



FLORIDA

Student Handbook

UNAD FLORIDA



Table of Contents

	Pag.
History UNAD Florida	4
Mission and Vision	5
Description UNAD Florida	8-9
Contact	10
Academic Calendar	11-12
Course Scheduling and Overview	13-17
Academic Policies	18-40
Admissions Degree Programs and Requirements	41-45
Transfer Student	46-47
Language proficiency requirements	48-52
Student Services	53-57
Financial Information	58-61
Student Signing Forms	62-66

We are really excited to share this educational project with you, where we will be exchanging experiences, knowledge, ideas and above all we will add value to our knowledge. We have made a great effort in the relaunching of UNAD Florida with the purpose of inserting ourselves in the globalized world of today through the new information technologies, in order to offer you the opportunity to learn in a flexible, efficient and up-to-date environment, with teaching assistance of high level and administrative support to maintain a timely relationship and tailored to your information requirements.

We have a renewed educational platform, with easy access and navigation, with audiovisual and bibliographic resources according to the current labor market needs and with the support of dedicated professors always willing to attend your concerns and provide the appropriate guidance to achieve your academic objectives.

By exploring the content of the platform, you will find interesting sites that will help you in the development of your activities, as well as access to surveys where you will have the opportunity to express your opinions and suggestions about the content of the courses, the professor and academic activities in general.

At UNAD Florida we feel the commitment to accompany you in the educational process that will help you in your professional career to face a competitive world.

We look forward to hearing from you soon.

Sincerely,

José Díaz Ph.D.

Academic Dean UNAD Florida



UNAD FLORIDA

HISTORY OF UNAD FLORIDA

UNAD Florida is a private, independent 501 (c) (3) nonprofit corporation registered under the laws of the State of Florida. Its Board of Directors under its bylaws governs the corporation. UNAD Florida is registered with the Florida Department of State, Division of Corporations, to do business in Florida as UNAD Florida.

It was organized as a private university on July 24, 2000 and granted 501(c) 3 tax exempt status on November 3, 2003. It was conceived by UNAD Colombia, a public nonprofit University in Colombia, to serve Colombian, Hispanic, and underserved populations in the United States and throughout the world abroad. It was licensed as an online university on January 26, 2004 by Florida's Department of Education Commission on Independent Education. The university is a professionally and professional, academically oriented institution. Their faculties are credentialed in their fields of expertise and meet all standards set by the Department of Education. It is governed by a board of directors headed by the President of UNAD Colombia and by its who supervise and guide the work of the Executive Director in Florida.

UNAD Florida Online University is an institution of higher learning that offers bachelors, Master's, and Doctoral degree programs duly licensed by the State of Florida Department of Education. UNAD Florida provides undergraduate studies as well as programs for professionals and entrepreneurs wishing to continue at the graduate level.

UNAD Florida is an online university dedicated to preparing graduates to be competitive professionals in the global workforce. We offer Undergraduate and Graduate programs in various educative and administrative fields utilizing the latest online tools to efficiently deliver a solid yet flexible course load for our students.

All our programs are fully online and operate through virtual means giving our students the flexibility to study remotely at their desired location and time. With full access to electronic content and resources, a complete online library, and support from our highly qualified faculty, the course of study is dynamic, interactive, and participatory.

UNAD Florida is committed to the development of human potential, through an educational methodology based on new information technologies and content, oriented to the most demanded work opportunities. UNAD Florida promotes quality, excellence, efficiency, relevance, and social responsibility for a better present and future of our society.

Statement of Purpose

1. To foster a vigorous, diverse learning environment shaped by contemporary awareness, intellectual inquiry, and a shared search for truth in which students gain knowledge and build skills and values useful in their personal and career development.
2. To cultivate student-centered learning at all levels, supported by technological resources and led by qualified faculty and staff who are guided by contemporary scholarship and professional practice.
3. To promote the development of foundational values relevant to leadership in the 21st century: self-worth, creativity, interdependence, service, integrity, and effectiveness.
4. To foster intellectual and personal growth, sensitivity to diversity and human dignity, effective and responsible leadership, environmental responsibility, and lifelong learning.
5. To offer online degree programs with foundational perspective, breadth, and professional relevance for undergraduate and graduate students.

UNIVERSITY MISSION, VISION, ACADEMIC PILLARS, AND LONG-TERM GOALS

The current mission, vision, academic pillars, and long-term goals were written as part of UNAD Florida's Strategic Plan in April 2017.

Mission

UNAD Florida is committed to the formal education of its students under quality, modern and dynamic online teaching and learning environments focused on the Hispanic communities for their socioeconomic development.

Vision

It is projected as a leading organization in online education, recognized nationally and internationally for the innovative quality and relevance of its educational offering and services and for its commitment and contribution to sustainable human development, local and global communities.

Academic pillars

UNAD Florida education seeks to instill and develop in the students the following dimensions:

1. Ethics, Social Responsibility, Sustainability (environmental, cultural, technological, economic, financial)
2. Economic Development, Entrepreneurship
3. Interdisciplinary Thinking and Integration of Knowledge
4. Critical Thinking
5. Quantitative Thinking
6. Innovation
7. Global Dimension (global cultures, religions, political, legal and economic systems, languages)
8. Information Technology

Long Term Goals

- To maintain an excellent online educational process by continuously reviewing and improving the quality standards with the implementation of an organizational evaluation system.
- To apply a systematic design of instruction that guarantees the effectiveness of the instructional process by writing an instructional design handbook and training faculty in the application of the handbook's content.
- To assure a high-quality teaching process by maintaining a faculty with the highest qualifications. To constantly improve our technological resources with modern hardware, software, and communications equipment.
- To foster online learning communities with the delivery of academic and social forums and other communication tools.
- To instill in our instructors that human concerns need to be recognized in the classroom and should be dealt with.
- To promote scientific research by organizing specific fields within the academic programs.

- To promote educational projects for different populations that contribute to the acquisition of the new academic, technical or professional skills.
- To prepare our students for a competitive global market by developing a critical and free-thinking leadership training.
- To offer affordable programs in accordance with our commitment of recognizing accessibility to all socioeconomic groups.

UNAD Florida is not accredited but is seeking accreditation. Accreditation is a rigorous independent review process taking from three to six years for approval depending on circumstances. Accredited universities offer Title IV federal financial assistance thus we do not offer Title IV assistance. UNAD Florida cannot guarantee that during the length of your enrollment it will be accredited. Acceptance of credits and degrees taken at UNAD Florida is at the discretion of the receiving or evaluating entity. In addition, employers may not recognize degrees

Description of Institution

UNAD Florida office provides the administrative support of the university's day-to-day activities.

UNAD Florida

490 Sawgrass Corporate Parkway

Suite 120. Sunrise, FL 33325

Contact Information:

Phone: (954) 389-2277

Office Hours: 8:00 a.m.- 5:00
p.m. M-F(EST)



Our Florida office provides the administrative support for the university's day-to-day activities as an online school. Its 2,901-sq. ft. space has nine administrative offices, one conference/classroom, and one kitchenette area. Located in the beautiful Sawgrass Corporate Park, just east of the Sawgrass Expressway, north of I-592 in Sunrise.

UNAD ADMINISTRATIVE STRUCTURE

- **Organization**

Fulfilling the Mission and Vision of UNAD Florida requires collaboration among the Board of Directors, administration, and faculty. The UNAD model of shared governance recognizes the special role of faculty and ensures that they will be consistently and appropriately involved in the formulation of University policies, especially but not only through the participation in committees, Board of Directors and other academic activities.

Adequate opportunities for communication are essential if faculty members are to fulfill their roles in institutional governance, namely to oversee the university curriculum (including its outcomes and content), to approve the academic policies that impact how the curriculum is offered to students, to ensure that students have fulfilled the outcomes of the curriculum, and to recommend students for degree conferral to the Board of Directors.

With a geographically dispersed faculty, the university is challenged to design a governance system that gives the faculty its full voice in the governance of the curriculum and bridges

the physical gap between faculty members. Faculty governance structures at the university and the school levels ensure that the faculty members fulfill their roles as overseers of the curriculum.

For the purposes of this document, the term faculty representative refers to all faculty members and academic administrators within each school or center unless the description specifically references Core and Section Online Faculty members.

If any committee representatives vacate their appointed or elected position on any council or committee prior to the end of their term, the individual responsible for appointing or initiating election for that position will appoint a qualified representative to serve in that capacity for the remainder of the term.

UNIVERSITY OFFICIALS

• BOARD:

- Jaime Leal
- Andrés Salinas
- Jose Ignacio Diaz
- Luigi H. López
- Nancy Rodriguez
- Jorge Millan
- Andrés Prada
- Constanza Venegas

UNAD FLORIDA ADMINISTRATIVE STAFF

- Executive Director / Director of Compliance: Jorge Millan, Ph.D.
- Academic Director: Jose Diaz, Ph.D.
- Director of Admissions: Zuleyma Loggiodice Ph.D.
- Director of Placement and Student Services: Mercedes Inciarte Ph.D.
- Financial Director: Omar Diaz. Msc
- Administrative Services: Jimena García

CONTACT THE INSTITUTION

Our Florida office provides the administrative support of the university's day to day activities.

Contac UNAD	
Executive Director	executivedirector@unad.us
Academic Director	academic@unad.us
Financial Director	accounting@unad.us
Admission Director	admissions@unad.us
Technical Support	support@unad.us
Student Services	studentservices@unad.us
General Information	Info@unad.us
Contact Information	Phone (954) 389 2277, (954) 389 4528 Fax (954) 389 0506
Web site	www.unad.us
Virtual campus	http://classrooms.unad.us/
Address	490 Sawgrass Corporate Pkwy Suite 120 Sunrise, FL 33325

Academic Calendar

The academic year covers the 48 months period that begins on August. The normal teaching terms include a fall semester ending December, a winter semester ending May and summer semester ending August. The normal holidays consist of Labor Day, Thanksgiving Day and the following Friday, the Christmas holidays which usually begin on the 20 of December and end first week of January, Martin Luther King, Jr. Day and a spring holiday period of one week.

Students should feel free to consult with the schedulers who are helping them in the design of their academic schedule.

For every hour of class attendance, a student should devote approximately two hours to study. Preparing a time budget at the beginning of each semester will be helpful.

Normally, classes can be held only at the time and in the place specified in the schedule of classes. The only exceptions to this policy occur when the academic dean or designee approves a change in time and/or location and these changes are subsequently communicated to the appropriate offices.

UNAD Florida offers Semester will be delivered in either the traditional 16-week format

A standard course is worth three credits. Each credit is comprised of 15 hours of academic engagement (e.g. listening to synchronous or asynchronous lectures or webinars, participating in discussion, etc.) and an additional 30 hours of preparation (e.g. studying learning materials, etc.). Course activities are organized in 15 weekly units. This means students should invest at least nine hours per week to complete weekly activities.

UNAD operates with a bi-monthly enrollment cycle in the period from January to November of each year. There are three terms of 15 weeks in each semester. Students may take up to 5 concurrent courses at each term.

For Master, there are three or six terms of 8 weeks in the year.

