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UNIVERSITY OF MID FLORIDA

INSTITUTION CATALOG

2023 - 2024

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4307 Vineland Road, H-12, Orlando, FL 32811



info@umfonline.education



(321) 352 7779

www.universityofmidflorida.education

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WELCOME TO UNIVERSITY OF MID FLORIDA

On behalf of the faculty and staff of **University of Mid Florida**, it is my pleasure to say welcome. You are invited to experience the challenging and rewarding educational opportunities we offer current and prospective students.

Through a variety of programs offered at **University of Mid Florida**, we are committed and qualified to provide students an education that is focused on preparing them with the necessary academic and intellectual skills required for their future, as well as practical knowledge and skills that are in high demand in today's global workforce. We have devoted faculty and staff members who have been chosen because of their exceptional instructional ability and experience in their field.

We also foster a "student first" environment; the entire faculty and staff works as a team to assist students achieve their educational and career goals. You will find our educational atmosphere inviting, supportive, caring, and knowledgeable. The entire faculty and staff will work closely and productively with you because you are so much more than a student to us; you are a member of our family. Together we will excel in the years to come. We look forward to having you and serving you along the way.

Sincerely,

Sal Ismail

President & Founder

GENERAL INFORMATION

OUR MISSION

The **University of Mid Florida** promotes student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including an appropriate applied master's degree, in business administration.

LEGAL CONTROL

The **University of Mid Florida** is a DBA privately owned by **University of Mid Florida, LLC**, which is wholly owned by **Mr. Faisal Ismail** and is registered with the Florida Department of Corporations as a For-Profit company.

FACILITIES

The **University of Mid Florida** has its administrative office located at 4307 Vineland Road, Suite H-12, Orlando, FL 32811. The 1,700 square foot facility is located in beautiful Orlando. On-site office personnel will maintain the office and student records for all University students. In addition, the administrative office will include personnel related to student enrollment. The librarian will oversee library (LIRN) services and resources for all students, regardless of geographical location.

STATEMENT OF LICENSURE

The **University of Mid Florida** is licensed by the Florida Commission for Independent Education, Florida Department of Education, License #9015. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; Toll Free telephone number (888) 224-6684 (www.fldoe.org/cie).

ACADEMIC CALENDAR 2023-2024

Session 1 - 2024	
Registration Period	11/20/2023 - 12/29/2023
Semester Schedule	1/2/2024 - 3/9/2024
Drop/Period Ends	1/9/2024
Payment Deadline	12/29/2023
Last Day to Drop a Course with a W/F	2/16/2024
Session 2 - 2024	
Registration	2/16/2024 - 3/31/2024
Semester Schedule	4/1/2024 - 6/9/2024
Drop/Period Ends	4/8/2024
Payment Deadline	3/31/2024
Last Day to Drop a Course with a W/F	5/17/2024
Session 3 - 2024	
Registration	5/20/2023 - 6/28/2024
Semester Schedule	7/3/2024 - 9/8/2024
Drop/Period Ends	7/10/2024
Payment Deadline	6/28/2024
Last Day to Drop a Course with a W/F	8/16/2024
Session 4 - 2024	
Registration	8/16/2024 - 9/29/2024

Semester Schedule	9/30/2024 - 12/8/2024
Drop/Period Ends	10/7/2024
Payment Deadline	9/29/2024
Last Day to Drop a Course with a W/F	11/15/2024

HOLIDAYS 2023 – 2024	
2024	
New Year's Day	January 1
Martin Luther King	January 15
President's Day	February 19
Memorial Day	May 27
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 2
Columbus Day	October 14
Thanksgiving	November 28
Christmas	December 25
New Year's Eve	December 31
New Year's Day	January 1, 2025

INSTRUCTIONAL SEMESTER

- **Full-Time Student:** Can take between 9 to 12 Credits per semester.
- **Part-Time Student:** Can take between 3 to 6 Credits per semester.
- **Session/Term:** There are 4 sessions in an academic year, which contain 10 weeks of instruction.
- **Add-Drop Period:** Occurs during the first week (7 days) of each term.

LANGUAGE OF DELIVERY

The University of Mid Florida program is offered in the English language.

OFFICE HOURS

The University of Mid Florida Administrative Office is available Monday through Friday from 9:00 AM to 5:00 PM EST and 100% online.

FINANCIAL INFORMATION

TUITION

Program	Tuition per Credit	Application Fee (non-refundable)	Books & Supplies	Program Cost
Master of Business Administration	\$495.00	\$150.00	\$1,700.00	\$24,125.00
Master of Science in Computer Science	\$495.00	\$150.00	\$1,700.00	\$16,700.00
Master of Science in Hospitality Management	\$495.00	\$150.00	\$1,700.00	\$19,670.00

FEES

Fees	Cost
Application Fee (non-refundable)	\$150.00
Graduation Fee	\$50.00
Administration Fee	\$50.00

- Please note that tuition and fees are subject to change at the discretion of UMF; however, any student tuition and/or fee increases that occur after a student has enrolled and/or started courses, will not be charged to any student.
- Textbook(s) must be purchased by students separately and are not included in course tuition. It is reasonable to spend \$1,200 to \$1,700 for the Master's program textbooks.

CANCELLATION & REFUND POLICY

If a student wishes to cancel his or her enrollment either prior to or after classes have begun, they must notify the institution in person by electronic mail, Certified Mail. The cancellation shall be effective on the date the notice is postmarked.

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or last date of attendance by the student or date of written notice received.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, except for the Application fee. (*not to exceed \$150.00*)
4. The drop/add period is the first week of classes. There will be a refund of all tuition and fees except Application fee if the student withdraws on or during the drop/add week. There will be no refund after the drop/add week.
5. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.
6. Refunds will be made within 30 days of termination of student enrollment or receipt of Cancellation Notice from student.

COURSE & PROGRAM CANCELLATION

A student who has registered for a course or a program that is cancelled by the University of Mid Florida will be given the opportunity to register for another course or receive a full refund of tuition and fees associated with that course.

