</b>                                  | Silvia Renteria, MS          |
| <b>Bursar</b>                                                     | Teresa Akkou                 |

## **Faculty**

### **Gonzalo Aguerrevere**

MS Mathematics Education, Nova Southeastern University, Florida  
BSEE Engineering, Universidad Central De Venezuela, Caracas, Venezuela

*Primary area of instruction: Mathematics*

### **Nadeem Aslam**

MA Mathematics, University of Miami, Florida  
Master of Philosophy in Mathematics, Azam University, Pakistan  
BS Pure & Applied Mathematics, Punjab University, Pakistan

*Primary areas of instruction: College Mathematics*

### **Ivette Brau**

MS Accounting, Nova Southeastern University, Florida  
BS Accounting, Nova Southeastern University, Florida

*Primary areas of instruction: Managerial Accounting, Accounting, Taxation, Auditing*

### **Gisella Bustillos**

MBA, Carlos Albizu University, Miami, Florida  
BS TESOL, University of Guayaquil, Ecuador

*Primary areas of instruction: Risk and Insurance, International Business*

### **Gonzalo Capriles**

MIBA, Nova Southeastern University, Florida  
MS Engineering, University of California, California  
BSME Engineering, Universidad Simon Bolivar, Caracas, Venezuela

*Primary areas of instruction: Statistics, Mathematics*

### **Pedro Chacin**

MBA, Texas A&M University, Texas  
BSEE Engineering, University of Michigan, Michigan

*Primary areas of instruction: Economics, Financial Management*

### **David Diaz**

MS Finance, Hult International Business School, San Francisco, California  
BS Business Administration, Millennia Atlantic University, Doral, Florida

*Primary areas of instruction: Mathematics, Investment, Computer Concepts*

**Aristides Maza Duerto**

PhD Educational Leadership, Virginia Polytechnic Institute and State University, Blacksburg, Virginia

MBA Banking and Finance, Dowling College, Oakdale, NY

*Primary areas of instruction: Ethics and Social Responsibility*

**Octavio Maza Duerto**

PhD Economics, Virginia Polytechnic Institute and State University, Virginia

MA Economics, Virginia Polytechnic Institute and State University, Virginia

MS Industrial and Systems Engineering, Virginia Polytechnic Institute and State University, Virginia

BS Industrial and Systems Engineering, Virginia Polytechnic Institute and State University Blacksburg, Virginia

*Primary areas of instruction: Finance, Investments, Portfolio Management, Microeconomics, Microeconomics.*

**Roberto Gentile**

MHRM Millennia Atlantic University, Florida

MBA Millennia Atlantic University, Florida

MS Marketing Management, Universidad Catolica Andres Bello, Caracas, Venezuela

*Primary area of instruction: Introduction to Business*

**Haydee Gomez**

MBA, Millennia Atlantic University, Florida

BS Management, Technological University UNITEC, Valencia, Venezuela

*Primary areas of instruction: Small Business Management, Introduction to Business, Principles of Management*

**Alberto Gonzalez**

MBA, Thunderbird School of Global Management, Arizona

BS Accounting, Universidad Autónoma de Nuevo León, Mexico

*Primary areas of instruction: Accounting, Business Strategies*

**Andrew Gottlieb**

Ph.D. Arts & Sciences, Union Institute and University, Ohio

MA International Studies, Florida International University, Florida

BA Literature and Latin-American Studies, New College of Florida, Florida

*Primary areas of instruction: American History, Sociology, Political Science, Organizations and Leadership*

**Carlos Guerra**

MA International Administration, University of Miami, Florida

MA Political Science, Pontificia Universidad Catolica de Chile, Santiago, Chile

*Primary areas of instruction: Small Business Management, Introduction to Business*

**Jeffrey Hornburg**

JD, University of Miami, Florida

BA Applied Mathematics, University of Florida, Florida

*Primary areas of instruction: American Literature, English Composition*

**Harrychand Kalicharan**

DBA, Argosy University, Florida

MBA, Nova Southeastern University, Florida

BBA, Nova Southeastern University, Florida

*Primary areas of instruction: Marketing, Business*

**Broderick Martinez**

DBA, Accounting, Argosy University, Sarasota, Florida

MBA, Finance, Nova Southeastern University, Fort Lauderdale, Florida

MS Accounting, Nova Southeastern University, Fort Lauderdale, Florida

*Primary areas of instruction: Operations Management, Mergers and Acquisitions, Finance, Accounting*

**Orlando Ojeda**

DBA International Business, Argosy University, Florida

MBA Operations Supply Chain Management, Colorado Technical University, Colorado

MBA, University of Phoenix, Arizona

BBA Accounting, University of Puerto Rico, Puerto Rico

*Primary areas of instruction: Financial Accounting, Advanced Accounting Information Systems, Logistics*

**Jimmy Pinto**

MBA Marketing, American Intercontinental University, Schaumburg, Illinois

MBA Management, American Intercontinental University, Schaumburg, Illinois

BA Economics, Florida International University, Miami, Florida

*Primary areas of instruction: Marketing, Business, Management*

**Luis David Ramirez**

MBA, University of South Carolina, South Carolina  
MS Management, La Universidad del Zulia, Venezuela  
BSME, Universidad Simon Bolivar, Caracas, Venezuela  
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