For Doctoral Programs of 15 weeks in each semester for a total of three semester by year.
Students may take up to 2 concurrent courses at each term. Some courses may not be available:



490 Sawgrass Corporate Parkway.
Suite 120. Sunrise, FL
33325. Phone: (954) 389-2277

Academic Calendar 2018

SEMESTER	TERM	PROGRAM	REGISTRATION	ORIENTATION STUDENT	REGISTRATION DEADLINE	TERM START DATE	ADD/DROP PERIOD	TERM END DATE	GRADE DUE
SPRING	A	Bachelors and Doctotal	Nov 13/Jan 22	Jan 23/May.20	Feb 11	Feb 5	Feb 5/Feb 12	May 20	May 20/May27
		Masters	Nov 13/Jan 22	Jan 23/May 20	Feb 11	Feb 5	Feb 5/Feb 12	Apr 1	Apr 1/Apr 8
	B	Bachelors and Doctotal	Feb 12/March 18	March 6/JUL1	March 26	March 19	March 26	Jul 1	Jul 1/Jul 8
		Masters	March 27/Apr 29	Apr 16/Jul 1	Jul 7	Apr 30	MAY.7	Jul 1	Jul 1/Jul 8
SUMMER	A	Bachelors and Doctotal	May 21/Jun 20	Jun 1/Aug 16	Jun 28	Jun 21	Jun 28	Aug 16	Aug 16/Aug23
FALL	A	Bachelors and Doctotal	Jul 23/Aug 22	Aug 1/Dec 6	Aug 30	Aug 23	Aug 30	Dec 6	Dec 6 /Dec 13
		Masters	Jul 23/Aug 22	Aug 1/Oct 18	Aug 30	Aug 23	Aug 30	Oct 18	Oct 18/Oct 25
	B	Bachelors and Doctotal	Sept 10/Oct 9	Oct 1/Dec 5	Oct 17	Oct 10	Oct 17	Dec 5	Dec 5/Dec 12
		Masters	Sept 29/Oct 28	Oct 8/Dec 21	Nov 7	Oct 29	Nov 7	Dec 21	Dec 21/Dec 28

Spring Semester 2018		
Periodo	Feb 5	Jul 1
Description		
Feb 5	Start Winter Semester 2018	
Jul 1	End Winter Semester 2018	
Holidays	Feb 19 President Day May 28 Memorial Day	
SPRING BREAK (April 30 – May 4 2018)		
Summer Semester 2018		
Periodo	Jun 21	Aug 16
Description		
Jun 21	Start Summer Semester 2018	
Aug 16	End Summer Semester 2018	
Holidays	July 4 Independence Day	
Fall Semester 2018		
Periodo	Aug 23	Dec 21
Description		
Aug 23	Start Summer Semester 2018	
Dec 21	End Summer Semester 2018	
Holidays	Sept 3 Labor Day Nov 11 Veterans Day Nov 22 Thanksgiving Day Dec 22/18 – Jan 6/19 Holiday Break. No Class	

Course Scheduling and Overview

The role of UNAD Florida is to provide students with a learning environment that encourages critical reflection and knowledge construction through interaction with educators and other students in a learning community. This interaction is facilitated by technology that makes distance education dynamic and interactive.

UNAD Florida sets the following academic criteria:

A new educational role is created for teachers and students. The professor assumes the role of process facilitator, and the student is the driver of his or her learning experience.

Students earn the freedom to make decisions on the appropriate direction of their studies, the organization of their schedule, and the determination of learning spaces. Students advance their learning on their own terms per their schedule and motivation.

Students can access several sources of information, learning alternatives, and activities to satisfy their learning needs.

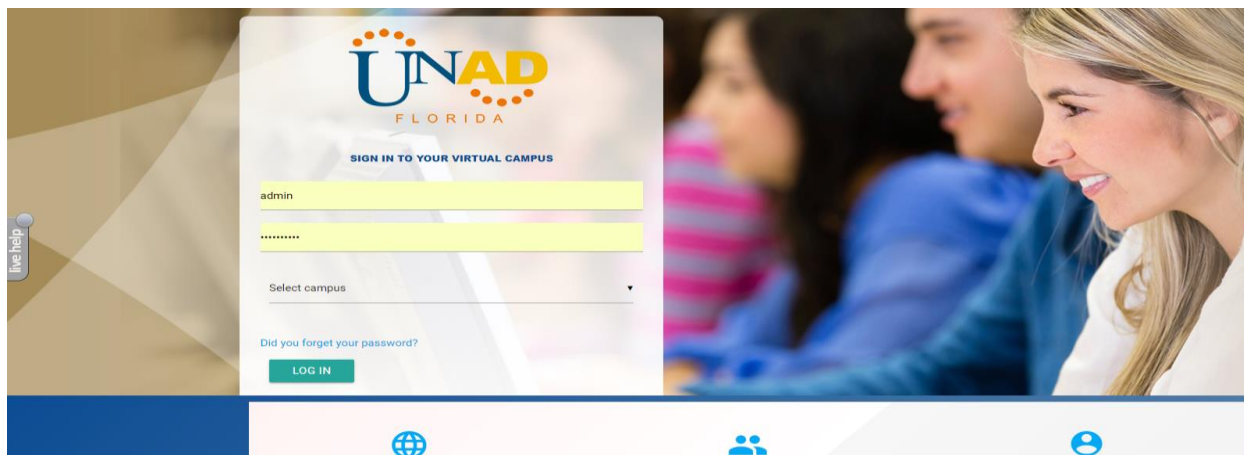
A variety of pedagogical learning scenarios are created, including self-study, works in small groups, participation in research seminars, personal support and consultation. Students are evaluated using self-evaluation, group-evaluation, and teacher evaluation. The learning process is released from space and time limitations.

The delivery system for distance education at UNAD is the LMS (Learning Management System)

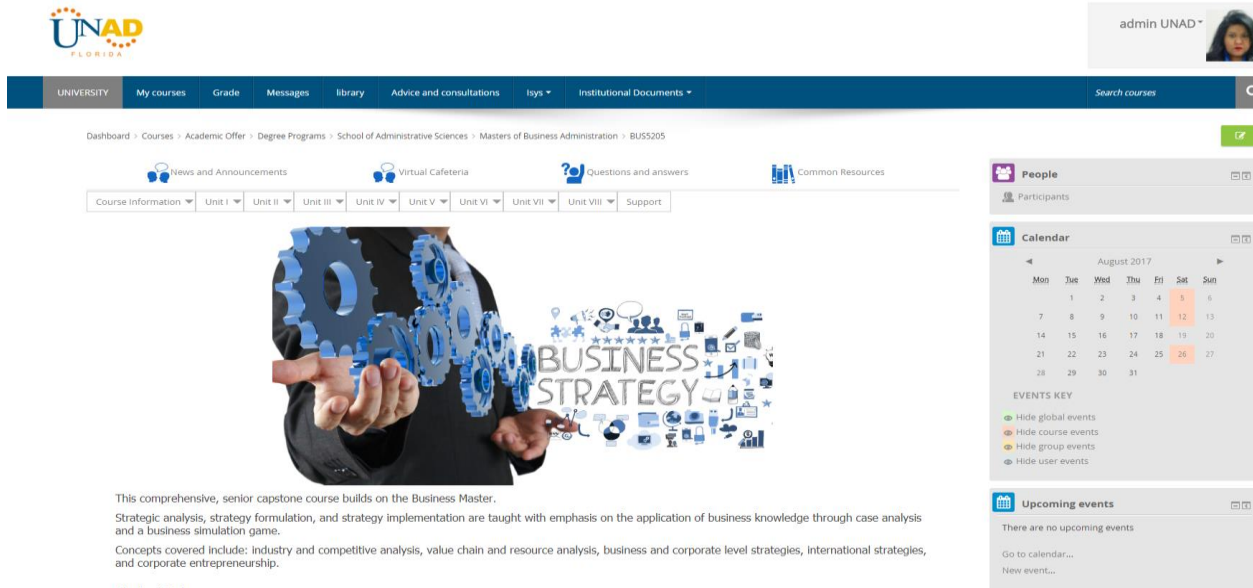


Moodle, which is currently running with version Moodle 3.2.3 (Build: 20170508). The system was chosen for being open source, and mainly because it promotes social constructionist pedagogy, which means collaboration, varied activities, and critical reflection. Courses at UNAD Florida are delivered via Moodle, our virtual campus or online learning management system. This will bring you to Moodle's login page: Enter website: <http://www.unad.us>

1. Click on the Virtual Campus, <http://classrooms.unad.us>. Enter your username and password and click on the Login button to continue to classrooms



2. Access the courses in which you are enrolled for the current semester. Once inside, you'll be able to access the course syllabus, materials, activities, assignments, instructor information and participants.



Tools for an online learning environment through the open source platform Moodle, which by nature is flexible, easy to use, presents diverse teaching and performance strategies that lead to significant learning accomplishments for students.

Instructors set their own online office hours at the beginning of each course. Please check with them and in your course room and syllabus.

The online platform also offers the opportunity to design multimedia resources that guarantee the foundation of knowledge, through didactic heterogeneous materials that add value to the class materials and educate and make it flexible to control learning environments.

The online learning platform Moodle allows the university to constantly monitor the progress of the students and it generates the sufficient inputs to ensure their productivity and effective fulfillment of the scheduled planning of the course.


UNAD Florida online platform Moodle allows the institution to do the following:

- The possibility to access the platform's code, making it more trustable.
- Reduction of costs. In the majority of occasions, the institution does not have to pay for system updates or number of licenses.
- Possibility of reutilization of codes within different applications.
- It is adaptable to the updates of versions, offering stability and constant modernization.
- **Responsibilities of the student during class development**

- Participation on chats, forums and any other activities is necessary for the achievement of learning objectives.
- You should check the course site and the informative board regularly.
- You must read the recommended materials for every Week (case studies, book chapters, presentations, etc.). Take in consideration that the slides provided for each unit are only for support and quick reference, the complete material you must read is the recommended chapter of the book.
- You must respect the due dates for every activity. Late deliveries won't be accepted and the system will automatically block your opportunity to send activities after their due date. Don't wait for the last minute to post or send your responses to the activity.

On the first day of class, students receive a copy of the course syllabus and course outlines and objectives.

Follow all requirements for instructional delivery, as outlined policy

		UNAD FLORIDA	
Course Syllabus			
Course Title:		Course Number:	
Prerequisites:		Credit Hours:	Contact Hours:
Instructor Name:			
Textbook Title:	Author/ Publisher:	ISBN Number:	
Course Description			
General Learning Objective Course			
Title Week:			
Introduction Week, Unit or Theme:			
Learning Objective:			

Description Assignment /evaluation strategy for Week, Unit or Theme:	Resources /Materials	%

Grades are an integral part of academic evaluation, and fairness in grading requires the detection and suppression of dishonesty in academic work.

The UNAD is committed to maintaining equal opportunities in education and employment. It supports an environment of ethnic, religious, and cultural diversity and provides facility and program accessibility to disabled persons. It is incumbent upon faculty to provide a learning environment free from discrimination and sexual harassment.

- **Learning assistance services (tutoring)**

Learning assistance services are offered at all students participate in study skills workshops, supplemental instruction offerings, distance tutoring, and computer-based tutoring services.

- **Virtual Office Hours**

All faculty members must maintain regular and reasonably convenient office hours to answer questions from students and to advise students. In addition, faculty members are expected to schedule individual appointments as needed using the Tools available on the UNAD virtual campus. The schedule of office hours must be posted and must be available in the classroom virtual the course

- **Monitoring of Continuing Students**

The University prides itself on providing a personalized service to students and has an ongoing commitment to student satisfaction.