PROGRAM INFORMATION

MASTER OF BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

The Master of Business Administration program is designed for those who want to become generalists in business management. The Business Administration major will prepare students for life as entrepreneurs. Crucial factors involved in conceiving, initiating, and developing new ventures are examined. Preparation includes guest entrepreneurs, case studies, and written feasibility analyses of student-selected ventures. As management consultants, students develop their analytical, writing, speaking, and observation skills along with the confidence to become independent.

PROGRAM OBJECTIVE

- Apply best practices to solve managerial issues.
- Integrate theories and practice to perform strategic analysis.
- Demonstrate effective written forms of communication and oral business presentations.
- Implement leadership skills to work effectively within diverse teams.
- Identify and analyze ethical responsibilities of businesses.
- Apply decision-making techniques, both quantitative and qualitative analysis, to management issues.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours	Delivery Method
MBA 500	Business in the Global Economy	3	(Online)
MBA 510	Business Law and Ethics	3	(Online)
MBA 520	Leadership and Organizational Behavior	3	(Online)
MBA 530	Financial Decision Making	3	(Online)
MBA 540	Quantitative and Qualitative Methods for Decision Making	3	(Online)
MBA 550	Management of Information Systems	3	(Online)
MBA 560	Supply Chain Management	3	(Online)
MBA 570	Project Management	3	(Online)
MBA 600	Risk and Quality Management	3	(Online)
MBA 610	Marketing and Sales Management	3	(Online)
MBA 620	International Business Relations	3	(Online)
MBA 690	Master of Business Administration Capstone	3	(Online)
	Sub-Total	36	
Students must choose a minimum of one (1) Concentration			
	Finance		
MBA 630	Corporate Investment Analysis	3	(Online)
MBA 640	Advanced Corporate Finance	3	(Online)
MBA 650	Global Financial Management	3	(Online)
	Sub-Total	9	(Online)
	Entrepreneurship Concentration		
MBA 660	Entrepreneurship	3	(Online)
MBA 670	Entrepreneurial Economics	3	(Online)

MBA 680	Entrepreneurship and Innovation	3	(Online)
	Sub-Total	9	(Online)
	TOTAL	45	

MASTER OF SCIENCE IN COMPUTER SCIENCE

Program Description:

The Master of Science in Computer Science program provides students with an in-depth education geared toward meeting the needs of business and industry in the United States. The program covers a broad background in the areas of programming systems and languages, computer architecture and computer science theory while specializing in a research area. Various research interests of the computer science faculty include computer and network security, database management systems, modeling and simulation, hardware/software co-design, programming languages, VLSI systems, among many others. This graduate degree also enables learners to gear their studies toward specific fields, such as Java Programming and C++ Programming.

Program Objective:

- Advanced knowledge of computer language theory, software design, as well as databases, networks, or security.
- Proficiency in algorithms, operating systems, computer language usage, software development, and the management of data, networks, or security.
- Competence sufficient to investigate continually emerging new software technologies, applications, and approaches.
- An understanding of, and ability to apply, the values and principles of professional ethics.
- The ability to apply the principles of information security and assurance in a variety of contexts.

Course Outline:

Course Number	Course Title	Credit Hours	Delivery Method
CIS 500	Operating Systems	3	(Online)
CIS 510	Discrete Computational Structures	3	(Online)
CIS 520	Advanced Computer Architecture	3	(Online)
CIS 530	Advanced Algorithms	3	(Online)
CIS 540	Artificial Intelligence	3	(Online)
CIS 550	Data Mining	3	(Online)
CIS 600	Computer Networks	3	(Online)
CIS 690	Computer Science Capstone	3	(Online)
	Sub-Total	24	(Online)
Students must choose a minimum of one (1) Concentration			
Java Programming			
CIS 610	Programming with Java	3	(Online)
CIS 620	Data Structures with Java	3	(Online)
	Sub-Total	6	(Online)
C++ Programming			

CIS 630	Programming with C++	3	(Online)
CIS 640	Data Structures with C++	3	(Online)
	Sub-Total	6	(Online)
	TOTAL:	30	

MASTER OF SCIENCE IN HOSPITALITY MANAGEMENT

Program Description:

The Master of Science in Hospitality Management program will prepare students to advance their careers in the hospitality and tourism industry. Students will acquire knowledge and skills related to service quality management, marketing, revenue management, human resource management, events, and tourism development in the hospitality and tourism industry.

Students will be prepared to take on industry changes as they progress through their career. Additionally, students will learn how to make evidence-based decisions and plans for improvement through courses in financial management, data analytics, and applied research methods specific to the hospitality and tourism industry. The program concludes with a capstone course where students directly apply the knowledge and skills, they gained throughout the program to address an opportunity for innovation within a hospitality and tourism business or organizational unit.

Program Objective:

- Upon completion of the program with a Master of Science in Hospitality Management, students will be able to:
- Demonstrate, apply, and assess knowledge of theoretical constructs pertaining to the hospitality industry.
- Demonstrate the principles of critical thinking and decision-making when evaluating complex issues within the hospitality management arena.
- Identify technical aspects of the hospitality industry.
- Apply the processes involved in hospitality management research.
- Engage in decision-making ethically and compassionately in the hospitality field.
- Apply, synthesize, analyze, and integrate knowledge of revenue, technology, marketing, and other fields to implement innovative hospitality strategic planning and development.
- Use information technologies and management techniques to evaluate growth competitive strategies.