It is the responsibility of the Faculty of the course, permanent monitoring of Continuing of the student.

Faculty members are expected to log into research course shells a minimum of 3 day per week, to ensure regular course presence.

Effective interaction between students and instructors is an important factor in student satisfaction and persistence in distance education courses Both Quality Matters and Best Practices encourage development of specific communication policies in course instructions. Instructors should explain how interaction will occur, how much is required, and how long it

usually takes for students to receive feedback or response to inquiries. Assignment media reactions, chat, web conferences, collaborations, and discussions.

In addition to providing instruction, employs a variety of electronic methods including email @unad.us, texting, live chat, online tutorials, web conferencing counseling/advising and other student support services. Students also have access to faculty and student

ACADEMIC POLICIES AND STANDARDS OF PROGRESS

Maximum Number of Students per Class

The maximum number of students per course is established at 25 students to guarantee sufficient time for student/faculty interactions, adequate tutorships and feedback.

- **Syllabus**

On the first day of class, students receive a copy of the course syllabus and course outlines and objectives.



- **Responsibilities of the student during class development**

- Participation on chats, forums and any other activities is necessary for the achievement of learning objectives.
- You should check the course site and the informative board regularly.
- You must read the recommended materials for every Week (case studies, book chapters, presentations, etc.). Take in consideration that the slides provided for each unit are only for support and quick reference, the complete material you must read is the recommended chapter of the book.
- You must respect the due dates for every activity. Late deliveries won't be accepted, and the system will automatically block your opportunity to send activities after their due date. Don't wait for the last minute to post or send your responses to the activity.

- **Attendance Policy**

- Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a semester by submitting an academic assignment (such as the course requirements checklist, an examination, written paper or project, discussion board post, or other academic event) will be dropped from the course roster at the end of week one and will not be allowed to submit further course work. The student may appeal to their instructor to remain in the course.
- The student alone assumes responsibility for course work missed from non- attendance. A student who presents the instructor with an adequate and documented reason for absence may be given an opportunity to make up the work missed.

- Students who begin attendance by submitting an academic assignment but eventually cease progressing toward the completion of the course will be assigned a grade of AW during the semester.

- **Academically Related Activities (ARA)**

To maintain continuous enrollment, the following activities that occur on or after the course start date and on or before the course end date will be considered academically related activities (ARAs). ARAs determine a student's enrollment status with the school. Students can maintain continuous enrollment by ensuring no more than 14 days' elapse between posting an ARA or sooner if required by Professor. Examples of an ARA are: complete a unit quiz and/or similar assessment, complete all required weekly assignments, post at least 3 times to an original forum posting and respond to two classmates on different days of the week, attend a virtual session as scheduled by professor. If a student fails to complete at least one of these activities the student will be marked absent.

- **Definitions Related to Attendance**

Last day of attendance policy/statement – this is the day a student had an academically related/recorded activity, which may include projects, examinations, etc.

Date of Withdrawal policy/Statement-this is the date that administration determines that a student is no longer enrolled at UNAD based on lack of Academic Related activity.

GRADING POLICIES

UNAD Florida grading scale and academic standards are based on the following grade point equivalents:

Grading Scale Policy			
Letter Grade	Percentage Points	GPA (4.0)	GPA ¹ (5.0)
Doctoral Level			
A	91-100	4.0	5.0
B+	86-90	3.5	4.4
B	80-85	3.0	3.8
F	Below 80	0.0	0.0
Masters Level			
A	91-100	4.0	5.0
B+	86-90	3.5	4.4
B	80-85	3.0	3.8
C	70-79	2.0	2.5
F	Below 70	0.0	0.0
Undergraduate Level			
A	95-100	4.0	5.0
A-	90-94	3.7	4.6
B+	87-89	3.3	4.1
B	84-86	3.0	3.8
B-	80-83	2.7	3.4
C+	77-79	2.3	2.9
C	74-76	2.0	2.5
C-	70-73	1.7	2.1
D+	67-69	1.5	1.9
D	64-66	1.3	1.6
D-	60-63	1.0	1.3
F	59 or <	0.0	0.0

Relevant to students where a 5.0 scale is used.

Other Grades

Grade	Description	GPA Points	Credits Earned
I	Incomplete	N/A	No
P	Pass	N/A	Yes
NP	No Pass/Not approved	N/A	No
W	Withdrew by Deadline	N/A	No
AW	Administrative Withdrawal	0.0	No
T	Transfer Credit	N/A	Yes
FA	Failure for Academic Dishonesty	N/A	No
E	Excluded from GPA	0.0	No
INC	Included in GPA	0.0	Yes
NG	No Grade	N/A	No

Definitions:

1. **“I”** - indicates a student filled out a form to inform the professor and school that they need more time to complete a course due to personal hardship, work schedule or requested emergency leave. A student will receive a provisional grade of Incomplete (I) in the following instances:

- a. If his absence from a final examination can be justified
- b. If his absence of not more than 25% of his work can be justified.
- c. If the student has complied with all partial requirements of the course during the semester or part-of-term. In order to remove an Incomplete, the student should take the corresponding final examination or work requirement within the first 30 days of the subsequent semester or summer session. Those students receiving Incomplete in prerequisite courses during the summer session must take the final examination or work requirement within the first fifteen days of the following summer session. The professor has the responsibility of removing all Incompletes. In the case of students not complying with these established rules, the professor will assign a “0” in the corresponding work missed by the student, and will report the final grade to the Registrar after calculating the corresponding grades.

2. **“P”** - indicates a student that at the time of withdrawal has passed the requirements for that particular course as specified in the course syllabus and/or the professor. Credit is earned but grade is not given or used as part of the GPA.

3. **"NP"** - indicates the student did not meet the minimum requirements for a particular course and it must be repeated.
4. **"NG"** - indicates that the registrar expects a grade to be submitted but none has been. Received.
5. **"W"** indicates a withdrawal from a course with the official approval of the Office of the Registrar and/or Academic Dean. A withdrawal form must be filled out and filed.
6. **"AW"** indicates an administrative withdrawal approved by the Academic Dean and Registrar's office once reported by a Professor due to a student failure to continue attending his classes and does not officially drop the course. WA's will impact overall GPA.
7. **"T"** indicates student has transferred in credits from another institution for credit toward degree at UNAD. Credit is awarded but GPA is not impacted as it is omitted from calculation.
8. **"FA"** indicates that the student has failed the course due to academic dishonesty

- **Class Cancellation Policy**

From time to time it may be necessary to cancel a class because of insufficient enrollment or other extenuating circumstances. The decision for such a cancellation is ultimately that of the Academic Dean. Every effort will be made to provide notice of the cancellation at least two weeks prior to the first scheduled meeting of the class. The Registrar's Office will advise the student of the possible cancellation due to low enrollment and any other options including the possible rescheduling of the class. The University does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations.

- **Dropping, Adding, Withdrawing from Courses**

UNAD Florida students may drop a course according to the academic calendar dates. Whether a student receives full, partial or no refund depends on when they submit the paperwork necessary and inform our office. After the publicized add/drop/withdrawal period, no class may be added or dropped without a grade.

Students requesting to withdraw from courses during the semester must submit a request to their academic advisor. Generally, the withdrawal date will be the date the student submitted the email to their academic advisor. A grade of "W" will be assigned to all courses from which the student withdraws within the required time period. A Course Withdrawal form must be sent to the Registrar by deadline listed on academic calendar.

- **Undergraduate Repeat Policy**

The UNAD Florida Undergraduate Repeat Policy is designed to assist undergraduate students in raising their cumulative grade point average by repeating courses in which they previously performed unsatisfactorily and by removing the previous grade from the GPA calculation.

Undergraduate students are subject to the following conditions:

1. When an undergraduate course is successfully repeated, the Undergraduate Repeat Policy will automatically be applied, all earned grades will remain visible on the student's permanent record, and the most recent grade earned will be the only grade to count toward the student's GPA. The registrar's office will automatically apply the Undergraduate Repeat Policy at the end of each term, including the summer term, to all eligible courses.
2. On the student's transcript, the letter "E" will follow the previous earned grade(s) to indicate that the grade has been "excluded" from the GPA. The letter "I" will follow the most recent grade to indicate that the grade has been "included" in the student's GPA. The grades which have been excluded from the GPA calculation will not count toward GPA hours or hours earned, but will remain on the student's record as attempted hours.
3. UNAD Florida is not a participant in the Federal Financial Aid program at this time, thus there are no limits on the number of different courses or retakes in which the Undergraduate Repeat Policy may be applied.
4. The Undergraduate Repeat Policy will only be used on UNAD Florida courses that have been repeated at UNAD Florida. No transfer credit or credit earned through institutional or standardized testing may be used in the Undergraduate Repeat Policy.
5. The Undergraduate Repeat Policy will only be applied when the same course number/title is retaken, unless there's been a university approved course number/title change and the department confirms that the courses are the same. Course replacements/substitutions are not eligible for the Undergraduate Repeat Policy.
6. Undergraduate courses in which a grade of C, D, F was awarded are eligible for the Undergraduate Repeat Policy. Courses which are NOT eligible for the Undergraduate Repeat Policy are: pass/fail courses, zero-credit courses, and courses with grades of I, AW and or those courses failed due to academic dishonesty.
7. Activation of the Undergraduate Repeat Policy for a prior semester will not affect the academic standing or dean's list award for that semester. Academic standing or dean's list in a prior semester can only be changed as a result of an approved grade change.

8. Once a student has graduated, the Undergraduate Repeat Policy may not be used on a course taken prior to graduation to enhance the cumulative GPA which was recorded at the time of degree conferral.

9. A student will have to wait until a failed course is offered again at the university to repeat the course. We are under no obligation to offer a course to meet a student's desired graduation goal. In some cases it can be a full academic year before a particular course is offered again. Thus, we encourage students to pass their courses the first time they take it.

- **University Leave (LOA)**

A university leave or leave of absence is a break in enrollment and occurs when a student is not actively taking a class each academic year. The academic year begins with start of the fall semester and ends with the conclusion of the summer term. UNAD Florida has three types of "LOA" and they are: General LOA, Military LOA and Emergency LOA. A University withdrawal/Cancellation form must be sent to Registrar by deadline listed on academic calendar.

1. General Leave of Absence is to allow a student to voluntarily withdraw from the University and to return to the University at a semester of the student's choice following the academic policies in place at the time of the leave. Students taking a General LOA must: be in good standing, request no more than three years, complete the LOA form. Note that students will be classified as inactive.

2. Military Leave of Absence is to allow active reservists and guardsmen who are called up for active duty, a LOA. Students taking a Military LOA must: be in good standing, request no more than three years, complete the LOA form. Note that students will be classified as inactive and be returned to the same academic status that they held at the time of their leave.

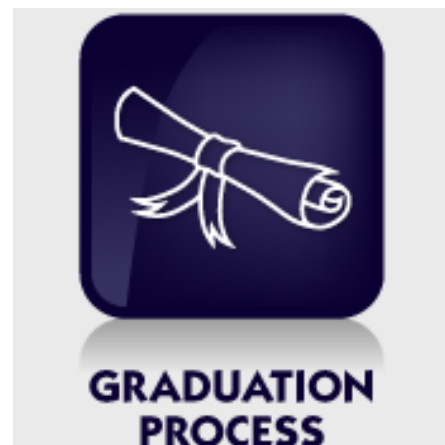
3. Emergency Leave of Absence allows a student, due to exceptional circumstance, as approved by Academic Dean, to voluntarily withdraw from the University during a current semester and to return to the University within two years. A student who experiences an exceptional circumstance can apply for an emergency level of absence, which will allow the student to withdraw from all classes, if prior to the 12th week of classes. If it is after the 12th week, students may seek their instructors' approval to make arrangements to complete classes or receive incompletes. Students taking a Emergency LOA must: be in good standing, request no more than two years, complete the LOA form. Note that students will be classified as inactive. All academic rules and regulations concerning incomplete grades still apply.