Course Outline:

Course Number	Course Title	Credit Hours	Delivery Method
HMA 500	Strategic Management for Hospitality and Tourism	3	(Online)
HMA 510	Human Resources in Hospitality and Tourism	3	(Online)
HMA 520	Managing Service Quality in Hospitality and Tourism	3	(Online)
HMA 530	Digital Marketing in Hospitality	3	(Online)

HMA 540	International Tourism Management	3	(Online)
HMA 550	Organizational Behavior in the Hospitality Industry	3	(Online)
HMA 600	Hospitality Entrepreneurship	3	(Online)
HMA 610	Managerial Accounting for the Hospitality Industry	3	(Online)
HMA 620	Law and Ethics in Hospitality and Tourism	3	(Online)
HMA 630	Hospitality and Tourism Information Technology	3	(Online)
HMA 640	Revenue Management for Hospitality and Tourism	3	(Online)
HMA 690	Hospitality Management Capstone	3	(Online)
TOTAL:		36	

ADMISSION REQUIREMENTS

1. To be admitted to the **University of Mid Florida**, applicants must hold a baccalaureate degree from a university recognized post-secondary institution. International applicants must hold a degree recognized as equivalent to a U.S. baccalaureate degree.
2. Applicants who meet baccalaureate degree requirement and whose undergraduate cumulative grade point average (CGPA) is 2.50 or higher (on a 4.00 scale) are eligible for admission.
3. Applicants must submit official transcripts from all undergraduate and graduate institutions attended.
4. Applicants must complete an online interview with an admissions advisor. All admission decisions are based on evaluation of a candidate's academic credentials and interview.

How to Apply

Prospective students may apply during open enrollment, and if accepted, may begin at any term during the year of acceptance.

- Applications must be submitted online at: <https://universityofmidflorida.education>
- Applicants must complete an online interview before enrollment.
- \$150.00 non-refundable application fee can be paid online via credit/debit card or e-check.

NOTE: The \$150.00 application fee can be paid online via credit/debit card or e-check. It is the responsibility of the applicant to obtain the supporting documents required for application.

Foreign Students

Applicants for admission indicating they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, the transcript and all other documentation from foreign countries must be professionally translated and certified by a service to be at least the equivalent of a U.S. high school diploma. Copies will be made and maintained in the applicant's file. This proof must be provided prior to the start of class.

ORIENTATION

Prior to attending classes, new student, as well as those returning to the University of Mid Florida after one term or more of non-attendance, are required to participate in an orientation program. **Attendance is mandatory.** This program is designed to acquaint student with the policies of the University of Mid Florida. Students are also required to attend a library orientation during their first term.

GRADUATION REQUIREMENTS

To graduate from **University of Mid Florida** and to receive a degree student must:

- Complete all credits needed as stated in the catalog.
- **Earn a minimum of 3.0 cumulative grade point average.**
- Meet satisfactory academic progress.
- Fulfill all monetary obligations.

The conferral date is the date on which the student's degree is officially conferred. Upon completion of all required courses, submission of the graduation application, and resolving of any outstanding financial obligations, students who have met all academic and administrative requirements will receive two official transcripts and their diploma.

CREDENTIALS AWARDED

Program	Credits Required	Credential Awarded
Business Administration	45	Master of Business Administration
Computer Science	30	Master Science
Hospitality Management	36	Master Science

DEFINITION OF A UNIT OF CREDIT

The University of Mid Florida follows the Carnegie unit of credit hours recognition, practice, providing courses and programs credit hours for successfully completed unit. Furthermore, credit is awarded for assessment of a course, program, and outcomes. The University of Mid Florida measures its programs through Semester Credit Hours in which 15 theory hours are equivalent to 1 credit hour.

A typical 3 credit course will require 45 hours of total instruction. Additionally, the student must be prepared to complete assignments, research, and other course related activities.

COURSE CANCELLATION POLICY

University of Mid Florida requires that there be a minimum number of students in an online course. In rare circumstances, the University of Mid Florida may cancel an online course on the first day of class due to low enrollment. Every effort will be made to move students to either another online course which meets their educational requirements or a similar class. Even if a student has logged into the online environment prior to course start, the student will incur no financial liability if the course is cancelled.

COURSE WITHDRAWAL POLICY

- To apply for a withdrawal, students will provide notification of intent to withdraw, in writing or orally, to the Registrar's Office. The Registrar will document the reasons and date of the student request.
- **Withdrawals with Refund:** Courses in which the student applies for withdrawal during the drop/add period will be refunded according to the Cancellation and Refund Policy.
- **Withdrawals without Refund:** When students request a withdrawal from a course, after the due date established by the institution for withdrawals with refund, it may affect the student's academic progress.

WITHDRAWAL POLICY

A student may withdraw from a class and obtain the notation of "W" until the day before the final exam.

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Dean. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by mail or by electronic transmission.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.
3. A student will be determined to be withdrawn from the school if the student misses 14 consecutive instructional days and all the days are unexcused.
4. All refunds must be received within 30 days of the determination of the withdrawal date.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student had academically related activity, which may include projects, discussion posts or examinations. The last date of attendance is when the school determines that the student is no longer in school.

MAKE-UP WORK POLICY

Make-up work and exams are given only for exceptional circumstances such as documented illness, jury appointments, military appointments, pregnancy emergencies and cases deemed necessary as approved by the Dean. Students will be required to present supporting documents such as court letter, doctor's note, etc. Students must discuss the absence with the instructor and arrange a make-up period for exam or missed course work. Academic work must be completed within the make-up period.

TRANSFER OF CREDITS

UMF will not accept credits from another program from another post-secondary institution. Students will enroll from the beginning of a course or program.

The transferability of credits an individual earns at University of Mid Florida is at the complete discretion of the Institution to which you may seek to transfer. Acceptance of the credits you earn in the educational program from University of Mid Florida is also at the complete discretion of the Institution to which you may seek to transfer. If the credits that you earn at this University are not accepted at the Institution to which you seek to transfer, you may be required to repeat the coursework at that Institution. For this reason, you should make certain that your attendance at this Institution will meet your educational goals. This may include contacting an Institution to which you may seek to transfer after attending University of Mid Florida to determine if your credits will transfer.

ADVANCED PLACEMENT

University of Mid Florida does not grant credits for work experience or by examination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

ONLINE DELIVERY

The Institution provides master's level online education. Online courses are taught using the Populi LMS system, which has become one of the top LMS companies delivering online education to students. Populi LMS is an easy-to-use cloud-based platform that delivers its educational programs. All students are required to have their own computer and access to the internet.

TECHNOLOGY REQUIREMENTS

Once a student is registered, their only necessary equipment is a personal computer with internet access, a student can access the eLearning platform from anywhere in the world. To maintain privacy and security, each student is provided with a **username** and **password** which allows them to reach their own **personal page** within the **Populi Learning Management System**.

It is important to maintain student interaction with the instructor and the learning community. The online platform will allow these interactions to be more flexible regarding time and space, yet the outcome should be similar or better. It is important to outline the following criteria:

1. The professor has knowledge in online instructional technology so that they can not only easily use it to teach students but also help students who have any issues.
2. The student earns flexibility in distance and time. Based on the course syllabus, the student can plan and organize his/her learning plan for the subject.
3. The online process opens many avenues for study; self-study takes an enhanced role. Also, they can have interactions with the professor and the rest of the students through forums, chats, web-conferencing and such.
4. The student follows the course agenda and works guided by the professor's advice. Students are accountable for semester work.

OUR LEARNING MANAGEMENT SYSTEM

Our learning platform is Populi; this platform replaces the classroom and provides the student with the tools to engage the learning process in an enjoyable, easy to use and efficient environment. The platform has been standardized to familiarize the student with the learning process and avoid confusion. Some of the elements contained in the platform are:

- **Course Syllabus:** Outlines the path to the class.
- **Chats:** Allows for the student to interact with other students and the professor.
- **Forums:** This asynchronous tool allows the class participants to create threads of information that will be available throughout the class. Great tools for studying down the road.
- **Calendar:** Reminds the students how the class has advanced and reminds them of tasks, quizzes, or exams ahead.
- **Document Load Zone:** Throughout the course the student will have places to load assignments in a clear and convenient way.

COURSE CONTENT

Once the students log in their personal page, and open their course, they can see different web tools they can use to study. The main one they will use is the documents & links tab which contains their downloadable syllabus, lectures, audio or video streams and any other relevant learning materials. Students will follow their syllabus to organize their weekly studies and will use the assignments tab to review deadlines, download exams, submit homework, case studies, or projects and upload their work. Special instructional activities may be scheduled at specific times convenient to both students and faculty members, in which case the

announcement tab is the tool used by the faculty to give directions. If a student has a question related to the course, they can directly post it in the discussion posts where both the professor and fellow students can respond so that everyone benefits from the answer. If a student has a question not related to the course, they can directly email their professor through the address given in the syllabus, Skype-chat or call them as disclosed in the syllabus.

EVALUATIONS

Student Assessment

Students have ample opportunity to demonstrate learning through the measures of evaluation listed below.

Discussion Forums

Each week there will be discussion activities, which require critical thinking and responses that are based in theory, readings, current events, and personal experiences. All discussions pertaining to the topics of a particular week must take place within that week. Students should plan to begin taking part in discussions early in the week, to allow a substantive discussion and exchange of ideas to take place within the week. Every week, there will be quizzes offered in the online classroom, which consist of multiple-choice problems. Quizzes are meant for practicing the concepts and theories studied in class. Quizzes can be taken multiple times and are scored automatically.

Mid-Term Exam

There is a mid-term exam, which is administered in the virtual classroom and is open for students throughout Week 8. The mid-term exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered over the first 8 weeks of the term.

Final Exam

There is a final exam, which is administered in the virtual classroom and is open for students throughout Week 15. The final exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered throughout the term.

The use of forums, chats, and other communication tools gives instructors the opportunity to provide continuing evaluation and feedback to students as they prepare their formal evaluations.

Formal evaluations are implemented using assignments or quizzes. For assignments, the student submits a text file; the instructor corrects it, gives feedback, and assigns a grade. Quizzes are corrected automatically, and the grading is instantaneous.

All exams are administered through our password protected online platform. Students are expected to adhere to the timeline and retake policies provided by the course professor in the course syllabus. Any retakes are at the discretion of the professor.

Faculty members will have access online to post assignments and exams. Faculty will have between 48 hours to post grades for assignments during the term and 5 days to post grades for finals electronically.

RESPONSE TIME

When a student sends a message with a question, or posts a message in a forum, the instructor is expected to respond within 24 hours during weekdays and weekends. Response time for evaluations that require the instructor's review, grading, and feedback will be 48 hours during weekdays and weekends.

ONLINE COMMUNICATION

It is essential that online students communicate with their instructors frequently. Students with questions must write emails to their instructors asking the many questions they may have. They may request additional chat sessions to clarify information. The instructor will schedule a time to meet with you in a chat room, by phone, or in person at the campus location. Students should expect that each communication will be followed

up with a written summary of the discussion generated by the instructor. Such communications will be provided to the student by email.

ATTENDANCE AND CLASS SCHEDULE

Students are expected to participate and actively contribute in-class assignments (including discussions), demonstrating knowledge of the concepts and theories studied, and the ability to apply that knowledge when analyzing current events, assigned case studies, or real business questions from their own organizations and communities.

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To ensure this timely communication, the instructor will respond to each assignment submission or exam submission within 7 days. To further ensure this timely communication, students must respond to each of the instructor's inquiries within 7 days as well.

A student must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the following academically related activities once a week to be marked as having attended and actively participating:

- Post to the course discussion board substantive comments relevant to the subject
- Substantive exchanges with the instructor about course content, concepts, and assignments
- Submit a graded unit assignment or exercise.
- Attempt a final exam.

Assignments should be completed timely and within the posted deadlines. Limited extensions of time may only be granted for unexpected business, health, or personal emergencies, whenever those are communicated in advance of missing a due date. Emergencies require written proof. In the rare occurrence of a technical issue preventing a student from submitting an assignment on time, the late penalty will not be applied, provided the technical issue is outside of the control of individual students.

It is important that students stay connected to the platform to review the materials, participate in class activities, and actively participate in the forums and all other activities related to the Institutions environment. Students may not be offline from the academic platform for more than seven (7) consecutive days. Students who miss more than seven (7) consecutive days will be administratively withdrawn.