Graduation Process

A student who is in the semester of which they believe they will graduate, should begin the process for graduation by submitting a Petition for Graduation form soon as their last semester begins and ensuring with the Academic Dean and Registrar that all necessary items have been received by their offices. This process can take two months.

- **Graduation Ceremony & Degree**

Degrees are conferred throughout the academic school year (for transcript purposes) but are printed only three times a year, January, June and August. Some students may want to have an "apostille" for their degree which is a form of authentication. The Office of the Secretary of State provides apostille and authentication service to U.S. citizens and foreign nationals on documents that will be used overseas. This requires an extra fee and we group bundle them during these three times a year only.



Students who wish to have a graduation ceremony can opt to come to the UNAD Florida offices for a private graduation ceremony (at their expense, see fees) in January, June or August which would include rental robe/cap for pictures, refreshments, pictures with Executive Director/Academic Dean. See fee schedule for charge. If for any reason a degree needs to be reprinted due to loss, etc. there is a \$50 fee for replacement.

- **Graduation Requirements**

To be awarded a degree from UNAD Florida, a student must begin the process by filing a Petition for Graduation and must fulfill the following requirements:

1. Successfully complete his or her chosen program of study as it appears in the Catalog.
2. Successfully complete the language requirement as specified on the language track.
3. Bachelor's students must have a cumulative GPA of 2.0 or above.
4. Master's students must have a cumulative GPA of 3.0.
5. Doctoral students must have a cumulative GPA of 3.0.
6. Graduate students must attend the Annual International Conference or its equivalent. Those who cannot attend due to extenuating circumstances will be excused on a case-by-case basis. Conference will be held live or via webinar.

7. Be under no outstanding financial obligations to UNAD Florida.

- **Time Limits for Degree Completion**

Students pursuing degrees with UNAD Florida must complete the degree requirement within 10 years of the date of matriculation. Any student who does not complete coursework within the permissible time limit for any reason, including discontinued enrollment, must reapply for readmission and will be subject to the requirements in effect at the time of his/her readmission.

SATISFACTORY ACADEMIC POLICY

UNAD Florida monitors students' academic performance to ensure satisfactory progress toward a degree.

Satisfactory Academic Progress (SAP) applies only to Degree Seeking Students.

The University reserves the right to place students on Academic Warning, Academic Probation, Probation Continued, and Academic Suspension, and reserves the right to remove students from Academic Warning, Academic Probation, Probation Continued, and Academic Suspension based on their academic performance and degree program, notwithstanding the Academic Standards.



- **Academic Honors**

To encourage excellence and high academic achievement by students, the Academic Dean has established and will recognize the following categories of scholastic honors for those enrolled in the degree programs of UNAD. To qualify for any of the categories, a student must complete a minimum of four courses (12 credits) in one academic year.

Dean's List 3.50 to 4.00

Honor Roll 3.20 to 3.49

Graduation honors are awarded for academic work performed by the student during his or her undergraduate program with UNAD. The degree will be conferred and printed as follows:

Summa cum Laude 3.90 or above

Magna cum Laude 3.75 to 3.89

Cum Laude 3.60 to 3.74

- **Academic Probation**

Students who, at the end of each term, do not meet minimum academic standards and course completion rates (defined below), are placed on academic probation. A letter and email is sent to the student to inform them of their status with the school.

Minimum Academic Standards:

- A cumulative GPA of 2.0 or above for Undergraduate Students.
- A cumulative GPA of 3.0 is required for all Graduate Students.

Academic probation lasts for one term. If, at the end of the term in which the student has been placed on academic probation, either the Minimum Academic Standards or the Successful Course Completion Rate are not met, the student will not be allowed to register as a regular student for the upcoming term. A conversation is scheduled with the Academic Dean to determine if the student has the academic ability and desire to successfully complete his or her chosen program of study. After this conversation, the Academic Dean may admit the student to Extended Enrollment Status.

- **Extended Enrollment Status**

With the permission of the Academic Dean, a student may continue as a non-regular student for a period not to exceed one semester.

During this time, the student is expected to improve his or her academic record by re-taking failed courses and re-establishing satisfactory academic progress. The student is responsible for all costs incurred while on extended enrollment status. Courses taken under extended enrollment provisions will count towards credits attempted and will affect the GPA calculation.

A student may be re-instated as a regular student if, during the semester of extended enrollment, he or she meets minimum academic standards and course completion rates, and demonstrates to the Academic Dean that he or she is ready to continue his or her education. If re-instated, the student is placed on academic probation during the term following extended enrollment.

- **Mitigating Circumstances**

The Academic Dean may grant or extend a leave of absence for up to three semesters to students in good standing, or waive interim satisfactory progress standards for circumstances of poor health, family crisis, or other extreme circumstances outside the student's control. The student must document these circumstances in writing and demonstrate that he or she had an adverse impact on his or her academic performance. A request for a waiver of satisfactory progress

standards must be made in writing to the Academic Dean. No waivers will be issued for graduation requirements.

- **Academic Policy on Internships**

Several courses of study at UNAD Florida call for students to complete an internship as a requirement for graduation. This document outlines the most important facts about the internship process.

1. Students may register for an internship at any point during their academic career
2. No grade is received for an internship; rather, upon successful completion of the internship, students are granted academic credit.
3. Internships may or may not be paid, depending on the agreement made between the student and the employer
4. The standard internship is worth 6 credits. In order to be granted those credits, students must:
 - (a) work at their internship for a minimum of 300 hours
 - (b) submit the appropriate forms to the internship coordinator (see point 5, below)
 - (c) perform work that is directly related to their field of study. For example, if a student is enrolled in the Marketing and Business administration major, he or she might do an internship at a business office or an advertising firm. If a student is enrolled in Social Psychology, he or she might do an internship at a mental health clinic.
5. Over the course of an internship, a student must submit to the internship coordinator three documents:
 - (a) At the beginning of the internship, an Internship Agreement Form
 - (b) After 150 hours of work have been completed, an Internship Progress Report Form
 - (c) At the end of the internship, and Internship Final Report Form
6. In order to secure an internship, a student may approach a prospective employer directly. Alternatively, the student may suggest to the Internship Coordinator a list of possible employers. The Coordinator will then approach these employers and inquire about internship possibilities for the student.
7. A large number of UNAD Florida's students are employed. If their work is related to their course of studies, it is possible to translate this professional experience into academic

credit, in lieu of doing an internship. In order to do so, the interested student must ask his or her direct supervisor to send a letter to UNAD Florida's Academic Dean detailing:

- (a) The time the student has been at his or her present job and
- (b) The duties and responsibilities attached to the job

Upon careful review of this letter, the Academic Dean may authorize the student to receive six (6) academic credits, provided that student is registered for an internship in the current semester, has worked for at least six months at his or her present job, and the job is directly related to his or her field of study.

- **Satisfactory Student Progress**

Satisfactory academic progress will be evaluated after each fall, spring and summer terms. Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may be put on academic probation and ultimately dismissed. The grade point average is the qualitative measurement used for academic work at the university. An undergraduate student must maintain a cumulative GPA 2.0 or better and a graduate student must maintain a cumulative GPA of 3.0 or better.

Successful Course Completion Rate is earning at least 60% of the credits attempted each term. Students will be given a warning semester when the required GPA or pace of completion is not met. A student who is placed on academic warning may register for one subsequent semester under academic probation. At the end of academic probation semester, they will be academically dismissed from the university.

- **Course Prerequisites**

To enroll for certain courses, students must have completed prerequisites, usually in the form of more basic courses. Prerequisite courses are listed with course descriptions as applicable. If a student registers for a course for the next semester while currently enrolled in a prerequisite course, the student must satisfactorily complete the prerequisite course or withdraw from the higher-level course. Courses taken at another institution may be used to satisfy prerequisites, subject to the approval of the Academic Dean.

COMPLAINT GRIEVANCE POLICY

PURPOSE

The purpose of this policy is to establish a student complaint/grievance procedure.

II. SCOPE/COVERAGE

This policy applies to all current students of UNAD Florida

III. POLICY STATEMENT

UNAD Florida is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff, and fellow students.

IV. PROCEDURE

Note that a grievance is defined as a matter not falling under the progression policy for academic or non-academic due-process.

A grievance procedure is available to any student who believes a school decision or action has adversely affected his or her status, rights, or privileges as a student.

The purpose is to provide a prompt and equitable process for resolving student grievances.

- Students with grade grievances should first communicate with the appropriate course professor. The professor has 5 days to provide the student, an answer to his (her) grievance. If the professor is unable to resolve the student's complaint, the professor will refer it to the Academic Dean in writing at academic@unad.us. The academic dean has 10 days to provide the student, an answer to his (her) grievance.
- Students with other type of grievances should address them formally by sending an email to the Academic Dean at academic@unad.us. The purpose of the written petition portion of the Academic Appeal is to provide the Academic Dean with information which the student believes should be considered during the appeals process. The request should be based on logical considerations and realistic expectations rather than on an emotional plea. Provide brief information regarding extenuating circumstances and include appropriate documentation.

The chain of appeals is as follows:

If the Academic Dean is unable to resolve the student's appeal, the Dean will refer it to the Executive Director. The Executive Director has 10 days to provide the student, an answer to his (her) grievance. If the Executive Director is unable to resolve the appeal, the Executive Director

will refer it, in turn, to the Board of Directors. The Board of Director has 10 days to provide the student, an answer to his (her) grievance. The Board of Director's decision will be final.

Students who, at the end of this process, feel a grievance is unresolved may refer it to Executive Director, Commission for Independent Education, 325 UNAD FLORIDA. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. 1-888-224-6684 (Toll Free)

OFFICE OF RESPONSIBILITY: Academic Office

REVIEW: This policy will be reviewed every three years or more often as needed.

STUDENT INTEGRITY AND ACADEMIC HONESTY

UNAD Florida fosters a spirit of honesty and integrity fundamental in the University. As an academic community whose fundamental purpose is learning and the pursuit of knowledge, every individual is responsible for following accepted standards of academic integrity and for sharing a commitment to upholding these values in all academic pursuits.

The students are expected to work diligently to ensure that all assignments, exams, or other coursework submitted represents the student's original work and follows acceptable academic practices. Students are encouraged to work together, as group efforts and study groups are a wonderful tool to facilitate learning and foster a deeper understanding of material in a course. However, students must submit their own individual work always unless instructed to participate in group work as part of a course requirement.



Under no circumstances are students allowed to publicly share (for example on blogs, websites, social media, databases) their work completed at or for UNAD from the end of the student's final term of study.