STUDENT SERVICES

Student will receive advisement and or counseling with the following topics: **Academic Planning** which includes **academic advising**, inquiry about additional online course offerings, registration for courses, completion of administrative forms, the purchase of textbooks and library access.

Student services also include Financial Advisement and Personal Academic issues. In addition, the student will also receive career services assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

ACADEMIC ADVISING

Upon enrollment, University of Mid Florida provides academic advising through the **Academic Advisor** who assists the student in attaining his/her educational goals and fulfilling our University of Mid Florida requirements.

Student will be given the Academic Advisor phone number and e-mail address. The Academic Advisor will be able to offer a more valuable insight into the student educational planning, by contacting the student and having a greater understanding of the student expectations and experience. The Academic Advisor is responsible for providing professional and personal academic supervision to a student enrolled in a program

at the University of Mid Florida. The Academic Advisor will work directly on a personal basis with each student to provide academic advisement, guidance, and prompt feedback to each student who enrolls at the University of Mid Florida or asks for assistance.

Academic counseling is available to all students during the admission process, and throughout the program. Any problems the University of Mid Florida is not able to address will be referred to community organizations and agencies to better meet the students' needs.

CAREER SERVICES

The University of Mid Florida does not make any guarantees of graduate employment or salary upon graduation. The University of Mid Florida will offer career services, which will consist of identifying employment opportunities and advising on appropriate means of attempting to realize these opportunities. The Career Services advisor will help the student in creating a resume, sharpen students' interviewing skills, and advise on strategies for searching current job opportunities.

E-LIBRARY

The Institution offers LIRN, the Library and Information Resources Network, a hosted online service featuring academic search capabilities. The LIRN® collection provides students with access to peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies. Students can also find material from a variety of libraries along with the assistance of our librarian. The librarian is available to help students with their research strategies and offer helpful tips for locating sources needed to complete projects. To access the library, students will be emailed a login and password for the library after they have been successfully enrolled in a program of study.

FINANCIAL ASSISTANCE

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

ONLINE TECHNICAL ASSISTANCE

There is 24-hour, 7 days a week technical assistance feature for our Online Course Platform. For technical assistance, please email us at HelpDesk@amf.education

LEAVE OF ABSENCE

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to individual circumstances. A student seeking a LOA must submit a request to the Registrar. The Leave of Absence cannot exceed 180 days in any 12-month period.

A student may not begin a Leave of Absence while an active course is in progress, rather a withdrawal procedure must be initiated by the student. The LOA can begin upon the completion of the active course term. Students ready to resume their studies after a leave of absence must contact the Registrar. Upon the student's return from the leave of absence, the student will be allowed to complete the coursework from where they left prior to the Leave of Absence. If a student does not resume attendance on, before or at the end of an approved Leave of Absence, then the student will be withdrawn from the institution and may need to reapply into the program.

SATISFACTORY ACADEMIC PROGRESS

GRADING SYSTEM

Grades are based on the quality of work as shown by written tests, term papers, and projects as indicated on the course syllabus. Faculty members will provide students with an individual evaluation of performance for each course. Grades are posted onto the student's academic record, which is kept permanently.

Letter Grade	Quality Points	Grades
A+	4.0	95-100%
A	3.75	90 – 94%
B+	3.5	85-89%
B	3.0	80-84% (Minimum Passing Grade)
C+	2.5	75-79%
C	2.0	70-74%
D+	1.5	65-69%
D	1.0	60-64%
F	0	0-59%
W	0	Withdrawal
I	0	Incomplete

GRADING PERCENTAGE BREAKDOWN

Category	% of Grade
Course Participation/Discussion Board	15%
Homework	15%
Quizzes/Exams/Assessments	40%
Final Exam	30%
Total	100%

STUDENT ASSESSMENT

Students have ample opportunity to demonstrate learning through the measures of evaluation listed below.

SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress to remain enrolled at the University of Mid Florida. Satisfactory academic progress is determined by measuring the student's **cumulative grade point average** (CGPA) and the student's **rate of progress toward completion of the academic program**. These are outlined below.

SAP - QUANTITATIVE CRITERIA

Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, if a student enrolls for twelve term credit hours the student is required to successfully complete a minimum of eight term credit hours ($12 \times 67\% = 8$) for the term. Failure to meet these standards may result in student being placed on probation.

SAP - QUALITATIVE CRITERIA

A student must achieve a Cumulative Grade Point Average of **3.0** at the midpoint of the program and must have earned 75% of the credits attempted. A student who does not achieve these criteria will be placed on

probation for the rest of the academic term. A student on academic probation who earns less than **3.0** in his/her cumulative average will be continued on academic probation. Academic probation may be removed only by earning a **3.0** CGPA or higher on the next term.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SAP - EVALUATION

1. Students are evaluated at the end of an academic term.
2. If a student fails a course before the academic term ends, they are immediately placed on academic probation.
3. The student will remain on academic probation until they retake the failed course when it is next offered and passes on the next attempt.
4. If the student takes the course a second time and passes it, the student is removed from academic probation.
5. If the student fails the course for a second time, the student could be academically dismissed from the University of Mid Florida.

SAP EVALUATION - TIMEFRAME TO COMPLETE (MTF) POLICY

The maximum allowable timeframe for students to remain active in the program is as follows:

The credit hours attempted cannot **exceed 1.5 times the credit hours required** to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame.

Program	Program Length	Maximum Allowed Timeframe
Business Administration	24 Months	36 Months
Hospitality Management	18 Months	27 Months
Computer Science	16 Months	24 Months

SATISFACTORY ACADEMIC PROGRESS STATUS

Warning: Any student whose minimum GPA is below the requirement upon completion of a semester will be counseled by the school, placed on Academic Warning, and documented in the student's file.

Probation: Any student whose GPA remains below the requirement upon completion of the semester following a "Warning" status will be placed on academic probation by the school.

If the student's academic achievement and course completion rate matches or exceeds the minimums described above during the probationary period, the student will be making satisfactory progress and removed from the "Probation" status.

Academic Dismissal: Students who fail to show improvement or achieve the minimum cumulative GPA of 3.0 while on Academic Probation will be subject to Academic Dismissal from the institution. The Dean will make the decision regarding Academic Dismissal and will notify the affected students in writing. A student who is placed on Academic Dismissal will have a permanent record of the dismissal in the transcripts.

Extended Enrollment: If approved by the Dean, a student may continue as a non-regular student for a period not to exceed one evaluation period to re-take courses in which the student was previously unsuccessful. During this period, the student will be charged tuition consistent with normal tuition fees. In no case may a student extend beyond the maximum program length to complete the program. A student wishing to extend his/her program must agree to these terms in writing. Credits earned during a period of extended enrollment will count towards the maximum timeframe for completion of the program.

Reinstatement as a Regular Student: If a student demonstrates, after re-taking courses, that he/she is academically and motivationally prepared to continue with the program, the student may be reinstated as a regular student. The Dean will make this determination based upon a review of the student's academic transcript and an interview with the student. The reinstatement will be based upon the student meeting the normal satisfactory progress parameters that were in effect at the evaluation point at which the student lost regular status. If reinstated as a regular student, the student will be placed on probation until at least the next evaluation point.

Course Repetitions, Incomplete and Withdrawals: A student may repeat a course in which a grade has been earned. However, repeating courses in which a grade of "C" or better has been earned is not recommended. Only the second grade earned in a repeated course will be used in computing the grade point average. Credits for a repeated course are counted only one time in computing the grade point average. Hours for both courses will be used in computing the total course completion hours. Both grades remain a permanent part of the student's transcript. However, in no case may a student extend beyond the maximum program length to complete the program and receive the original credential.

An "I" is assigned when course work is not completed in the appropriate times due to circumstances beyond the student's control. Any "I" not removed by the student will be automatically converted to the otherwise earned grade, typically an "F". An "I" is not calculated in the GPA but is counted in the course completion percentage.

The school does not currently offer any pass/fail courses and the school does not issue "W" grades.

Students who withdraw during the drop-add period and enroll in another course will receive no grade in the original course. Students may not withdraw from a course after the drop-add period without financial penalty.

Mitigating Circumstances and Leaves of Absence: The Dean may, in his/her discretion, grant leaves of absence or waive interim satisfactory standards for circumstances involving poor health, family crisis, or other significant occurrences outside the student's control. These circumstances must be documented, and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. No waivers will be granted for graduation requirements.

Application of Standards: The satisfactory progress standards apply to all students enrolled at the school in a regular status.

Remediation: The School does not currently have a remedial program. All courses attempted at the school affect the calculation of the student's satisfactory progress.

Re-Admission After Suspension for Unsatisfactory Progress: Suspended students will be eligible for re-admittance after one period of evaluation specific to the course of enrollment. An application for re-admission must be made in writing. Re-admittance will be on a probationary basis, and failure to attain a satisfactory grade "C" or better after one period of evaluation will result in dismissal.

The school reserves the right to suspend or dismiss a student if such action is in the best interest of the student or the school, or if it has been found that the student has gained admission through false records or fraud.

CGPA REQUIREMENTS

Students in the graduate level must meet a **minimum CGPA** requirement of **3.0** throughout their enrollment to be considered making satisfactory academic progress. CGPA will be reviewed at the end of each term after grades have been posted to determine if the student's CGPA is in compliance.

GRADE CHANGE

A change in grade must be resolved by the end of the term following the term in which the grade was originally issued. Grade changes must be submitted from the faculty to the University of Mid Florida registrar

on the official "Grade Change Form", with the instructor signature. All grade changes are subject to administrative approval. Students questioning a term grade posted to their academic record should e-mail the University of Mid Florida registrar. The University of Mid Florida registrar will forward the e-mail to the instructor of the course and the appropriate academic administrator for resolution. The timeframe for changing the grade is one (1) week from the end of the term.

COMPUTATION OF CUMULATIVE GRADE POINT AVERAGE

The cumulative Grade Point Average (CGPA) is computed by assigning every component a percentage based on its portion of the total hours comprising the student's program. Quality points are assigned to each grade given. The CGPA will be calculated by totaling the assigned quality points.

GRADES AND TRANSCRIPTS

Original copies of student exams are maintained in each student's education file while they are in attendance and for a period of three years after their last day of attendance. Transcripts are maintained by the student records office indefinitely. Each transcript documents student grades and can be reviewed upon written request.

Permanent copies of all student records are maintained at the University of Mid Florida. There is a three (3) business day waiting period for delivery of official transcripts and/or Diploma.

Any student requiring additional copies of said documents must pay a processing fee for each document requested. Upon presentation of a receipt of payment from the Business Office, the Registrar will prepare the requested document(s). There is a three-day waiting period for processing. Processing will only begin after payment. If there is an outstanding balance to the University of Mid Florida, it must be paid before processing can begin.

Official Transcripts can be mailed directly to:

*University of Mid Florida
Attn: Admission Department
4307 Vineland Road, Suite H-12
Orlando, FL 32811*

POLICIES AND PROCEDURES

ACADEMIC WARNING OR PROBATION

If the student falls below the criteria on the SAP listed above in the catalog, he/she will be placed on a probationary period (*the period is specified above on the SAP*). Any student having to repeat courses will have to pay \$35.00 per course. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she may be terminated from the University of Mid Florida. Students meeting this requirement at the end of the probationary period will be removed from this status.

Probation is an administrative status. Students on probation are at risk of termination from the program. Students on probation are monitored more closely, requiring academic advising on a regular basis to determine student progress. Students on probation may be required to attend extra course sessions. Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SUSPENSION & DISMISSAL

Students are eligible to apply for readmission after a minimum of one term, and, if permitted to return, will be on academic probation. If at any time after having once been suspended a student on probation has a cumulative average below the minimum required, the student will be dismissed from the University of Mid Florida and will not be eligible to return.