All student work must be free of fraud and deception including:

- **Plagiarism Detection**

UNAD Florida will be instituting Turnitin for plagiarism detection throughout the university. Students who take courses at UNAD understand and agree that all required papers may be submitted to Turnitin for a textual similarity review. All submitted papers will then be included as source documents in the Turnitin reference database for the sole purpose of detecting plagiarism in future documents. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on the school website. Be aware that plagiarism will not be tolerated, and expulsion is a real possibility. At the very least, any accusation by a professor will be investigated thoroughly and student record noted.

- **Standards of Student Conduct**

Students of UNAD Florida, as well as applicants, who become students and former students, are expected to comply with all laws and with University policies and online campus regulations.

The following types of conduct are unacceptable:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Other forms of dishonesty including, but not limited to, fabricating information, furnishing false information or reporting a false emergency to the University.
3. Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
4. Unauthorized entry to, possession of, receipt of, or use of any University services, equipment, resources, or properties, including the University's name, insignia, or seal.
5. Sexual harassment: sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct.
6. Stalking behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm or torment the person; and where the threat is additionally determined by the University to serve no legitimate purpose.
7. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
8. Failure to adhere to, or comply with the directions of a University official or other public official acting in the performance of his or her duties while at official University functions, or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.
9. Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether or not it was the student or someone else who prepared the notes or recordings. Copying handouts, readers or other course materials provided by an instructor as part of the University course for any

commercial purpose unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing is prohibited.

10. Disrespect of instructors in any format verbal or written. Disrespect meaning in the use of language, insubordination (defiance of authority or refusal to obey class rules).

- **Penalties for Academic Misconduct**

Deans may impose penalties for violations of University policies or campus regulations whether such violations are also violations of law, and whether proceedings are or have been pending in the courts involving the same acts.

If, because of an official appeal, it is determined that the student was improperly disciplined, the Academic Dean shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings. Whether or not a hearing is conducted, the University may provide written notice to a student that his or her alleged behavior may have violated University policy or campus regulations and that, if repeated, such behavior will be subject to a disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be presented in a subsequent disciplinary action.

When a student is found in violation of University policies, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation taking into consideration the context and seriousness of the violation.

1. **Warning/Censure:** Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of disciplinary probation, and/or loss of privileges and exclusion from activities, suspension, or dismissal.

2. **Disciplinary Probation:** A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period of time. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of probation, suspension or dismissal.

4. **Suspension:** Termination of student status at the University for a specified period of time with reinstatement thereafter, provided that the student has complied with all conditions imposed as part of the suspension and provided that he or she is otherwise qualified for reinstatement. Violation of the conditions of suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

5. **Dismissal:** Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances. Restitution: A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the University or other parties resulting from a violation of these policies. Reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

6. **Revocation of Awarding of Degree:** Subject to the concurrence of the Board of Directors, revocation of a degree obtained by fraud.

STUDENT IDENTIFY VERIFICATION POLICY

Because of new regulations stemming from the federal reauthorization of the Higher Education Act in 2008, higher education institutions have been asked to address student authentication for all distance and correspondence courses. To be in compliance with this regulation, institutions are required that the institution must demonstrate that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (1) a secure login and pass code, (2) proctored examinations, and (3) new or other technologies and practices that are effective in verifying student identification.

Thus, UNAD has instituted the following policies to address student authentication:

Identity Management

1. All students enrolled in UNAD courses will receive individual secure login and pass codes to the learning management system (LMS).
2. Student as well as Faculty accounts are issued by the UNAD IT Department. Instructions for student login are sent to students via email as well as our student orientation tutorial. Students can contact the Help Desk for assistance.
3. Additionally, student identity may be verified through use of at least one additional measure.



Additional Measures

The Academic Dean may select additional measures for the schools, which include:

1. Proctored examinations. Students enrolled in electronic courses may be required to take proctored exams. The Instructor is responsible for providing the details of the exam process to the students. Instructors will provide test dates and proctor requirements to the students in the course syllabus as well as the course room.
2. UNAD Florida may choose to use remote proctoring devices which requires online students to purchase a monitoring device or live monitoring service that connects to their computer and "watches" them take an exam. These approaches may require periodic finger-print scanning, and turning on a microphone and 360-degree camera if noise or movement thresholds are reached.

Instructors will accommodate students who are in a separate geographic location for proctor requirements. International students will be given access codes after paying UNAD FL the proctor fees at registration.

3. Use of Learning Management System Tools. Reporting functions that exist within the learning management system can be used to detect possible cases of academic dishonesty.

4. Other student identity technologies. Large companies that provide data security for the banking industry have data mining systems that are being used with distance learning students. Students are presented with multiple choice questions about their personal history, such as last street address, name of elementary school, or mother's maiden name. The student must answer the personal question in order to proceed with an assessment, and such questions also may appear randomly during an exam.

Cost to Student for Student Authentication.

The University requires a standard note to be posted in the registration system for all online courses by faculty. This note alerts students that the class may have additional costs and directs the students to a website and/or a downloadable PDF explaining the additional costs, including, but not limited to, additional costs for student authentication.

STUDENT CONFIDENTIALITY AND PRIVACY POLICIES

UNAD Florida offers on maintaining a trusted learning environment.

The University is committed to providing a clear and specific description of its policies to protect the privacy of its users. Any material changes to this policy will be reflected on this page.

As part of the application and enrollment process, UNAD collects personal information the student that is provided by you when going through these processes. This information includes, but may not be limited to, your name, address, email address, phone numbers, employer, and education history.

When and With Whom We Share Your Personal Information

UNAD Florida never sell or rent personal information to any third parties under any circumstances. We will share personal student information only with our agents, representatives, service providers, and faculty for limited purposes, including; reviewing and process your application, enrollment or verifying the information provided during the application process.

The students assume total responsibility and risk for their use of any third-party website and the Internet in general. UNAD disclaims any and all responsibility for content contained in any third-party materials provided through links from the website. Further, the inclusion of these links to other websites does not imply that the other websites have given permission for the inclusion of these links, or that there is any relationship between UNAD and the linked websites, nor do the owners of the linked websites endorse any of our courses is an independent company and references to other companies do not imply any partnership, joint venture, or other legal connection in which the University would be responsible for the actions of their respective owners or operators.

UNAD is governed by the Family Educational Rights and Privacy Act (FERPA). Is a Federal law designed to protect the privacy of a student's education records, including academic, financial and financial aid records. This act protects your personal information from being distributed to third parties without your consent, unless permitted by law. To this effect, FERPA regulation requires a Student to explicitly authorize the Institution, in writing, to disclose his/her education records and the

personally identifiable information therein to third parties. This form must be completed and returned to the appropriate University office by either fax or mail, before any information can be



released to a third party (i.e., spouse, employer, etc.). This form remains on file with the University.

Other Policy

- **Re-Entry Policy**

Students who left or were withdrawn by the administration who are requesting re-entry into UNAD Florida must petition the Academic Dean. If the student is permitted re-entry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of re-admission. The petition will be reviewed and approved or rejected depending on past attendance, academic and financial history. Students may petition to re-enter no more than two times.

- **Textbook Policy**

At UNAD Florida we have two populations of students and try to provide what is the least expensive options as we are aware of the high cost of physical text books. Whenever possible we will utilize free information. However, when unable to do provide free resources, students will be expected depending on the program they are enrolled in to order e-books.

ADMISSIONS DEGREE PROGRAMS AND REQUIREMENTS

• Undergraduate Programs

As required by the Commission for Independent Education, students pursuing a Bachelors of Science Degree Program at UNAD must successfully complete a minimum of 120 semester credit hours. The total credit hours for the Bachelors of Science Degree (10 courses) 30 credit hours (mandatory) of prescribed general education courses. Credit hours remaining to complete the 120 credit hours shall be drawn from other major courses or major concentration courses.

UNAD Florida strives to give equal opportunity to all students in order to acquire a post-secondary education. Admission to an undergraduate program is open to students with a high school diploma, GED recipients, and home education graduates who have completed requirements in accordance with Florida statutes. Enrollment is also open to students transferring from another college or university.

In order to be admitted to an undergraduate course of study, prospective students must:

1. Fill out, complete, and return the Application for Admission.
2. Pay the \$100.00 USD non-refundable application fee to be sent in with the Admission Application.
3. Copy of Applicant ID
4. Request copy of diploma from your high school. In the case of transfer students, additionally official original academic transcripts of all your previous colleges or universities.
5. If the High School diploma is granted outside the United States the applicant must submit copy of the diploma translated to English by an official translator. In the case of transfer students, all your previous colleges or universities original documents translated, and register for the TOEFL exam and submit proof of registration with application. UNAD FL Code is B236. Information can be found at <http://www.ets.org/toefl>, or register the form English course, offered by UNAD Florida

Upon Admission, Students Must:

1. Submit a completed and signed Enrollment Agreement.
2. If the High School Diploma is granted outside the United States, an English Language Proficiency Assessment is required, see this information link ELPA <http://www.unad.us/language.html>

3. Arrange for their initial down payment to begin studies and confirm payment plan. Payment plans must be confirmed with a credit card or automatic payment deductions from a bank account.

4. Complete Quiz to study online. <http://classrooms.unad.us/quiz/>

5. Attend Induction Course at UNAD, orientation session where the structure, policies, procedures, and management of the platform of studies the program are discussed.

- Requirements for all Bachelors Degree Programs**

In order to complete a Bachelor of Science Degree successfully, a student must take 30 Credits of General Education Courses. Some of these General Education requirements are lower division courses and other are upper division courses. Generally, Lower Division General Education courses are taken during the first two academic year sand all General Education Upper Division courses are generally taken during the last two years of the Bachelor's Degree.

- GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE PROGRAMS (30 CREDIT HOURS)**

In accordance with the guidelines of the Florida Department of Education, a minimum of 45 total credits in general education must be part of any BA program (15 courses) or a minimum of 30 total credits for any BS program (10 courses). The general education courses available are:

<u>Course Number</u>	<u>Course Title</u>	<u>Credits/Type</u>
SOC111	Sociology	3 credits/Social Science
HUM123	Philosophy	3 credits/Humanities
COM111	English Composition I	3 credits/Communications
COM121	English Composition II	3 credits/Communications
COM234	Oral Communication	3 credits/ Communications
MAT111	Algebra & Trigonometry	3 credits/Math
HUM122	Ethics & Values	3 credits/Humanities
HUM111	Government and Democracy	3 credits/Social Science

ECO121	Economics	3 credits/Social Science
NAS233	Life Science	3 credits/Natural Sciences
SOC122	Psychology	3 credits/Social Science
BUS234	Computer Introduction	3 credits/Digital Literacy
SOC234	Sociology of Culture	3 credits/Social Science
COM123	Fundamentals of Communication	3 credits/Communications
BUS 111	Introduction to Business	3credits/Administrative Sciences
CES121	Introduction to Information Technology	3 credits/Technology
HST121	Computer Assembly	3 credits/Hardware
MAT122	Algorithms	3 credits/Math
MAT123	Differential & Integral Calculus	3 credits/Math
NAS121	Physics I	3 credits/Math
BUS122	General Accounting	3 credits/Administrative Sciences
COM235	Communication Symbols	3 credits/Communications
MAT358	Statistics and Probability	3 credits/Math
HPS231	Neurobiology	3 credits/Physiology
MAT235	Logic	3 credits/Math

Graduate Programs

- **Requirements for Masters and Doctoral Degrees**

UNAD Florida gives all students who already have both undergraduate and graduate, the opportunity to continue their studies. the candidate can continue the master's or doctoral studies. Each candidate is required to comply with the following to be considered for admission:

1. Fill out, complete, and return the Application for Admission Form.
2. Copy of Applicant ID
3. The applicant must be 21 years of age or older.
4. Pay the \$100 non-refundable application fee to be sent in with Admission Application
5. The applicant must provide evidence for 2 years of work experience.
6. A statement of purpose explaining why this degree would enable you to meet your career goals and how this specific program (Master's or Doctoral) enables you to reach those goals.
7. For those applying to a Master's program, the applicant must have a bachelor's degree with a minimum of 2.5 GPA.
8. If applying to a Doctoral program, a Master's degree with a minimum GPA of 3.0 is required for admission.
9. The applicant must submit 2 recommendation letters (Students who have completed bachelor's degree from UNAD, will be exempt from this requirement).
10. The candidate must submit their diploma and original transcripts correspondent to their Bachelor's if they are applying for a Master's degree and correspondent to their Master's if they are applying for the Doctorate program. If the degree the student submits is granted outside the United States the applicant must submit official original academic transcripts translated and evaluate by foreign credentials evaluations agency, from your bachelor or similar degree (for master and Doctoral), master (for doctoral). The case of transfer students, in addition to all previously requested, they must also submit original transcripts (translated if foreign) of the institution from where they come from.
11. If the Diploma is granted outside the United States, an English Language Proficiency Assessment is required, see this information link ELPA (<http://www.unad.us/language.html>)

Upon Admission Process:

1. Submit a completed and signed Enrollment Agreement.
2. Arrange for their initial down payment to begin studies and confirm their tuition payment plan.
3. Schedule and attend an orientation session where the structure, policies, and procedures of the programs offered are discussed.
4. Complete Quiz to study online. <http://classrooms.unad.us/quiz/>
5. Attend Induction Course at UNAD, orientation session where the structure, policies, procedures, and management of the platform of studies the program are discussed.

Non-Degree Seeking Student Admission

Enrollment as a non-degree student is subject to approval by the Office of Admissions provided the student is in good academic standing at the last institution attended.

Registration is on a space-available basis and, in some cases, may require Dean approval. Applicants who have been denied admission as a degree-seeking student or who missed the deadline for submitting a degree-seeking application will not be considered for enrollment as a non-degree student.

Coursework taken as a non-degree student carries no degree credit. Up to 15 credits earned as an undergraduate non-degree student may be applied toward an undergraduate degree only with the approval of the appropriate dean at the time of reclassification. Up to 6 credits earned as a graduate non-degree student may be applied toward a graduate degree only with the approval of the appropriate school or academic dean at the time of reclassification provided that a grade of "B" (3.0) or better has been achieved. Non-degree students must adhere to the same academic rules that govern degree-seeking students (i.e., application deadlines, fees, drop/add, withdrawals, grading, retention policies, etc.).

Students seeking reclassification from non-degree student status to degree-seeking status must submit an application via standard admission procedures. All information used to make an admission decision must be received by the published deadline.

Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student at a later date.

Those seeking admission as a non-degree student must fill out the Non-Degree Student Application and submit the usual admission fee.

- **Transfer Students**
 - **Transient/Visiting Student**

A transient or visiting student is defined as a student currently enrolled at another college or university who wants to take courses at UNAD Florida for credit back to that college or university; a student who needs prerequisite courses to enter a program at another college or university; or a student taking one or more courses for personal interest or to transfer into another degree program abroad.

Visiting students must have permission from that institution to take one or more classes at UNAD Florida. These students may intend to transfer to or seek a degree at UNAD Florida.

Students can take up to 6 credits maximum on the graduate level that can be transferred into a degree-seeking program at UNAD Florida. Transient students are required to present the following:

1. A Visiting Student Application Form. Completed forms can be sent by email to admissions@unad.us, or by fax to (954) 667- 6200, or by regular mail to UNAD Florida, 490 Sawgrass Corporate Parkway Suite 120, Sunrise, FL 33325, USA.
2. A \$100.00 USD non-refundable Application Fee. All Payments can be made online at our easy Online Payments Form.
3. Official transcripts from the current educational institution. The institution must be approved by the Department of Education and accredited by an association that is member of Council for Higher Education Accreditation (CHEA). Online Payments Form.

Visiting students accept full responsibility for possessing or acquiring, by the time of enrollment, the knowledge and skills required for successfully completing their coursework at UNAD Florida. They assume responsibility for language proficiency as well.

Visiting students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at UNAD Florida.

- **UNAD Florida from another Institution**

UNAD Florida will accept credits from accredited universities recognized by the Department of Education or CHEA, followed by a review by the Academic Dean. In order to transfer credits from another institution, official transcripts and course descriptions must be submitted for review.

In order to obtain a degree from UNAD Florida, a minimum of 50% of the credits required for obtaining a degree in a given program must be taken at UNAD Florida.

The acceptance of the transfer of credit from UNAD Florida to another college or university is at the discretion of the transferring school. It is the responsibility of the student to check with prospective receiving school to ensure credits will be transferable.

For undergraduate programs, to obtain a degree from UNAD Florida, a minimum of 50% of the credits required for obtaining a degree in each program must be taken at UNAD. For Masters programs a maximum of 9 credits transferred from another institution may be accepted. For Doctorate degree programs, UNAD Florida does not accept credits transferred from another institution.

To begin transfer admission process:

1. Fill out, complete and return the Application for Admission.
2. Pay the \$100 non-refundable application fee to be sent in with Admission Application.
3. Request Official transcripts from all colleges and universities attended, including work completed through joint or dual enrollment programs, study abroad programs, or as a summer transient or other such program.

Please be certain to submit the most recent transcript available to you documenting final grades in the most recent completed semester or term.

Please note that high school performance and SAT/ACT results are not considered for transfer applicants and should not be submitted.

4. Transcripts are to be mailed directly to UNAD Florida. Applicants are responsible for initiating the request(s) for transcripts, and for verifying that they are sent to UNAD Florida, 490 Sawgrass Corporate Pkwy Suite 120, Sunrise, FL 33325, prior to the start of the term for which they are admitted.

- **UNAD Florida to another Institution**

The acceptance of the transfer of credit from UNAD Florida to another college or university is at the discretion of the transferring school. It is the responsibility of the student to check with prospective receiving school to ensure credits will be transferable.

Language proficiency requirements

Competency in English is a requirement at admission and is also a graduation requirement. We recommend the TOEFL for the English Proficiency exam.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Undergraduate Degree: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

2. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.

3. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.

4. A minimum score on the College Board Accuplacer ESL Exam Series as follows: ESL Language Use: Score of 85 ESL Listening: Score of 80 ESL Reading: Score of 85 ESL Sentence Meaning: Score of 90 ESL Writeplacer: Score of 4 Comprehensive Score for all exams of 350

5. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;

6. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;

7. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States

Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign Distance Education Accrediting Commission, 1101 17th Street NW, Suite 808, Washington, DC 20036 Page 127 equivalent that is listed in the International Handbook of Universities where the language of instruction was English.

A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree. B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

Language Tracks

Students have a choice on language of study at UNAD. However, to comply with desired language of study, a minimum score in an English proficiency exam is necessary. Those who do not meet the minimum required will be placed in their dominant language track. UNAD offers two (2) tracks for students to choose from. Minimums are noted in our Language Proficiency requirement on next page.

Track One: English Language Instruction

This track is offered to native English speakers and other students with a high proficiency in the language. This is also the track for those who are seeking employment in the United States, English-speaking countries or places of employment where English is a required competency.

Course materials are in English and all coursework must be handed in to professors in English and all dialogue between professor and student must be in English from onset of program. Textbooks are also in English.

Track Two: Bilingual (English/Spanish) Instruction

This track is designed for native Spanish speaking students who desire an academic degree from an American university for career advancement purposes. This is the preferred track for people seeking employment in and living in Spanish speaking countries, or in places where Spanish is the main language. Please note that completing a course or program in a language other than English may reduce employability where English is required.

Student will be expected to read and write in both English and Spanish. Course materials are in English and Spanish. Discussions and work done in both languages.

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

Language Proficiency Requirement

Competency in English is a requirement at admission and is also a graduation requirement. We recommend the TOEFL for the English Proficiency exam.

These tests are given worldwide. Some require a fee for the examination not included in our tuition and scores and must be submitted prior to full admission at UNAD. A minimum score is required for all degree programs. Students have the option to choose to from any of these tests:

TOEFL (UNAD CODE-B236)

Undergraduate Level:

- Paper-based: 500
- based (iBT): 61

Master's Level:

- Paper-based: 530
- Internet based (iBT): 71

Doctoral Level:

- Paper-based: 550
- Internet based (iBT): 80

ALTERNATIVE TESTS

ACT COMPASS English as Second Language Placement Test with minimum grade level 3

Or Eiken English Proficiency Exam with minimum Pre-1 grade

Or Common European Framework of Reference (CEFR) with minimum B-2

The Following Exceptions Apply:

Prospective students who completed 4 years of high school in the United States or other English-speaking countries.

Prospective undergraduate students with 30 semester credit hours with a grade of "C" or higher at an accredited college/university where the language instruction was English or "B" or higher for graduate students.

Prospective students who hold an undergraduate or graduate degree from an institution within the United States or other English-speaking countries.

Bilingual Program Format

One of the benefits of pursuing a degree with UNAD Florida aside from the intentionality to serve a Hispanic population with their needs in mind is the opportunity to graduate as a Bilingual professional.

A graduate of UNAD Florida is expected to be a Bilingual Professional who demonstrates professional competencies confidently in their field of study in Spanish and English.

A truly Bilingual Professional demonstrates competency in the following areas:

Conceptual Skills:

1. Generate Innovative/Creative Ideas
2. Coordinate Projects
3. Analyze/Interpret Data
4. Use Critical Thinking for Problem Solving
5. Synthesis

Language Skills:

1. Bilingual and Bi-literate in the Four Language Skills: Listening, Speaking, Reading and Writing
2. Spelling and Grammar
3. Professional Translation
 - a. Oral
 - b. Written
4. Summarizes Information Accurately
5. Use of Sophisticated Professional Vocabulary
6. Use of Technical Professional Jargon
7. Reads, Understands, and Applies Knowledge for Positive Decision Making

Communication Skills:

1. Making Coherent Presentations (reports, proposals)
2. Support Opinions
3. Express Ideas (hypothetical & situational)

Interpersonal Skills:

1. Team-work,

- a. Collaborative
- b. Trust
- c. Professional Ethics
- d. Excellence
- e. Humbleness

2. Interpersonal Interaction

- a. Respect

- [Other Admissions Information](#)

Student Orientation

All new students in all programs must complete an appropriate orientation before starting courses. These are zero credit courses.

Competency-Based or Experiential Learning

UNAD Florida does not award credit for any work experience. UNAD Florida will only award credits transferred from another accredited university per our transfer policy.

Competency-based credits to expedite degree attainment are not yet practiced in UNAD Florida.

Notice of Admissions Decision

All UNAD Florida applicants will be notified of their acceptance or denial within 15 calendar days of submission of all proper requirements.

Appeals of Admission Decisions

Undergraduate and graduate applicants may appeal admission decisions to the Academic Dean. The Dean will request from the student any information needed to evaluate the appeal. The Academic Dean's decision may be appealed in extremely meritorious cases to the Executive Director

- **Non-Discrimination Statement**

UNAD Florida does not discriminate based on race, disability, national or ethnic origin, creed, color, sex, social or political condition, religious or social trade union beliefs.