Any appeals for failure to maintain satisfactory progress must be made in writing to the Director of Education within **15 days of notice of dismissal**. The student will be notified in writing of the decision. The maximum time limited given to a student to complete their program is **1.5** times the normal length of that program. A student not meeting these criteria will be terminated for not making satisfactory progress.

APPEALS PROCESS

Any appeals for the actions described above must be made in writing to the Director of Education who will consider the appeal. The Director of Education will have the final authority over the matter to make the decision whether to accept the student's appeal within 5 days. For the student's appeal to be granted, the student will need to give evidence of satisfactory academic progress.

STUDENT CONDUCT POLICY

At University of Mid Florida appropriate student conduct in each class and when communicating with others in the University of Mid Florida is very important. Any inappropriate conduct could result in dismissal from the University of Mid Florida.

The following types of conduct are unacceptable:

- All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- **Plagiarism:** All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The University of Mid Florida considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or partial credit for the work, suspension for a specific period, or expulsion from the program.
- Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University of Mid Florida.
- Forgery, alteration, or misuse of any University of Mid Florida document, record, key, electronic device, or identification.
- Unauthorized entry to, possession of, receipt of, or use of any University of Mid Florida services; equipment; resources; or properties, including the University of Mid Florida's name, insignia, or seal.
- **Sexual harassment**, as defined here: Sexual harassment is unwelcomed 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 of Mid Florida will respond to reports of any such conduct.
- **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 of Mid Florida to seriously alarm or torment the person; and where the threat is additionally determined by the University of Mid Florida to serve no legitimate purpose.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University of Mid Florida activities.
- Failure to identify to, or comply with the directions of, a University of Mid Florida official or other public official acting in the performance of his or her duties while at official University of Mid Florida functions; or resisting or obstructing such University of Mid Florida or other public officials in the performance of or the attempt to perform their duties.

- Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the University of Mid Florida 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 it was the student or someone else who prepared the notes or recordings. Copying -for any commercial purpose- handouts, readers or other course materials provided by an instructor as part of the University of Mid Florida course unless authorized by the University of Mid Florida in advance and explicitly permitted by the course instructor or the copyright holder in writing.

ACADEMIC DISHONESTY

The **Director of Education** may impose penalties for violations of University of Mid Florida (UMF) 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.

UMF will communicate directly with students whose conduct was deemed to warrant disciplinary action. Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Instructors are expected to maintain appropriate standards of academics:

1. To take practical steps to prevent and detect cheating.
2. To report suspected academic misconduct to the Dean.
3. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Dean.

Students are expected to maintain appropriate standards of academics:

1. To follow faculty instructions regarding exams and assignments.
2. To be certain that special rules regarding documentation of papers, examination procedures, use of computer-based information and programs, etc. are clearly understood.
3. If students believe that practices by the instructor are conducive to cheating, it must be reported to the Dean.

The consequences of academic dishonesty, depending on the severity of the infraction, may result in the following:

1. Receive a zero "0%" grade on the assignment, test, etc.
2. Have their course grade lowered and/or possibly fail the course.
3. Under the standards of student conduct a student could be dismissed from the institution.

The Dean will communicate directly with a student whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

PENALTIES FOR MISCONDUCT

The Director of Education may impose penalties for violations of University of Mid Florida 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 Director of Education 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 of Mid Florida may provide written notice to a student that his or her alleged behavior may have violated University of Mid Florida policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action.

When a student is found in violation of University of Mid Florida policies or campus regulations, 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 of Mid Florida policies or campus regulations has occurred, and that continued or repeated violations of the University of Mid Florida 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 during which a student must demonstrate conduct that conforms to the University of Mid Florida standards of conduct. 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. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University of Mid Florida 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 of Mid Florida for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the he or she is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of University of Mid Florida 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.
6. **Restitution:** A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the University of Mid Florida or other parties resulting from a violation of these policies. Such 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.
7. **Revocation of Awarding of Degree:** Subject to the concurrence of the University of Mid Florida Governing Board.

STUDENTS RIGHTS AND RESPONSIBILITIES

UMF policies and regulations provide students many privileges. Students may exercise these rights and privileges if they do not interfere with the rights of others or the schools' ability to provide a safe learning environment. Students have the rights to:

1. Attend a safe, welcoming school and belong to a community that values and promotes learning.
2. Expect courtesy, fairness, and respect from school staff members and other students.
3. Expect that all property will be safe and not damaged.
4. Express opinions freely through speech, assembly, petition, and other lawful means.

5. Advocate for change in any law, policy, or regulation.

UMF expects students to balance expression of their rights with observance of their responsibilities. Students have the responsibility to:

1. Attend school regularly and follow the assigned schedules.
2. Follow rules, procedures, and processes.
3. Respect the authority of staff members.
4. Respect the rights and property of others.
5. Respect others' beliefs and differences.
6. Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
7. Resolve disputes peacefully.
8. Refrain from bullying or hurting other students.

GRIEVANCE POLICY

A grievance procedure is available to any student who believes an University of Mid Florida 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 grievances should first communicate with the appropriate course professor. If the professor is unable to resolve the student's complaint, the professor will refer it to the Director of Education in writing. If the Director of Education is unable to resolve the students' complaint, he will refer it to the Chief Executive Officer. The Chief Executive Officer will take steps to resolve the complaint or will refer it in turn to the President of the University of Mid Florida. The University of Mid Florida President's decision is final.

Informal Resolution

Students are encouraged to speak directly with their mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

Informal Complaint

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier the communication is made, the more likely it is to resolve the matter satisfactorily. Complaints should be made to the Director of Education. Informal complaints may be made in person, by telephone, or email. Appropriate University of Mid Florida staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the University of Mid Florida's response within 20 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

Formal Complaint

A formal complaint must be submitted in writing to the Department Chairperson. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate University of Mid Florida administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. The relevant University of Mid Florida office will keep a complete record of formal complaints. Records of the outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Students who at the end of this process feel a grievance is unresolved may refer it to:

MODIFICATIONS

University of Mid Florida reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Student will be given advance notification of such changes.