STUDENT SERVICES

Student services at UNAD fulfills various functions that respond to the Academic and Service needs of students, graduates, professors, media and methodologies that cover areas related to student services, information dissemination, training and professional development of students and teachers.

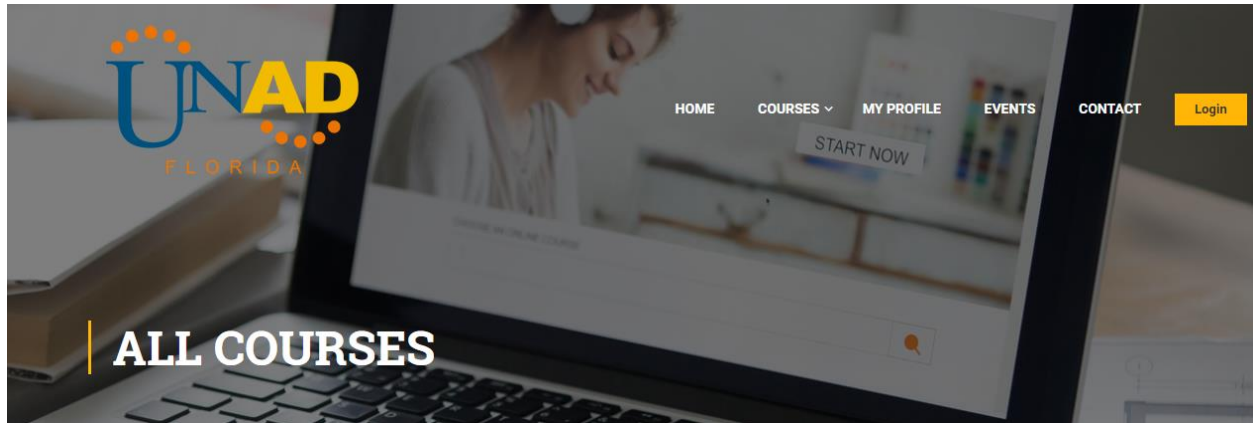
This department offers statistics of services offered to the student, employability of graduates, updating of instruction, follow-up to students, courses and professors, being responsible for accompanying the academy in the delivery of a quality professional training, guaranteeing pertinence of the programs that offers.

The Department is also in charge of planning, directing, supervising and evaluating the activities that allow UNAD students to attend individually and collectively, in order to seek their welfare, achieve the best use of educational opportunities and promote development. Integral of your personality, offering online support, monitoring, advice and virtual spaces that guarantee your learning and personalized attention.

This Department ensures that student services are available to all students; such services cover areas related to career development, personal skills, academic counseling, employment assistance, and pursuit of studies at other levels.

The office offers a full range of services to students, alumni, and potential employers. These services include, but are not limited to:

- **Information on job offers from all schools:** The Placement Center exchanges monthly work bulletins, work bulletins are posted on the UNAD virtual campus periodically. Students and students are offered access to all our job offers online
- **Career Counseling:** The Placement Center welcomes students and alumni to discuss any topic of interest that allows them to prepare for a job or to be entrepreneurs in their area (offering online workshops on Entrepreneurship, salary negotiations, Interview techniques, curriculum development, speaking, others). <http://classrooms.unad.us/cursos/>



These UNAD course are available at no cost to the student. The University assists students in identifying professional development opportunities in the field and with placement, but does not guarantee employment. Students are encouraged to discuss job search procedures with the Center, providing appropriate follow-up to prepare them for job interviews, placement skills, manners and professional conduct in the workplace.

- **Library**

Through our affiliation with UNAD Colombia, UNAD Florida's students have access to an online library service which offers research tools that comprise periodicals, journals, newspapers, dissertations, books, and other scholarly information. At present e-Bray and EBSCO-host are used. Other online library services may be added from time to time.
<https://bibliotecavirtual.unad.edu.co/login>

In the virtual classroom, students have access to the Knowledgebase, where there are books, case studies, presentations, videos, articles, and other resources of interest to the students and professors of UNAD Florida.

<http://support.unad.us/index.php?/Knowledgebase/List>



- **Academic Advising**

Orientation: All students enrolling at UNAD Florida for the first time will discuss their personal goals, as well as program and course requirements, with University officials.

Ongoing Counseling: UNAD Florida is committed to providing students with the guidance they require to complete their program of study. UNAD Florida is also committed to help students apply the knowledge they gain to their professional activities. For explanations or advice, students may contact their instructors, the Director of Student Services or the Academic Dean.

- **Student Representative**

A Student Representative looks after the interests of students. The Student Representative is appointed for a period of two years by the Academic Dean in collaboration with professors. The Student Representative sits on the Board of Directors of UNAD Florida and has a vote at Board meetings.

- **Career and Placement Services**

The Career and Placement Services Department impacts the entire institution. Students benefit from the ability to learn as much as possible about the career they are training for. Graduates benefit from job search assistance. Alumni benefit from special services geared to their goals for raises, job promotions, and how to deal with lay-offs. Employers benefit from graduates who are work-ready. The Admissions Department has up-to-date information about the job-search process, services, and placement success. Students who consider enrollment want to know this information.

UNAD Florida offers employment advice to all students and alumni via the Career and Placement Services Director. We share local and national job opportunities, career advice and tips all available through our website portal. We also send out periodic emails with job fair information. UNAD Florida cannot guarantee job placement. Graduates may encounter employment limitations due to language, market constraints and other economic variables.

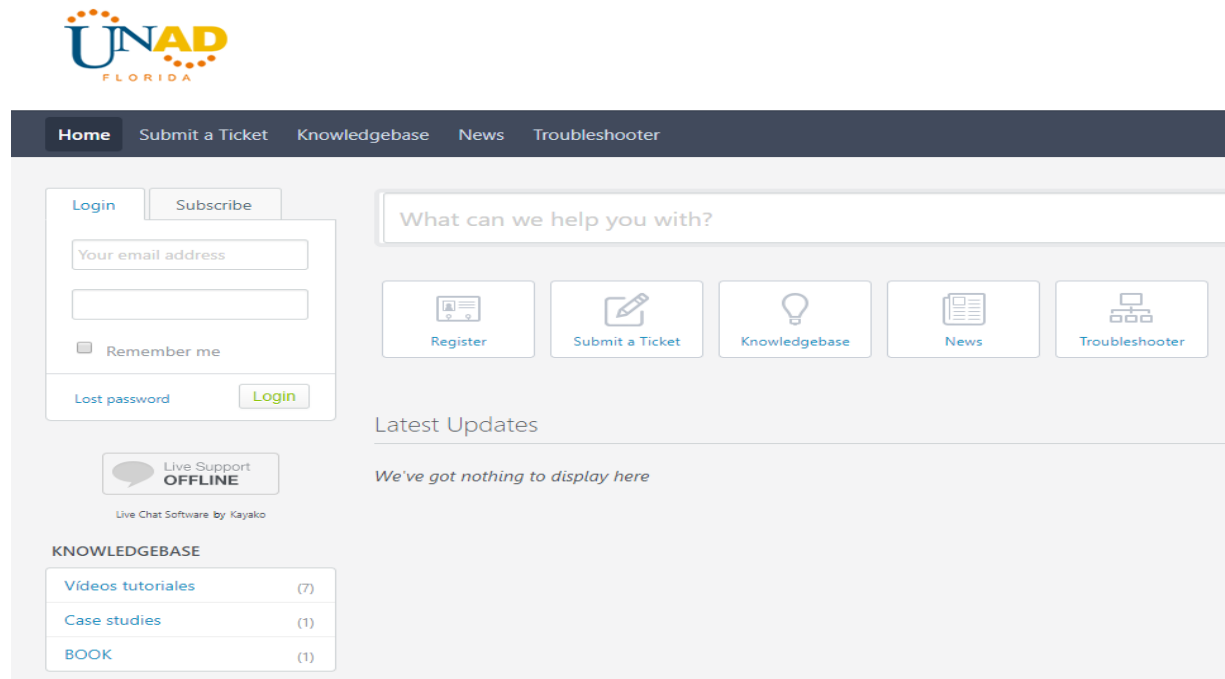
COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

- **Technical Support**

There are several tools available for students to learn how to navigate UNAD Florida's online platform. These include:

1. Two free, non-credit informational courses are available for all students and instructors. These courses guide users through the functioning of the online platform. These courses are not related to academic content, but rather are a tool to better understand the online platform.
2. Support Forum: The support forum allows students and instructors to post a platform- related question or problem at any time. Questions posted in the support forum receive a response within 24 hours.
3. Chats: For real-time support, students and instructors can use Skype, a free online voice and chat system that connects users with technical support staff.
4. FAQs, Demos, Manuals.

Contact information will be processed through Support <http://support.unad.us/>.



The screenshot shows the UNAD Florida support website. At the top is the UNAD Florida logo. Below it is a navigation bar with links: Home, Submit a Ticket, Knowledgebase, News, and Troubleshooter. The main content area is divided into several sections. On the left, there is a 'Login' section with a 'Subscribe' button, a 'Your email address' input field, a 'Remember me' checkbox, a 'Lost password' link, and a 'Login' button. Below this is a 'Live Support' section with a 'Live Support OFFLINE' status and a 'Live Chat Software by Kayako' note. To the right of the login section is a search bar with the text 'What can we help you with?'. Below the search bar are five buttons: 'Register', 'Submit a Ticket', 'Knowledgebase', 'News', and 'Troubleshooter'. Further down is a 'Latest Updates' section with the text 'We've got nothing to display here'. At the bottom left is a 'KNOWLEDGEBASE' section with a table listing 'Videos tutoriales' (7), 'Case studies' (1), and 'BOOK' (1).

Other services

- **Records and Information**

UNAD maintains accurate academic transcripts for each student including each course in which the student is enrolled, the term, grade, and credit value. These transcripts are available to students upon request. UNAD maintains the following: accurate records of academic advisement and a copy of all decisions made in each academic advisement conference, records of personal counseling referrals made to students (which are kept confidential unless released by the student), a policy of non-discrimination based on disability, and other federal requirements for non-discrimination, and records of placement interviews arranged for the student as well as a record of employment decisions.

- **Family Educational Rights and Privacy Act**

UNAD complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Laws 93-380, and Section 438. All students' records are confidential.

- **Support Services**

UNAD is committed to helping students achieve their academic and professional goals through academic advising. Academic Advising services provide students with information, guidance, and access to resources in order to obtain the maximum benefit from their educational experience at University. Academic advisement is available from the Academic Department upon request from the student.

Educational Accessibility services (disability support)

UNAD provides students with disabilities programmatic and physical access in compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of Amended, of 2008, and the Rehabilitation Act Amendments of the Workforce Investment Act of 1998.

The student requiring individualized attention, should contact the Office of Student Services of UNAD Florida, stating their special requirements. Requests for accommodations should be made to the designated campus educational accessibility counselor at least 30 days before classes begin. Documentation must be provided to support according to the necessity that it presents.

FINANCIAL INFORMATION

Students must be prepared to pay a portion of their tuition at time of registration. Students may choose to pay in full (at a discount) or pay a deposit then choose from our tuition plans to pay the balance.

TUITION AND FEES

Class Schedule: UNAD Florida programs are all online 16-week long unless explicitly stated in the

Below the tuition rates for a student to attend UNAD are presented. Total program tuition varies by student depending degree program on the total credit hours required for that student to graduate.

Students must be prepared to pay a portion of their tuition at time of registration. Students may choose to pay in full (at a discount) or pay a deposit then choose from our tuition plans to pay the balance.

Course Tuition	Per Credit Hour		Select	
Bachelor's Degree in Systems Engineering (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Industrial Administration (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Commercial & Marketing Administration (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Mass Communication (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Social Psychology (120 credit-hours)	US	\$	100.00	
Master of Arts in Education (39 credit-hours)	US	\$	220.00	
Master of Arts in Teaching English as a Foreign Language (TEFL) (42 credit-hours)	US	\$	220.00	
Master of Business Administration (39 credit-hours)	US	\$	220.00	
Doctor of Education in Educational Technology (60 credit-hours)	US	\$	450.00	
Doctor of Business Administration (64 credit-hours)	US	\$	450.00	
Academic Fees				
Technology Fee (per academic period)	US	\$	25.00	
Course e-books or instructional material (average per course)	US	\$	50.00	
Graduation Fee	US	\$	100.00	
Non-Refundable Application	US	\$	100.00	
Apostille (Form of authentication. Only International Student)	US	\$	90.00	
Change of Program Fee	US	\$	100.00	
Official Academic Transcript-Domestic	US	\$	20.00	
Official Academic Transcript-International	US	\$	30.00	

Education Records (per page)	US	\$	0.50	
Payments made outside of the payment agreement terms, that is, outside of the pertinent academic period, will also be subject to a late fee	US	\$	50.00	
Replacement/Duplicate Diploma	US	\$	50.00	
Proctoring Fees (as noted in LMS) Varies				
Florida private ceremony	US	\$	200	
Transfer Credit Evaluation	US	\$	50.00	
All tuition payments must be paid in full on receipt of tuition bill. Payment plans may be established within each academic period and its details could be arranged in a case by case analysis. No payment agreement will allow for payments outside of its pertinent academic period, NO EXCEPTIONS. All fees are non refundable.				

- **Payment Conditions**

All courses taken in a given academic period must be paid in full before the start of said academic period, if a student is unable to comply and can provide sufficient information about their conditions, then each case may be considered for lenience, all of these in a case by case basis.

Students may choose to have their tuition and/or fees automatically charged to their credit or debit card, or wire transfer on a specific date of each month in accordance to the previous conditions. Credit, or debit card or bank information will be requested of students selecting this option to establish this. A Student Authorization to Charge/Wire form is required.

- **Forms of Payment**

1. Personal Check
2. Money Order
3. Cashier's Check
4. All Major Credit and Debit Cards
5. Wire Transfers

- **Other Fees**

Books and Learning

Students may purchase textbooks, required for each class, from local bookstores or from on-line providers.

Any publication or book acquired by the student through UNAD Florida, including textbooks, is

nonrefundable. For courses where digital materials are provided in lieu of textbooks, a \$50.00 fee is applied directly to the student's account concurrent with the charge for tuition. The Course Digital Materials (CDM) fee is fully refundable if a student does not attend beyond Week 1 of a course and did not download any materials for the course. After this time, the fee becomes non-refundable. Students are not charged the CDM fee for repeated coursework if previously charged, unless a book has changed.

Technology Fee

The Technology Fee is fully refundable if a student does not attend beyond Week 1 of a course. After this time, the fee becomes non-refundable. Students are charged the Technology Fee for repeated coursework.

- **Tuition Reimbursement Plan**

Tuition Reimbursement may be selected as a payment option if your employer reimburses a portion of your annual tuition to you. Tuition is deferred a maximum of 30 days after grades are received, regardless of when you receive payment from your employer. Applicable fees are due on or before the start date of each course. To qualify, you must submit a signed Tuition Reimbursement Certification and Authorization Form and include a valid credit card number with authorization to charge the card. This card will be charged once the 90-day deferment period expires if any balance remains on the account.

Documentation required for the Tuition Reimbursement Plan:

1. Tuition Payment Agreement
2. Tuition Reimbursement Certification and Authorization Form

Company Direct Tuition Reimbursement Plan

UNAD Florida will defer payment until one month after grades are posted for students that work for a company that will pay UNAD Florida directly after the student submits grades. If the company forfeits its obligation to pay, the student will have to pay any outstanding obligations

and choose another option for subsequent enrollment.

Documentation required for the Tuition Reimbursement Plan:

1. Payment Plan Agreement
2. Company Direct Reimbursement Certification and Authorization Form

- **Refunds**

Cancellation/Withdrawal and Termination Refund Policy

University Cancellation & Refund Policies

The following policies govern refunds to students in case of course drop, withdrawal, or dismissal from the University. Students may cancel or request refund by filling out Withdrawal/Cancellation Form in person or sending it via email (accounting@unad.us)

1. Cancellation/withdrawal may be made contacting the office of Admissions or by phone at +1-954-389-2277.
2. All monies will be refunded if the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation/withdrawal after the five (5) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee of \$100.00.
4. Tuition will be refunded if a student withdraws during the team's first week. (add/drop period)
5. Withdrawal after the first week of class (drop/add period) will result in no refund.
6. A student can be dismissed at the discretion of the Registrar for insufficient progress, non-payment of tuition and/or fees, or failure to comply with the rules and regulations of UNAD.
7. The student must pay the tuition and fees in the first Week of class.

Continued:
Student Signing Forms



Florida STUDENT HANDBOOK



STUDENT CONSENT TO RELEASE PERSONAL EDUCATIONAL RECORDS FORM (FERPA)

490 Sawgrass Corporate Parkway, Suite 120. Suite 120. Sunrise, FL 33325.

Phone: (954) 389-2277

Student ID: _____

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records, including academic, financial and financial aid records. This act protects your personal information from being distributed to third parties without your consent, unless permitted by law. To this effect, FERPA regulation requires a Student to explicitly authorize the Institution, in writing to disclose his/her education records and the personally identifiable information there into third parties. This form must be completed and returned to the appropriate University office by either fax or mail before any information can be released to a third party (i.e. spouse, employer, etc.). This form remains on file with the University.

STUDENT INFORMATION:

Last name	First Name	M.I.
_____	_____	_____
Home Phone #	Work Phone #	Cell phone #
_____	_____	_____
Student Address: _____		
_____	_____	_____
City	State	Zip Code

I hereby waive my rights under FERPA and authorize to UNAD Florida to release the following personally information contained in my education records:

Academic Records	Financial Records	Conduct Records
This will include, but is not limited to GPA, classes taken, grades transcripts, program of study, major, degree seeking, satisfactory academic progress.	This includes, but is not limited to billing information, account charges, tuition balance, income information, scholarships, financial aid, and grants.	This includes, but is not limited to, academic disciplinary processes, sanctions, etc.

Student's Signature: _____

Date: _____



STUDENT PUBLICITY CONSENT

490 Sawgrass Corporate Parkway.
Suite 120. Suite 120. Sunrise, FL 33325.

Phone: (954) 389-2277

I, _____, hereby do grant UNAD Florida the perpetual right and authorization to record, tape, film, photograph, digitize, or otherwise preserve permanently my name, voice, image, personal statements and opinions, and biographic and demographic information. I also acknowledge and authorize the institution as follows:

I understand and agree that such preserved material may be used and reused in whole or in part, at anytime and anywhere, in printed, digital, audio, and/or video publications, for the purpose of promoting the University and its activities within internal and external audiences.

I understand that such publications include but are not limited to University publications, brochures, illustrations, photographs, printed advertisements, news releases, commercials, infomercials, multimedia productions, videotapes, reprints, reproductions, promotional and/or educational materials.

I also understand and agree that such publications may be used and reused in whole or in part, at anytime and anywhere, to publicize and advertise the University and its activities via leaflet, newsletter, newspaper, magazine, billboards, Internet, website, postal mail service, electronic mail service, social media, cable/television broadcast, radio broadcast, close circuit television, and/or any other additional formats now available or latter developed.

I acknowledge that my participation in the making of any marketing or communications materials including websites produced by UNAD Florida is absolutely voluntary. I further acknowledge that I will not receive any financial compensation now or in the future for the use in whole or in part of any of the above described preserved material about me.

I also release UNAD Florida, its officers, agents, designees, faculty and employees from liability from any and all claims that are based on or in any way connected with the use of such preserved material. I further agree to hold University harmless from any and all claims by me or any third party including any claim based on allegations of copyright infringement.

I acknowledge that I have read and understood this consent and release. I further understand that this release shall be effective unless specifically revoked. This release is given pursuant to the provisions of the Florida Statutes 540.08(1) and Sections 668.71 – 668.75 of the Federal Higher Education Act.

I understand, however, that in situations in which large groups are participating, including me, it is impossible not to photograph, video record, or audio record my image or voice. I further understand and agree that UNAD Florida cannot prevent the use of preserved material that unintentionally included me.


I understand and agree that UNAD Florida has complete ownership of such preserved material including the entire copyright.

Student's Signature: _____

Date: _____



Florida STUDENT HANDBOOK

	UNAD Florida REGISTRATION	Code: F-ADM-004 Version: 1-08/16/2017 Pages: 1
---	------------------------------	--

TERM:

YEAR:

Student ID:

Student :

Program:

Registration successfully saved.

Code	Name	Credits	<u>Pre Requirement</u>
------	------	---------	------------------------

I _____ herby authorize the registration of the courses listed above.

Student Signature

School Official

Date:

REMARKS:



SIGNED CODE OF ETHICS

490 Sawgrass Corporate Parkway.
Suite 120. Suite 120. Sunrise, FL 33325.

Phone: (954) 389-2277

Signed Code of Ethics

I, _____, hereby acknowledge that I have read the Code of Ethics of UNAD Florida, understand its content and will follow all the rules, obligations and regulations there included. In particular I also have read and is my promise not to do what concerns to the types of conduct that are unacceptable. I will do my best to follow all University policies and online campus regulations. I am also aware that if I am found in violation of University policies, any of the types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation taking into consideration the context and seriousness of the violation.

Student's Signature: _____

Date: _____



STUDENT HANDBOOK



STUDENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT FORM

490 Sawgrass Corporate Parkway.
Suite 120. Suite 120. Sunrise, FL 33325.

Phone: (954) 389-2277

I _____ acknowledge that I have received a copy of UNAD Florida Student Handbook. It is my understanding that it provides information about the University's course teaching and facilitating policies, procedures, and guidelines. I agree that it is my responsibility to read, become familiar with, and comply with all standards set herein.

Please read the statements below, check each box, sign and date the form. Then Send it to us

I accept the responsibilities expected of me as a student enrolled in UNAD Florida

I acknowledge that I have read the policies, procedures, rules, regulations, and practices presented in the University Student Handbook.

I am aware that UNAD Florida reserves the right at any time to amend or add to the policies, procedures, rules, and regulation contained within the Student Handbook

I also understand that it is my responsibility to read and comprehend the information provided therewith, and to remain current with this information by frequently reviewing the latest version of this document online.

I agree to uphold the mission and objectives of the University and the School I am enroll in, and accept full responsibility for compliance with the policies, procedures, rules, and regulation that govern the University and the School of my choice.

I understand further that failure to abide by these guidelines can result in disciplinary actions including termination of enrollment.

By signing this Form, I certify this statement of acknowledgement.

Name of Student: _____

Student's Signature: _____

Date: _____