NON-DISCRIMINATION

University of Mid Florida admits students of any race, color, sex, age, marital status, non-disqualifying disability to the extent of the law, religion, or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student at the University of Mid Florida and does not discriminate in administration of its educational policies, admissions policies, or other University of Mid Florida- administered programs.

ANTI-HAZING

At University of Mid Florida, the practice of hazing is prohibited. Hazing is defined as any action taken or situations created to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

EMERGENCY CLOSURE

In the event of an emergency, University of Mid Florida's administrative office will close as determined by Orange County due to inclement weather or natural disaster (hurricane, etc.).

COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the University of Mid Florida and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The alpha prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

Sample Course Number **(MBA500)**
Letters = Discipline = Master of Business Administration
Digits = Program Sequence = 500

MASTER OF BUSINESS ADMINISTRATION

MBA 500 Business in the Global Economy – 3 Credit Hours

This course addresses the factors that affect international business and business expansion. Discussion topics include demographic, economic, political, natural resource, technology, and cultural characteristics and the role they play in the advancement of multinational enterprises.

MBA 510 Business Law and Ethics – 3 Credit Hours

This course will introduce you to the laws and ethical standards that managers must abide by in the course of conducting business. Student will Learn about the laws that business managers must follow to protect their consumers, employees, and overall operations. Explore conflict management strategies and legal issues, such as torts, contracts, property law, intellectual property, and employment law.

MBA 520 Leadership and Organizational Behavior – 3 Credit Hours

Students will gain a thorough understanding of individual, group, and organizational behavior. Students will utilize this knowledge to build practical skills in leading individuals and teams to high performance. Through a variety of teaching methods, students will learn to analyze their business environment, detect, and analyze problems, and develop sound, creative and socially responsible solutions to help their organizations flourish in a complex and uncertain world.

MBA 530 Financial Decision Making – 3 Credit Hours

This course presents the processes for analyzing a firm's financial condition, developing alternatives, and making business finance decisions. Exercises the analysis of current financial and operational data, and the projection of these data forward to support decision making under varying assumptions. This course will include means of managing working capital including sources of short-term financing of operations and methods used to raise external capital including initial public offerings, seasoned equity offerings, public and private debt, private equity, and venture capital.

MBA 540 Quantitative and Qualitative Methods for Decision Making – 3 Credit Hours

This course introduces the learner to utilize and apply quantitative methods for individual, organizational, and societal decision-making. A variety of tools and techniques will be examined as the foundation for the development and interpretation of attributes and variables in addition to the use of data sources for improving processes and organizational environments. Topics covered include displaying and summarizing data, random variables and probability distributions, sampling, statistical inference, regression analysis, forecasting, statistical quality control, risk analysis, Monte Carlo simulation, decision trees, and linear and integer optimization modeling. Requires Microsoft Excel.

MBA 550 Management Information Systems – 3 Credit Hours

In this course, students will understand the position of information technology in businesses today. Students will study topics such as advanced software applications, networking in relation to the Internet, and business communications.

MBA 560 Supply Chain Management – 3 Credit Hours

This course covers the set of activities that create goods and services through the transformation of inputs into outputs. It's also an introduction to the design, operation, and control of domestic and international supply chain and logistics systems. Emphasis is placed on transportation, distribution, and warehousing in the business enterprise.

MBA 570 Project Management – 3 Credit Hours

This is an advanced course in project management and leadership on strategic change. The course emphasizes the use of project management software and sound management principles in cost control, resource and staffing planning, project financial, and schedule management. Topics include organizational strategy; portfolio management; scope management; risk management; cost estimation and budgeting; project scheduling.

MBA 600 Risk and Quality Management – 3 Credit Hours

Risk identification, risk impact analysis, risk response planning. Mitigating risk. Risk management techniques, such as Monte Carlo simulation. Defining quality. Total quality management (TQM). Quality control. The ISO 9000 perspective on quality.

MBA 610 Marketing and Sales Management – 3 Credit Hours

Students will study the basics of marketing in the consumer and industrial marketplace, sales techniques, computers in marketing, cash terminal operation, store security, pricing, and career possibilities in sales and marketing.

MBA 620 International Business Relations – 3 Credit Hours

Our International Business Relations course explores the international dimension of doing business in a global society. The course offers you an awareness of the role of culture, geography, government, and economics in shaping the environment in which businesses operate internationally. We'll help you to better understand topics such as forward currency markets, foreign direct investment, negotiation, international distribution, etc.

MBA 690 Master of Business Administration Capstone – 3 Credit Hours

Upon completing the core courses for your MBA, you will be required to complete the MBA Capstone. The capstone project demonstrates your proficiency by completing an independent project that exhibits your conceptual, analytical, research, and practical management skills achieved through the courses in this program. This demonstration of your expertise at a master's level represents a crowning achievement, much as a capstone does in architecture.

FINANCE CONCENTRATION

MBA 630 Corporate Investment Analysis – 3 Credit Hours

Provides a rigorous treatment of the principles of investments, investment management and asset pricing. Analyzes asset allocation, asset pricing models, international diversification, active portfolio management, performance evaluation, and other pertinent topics. Approaches the analysis from the perspective of individual investor, corporate financial manager, and the investment manager.

MBA 640 Advanced Corporate Finance – 3 Credit Hours

Develops a framework for analyzing corporate financing and investment decisions. Applies techniques for evaluating capital investments, capital structure and dividend decisions and with the interaction between investment and financing decisions. Topics covered include mergers and acquisitions, leasing, working capital management and a more rigorous analysis of cost of capital, risk and return and corporate liabilities.

MBA 650 Global Financial Management – 3 Credit Hours

Presents international financial tools, applications and concepts used in formulating effective financial management strategies. Examines international financial relationships and transactions among firms, foreign exchange rate foreign determination and forecasting exchange risk and exposure, balance of payment accounting, evolution of the international monetary system. Analyzes special topics such as working capital management strategies, capital budgeting, cost of capital and optimal capital structure in the context of international operations.

ENTREPRENEURSHIP CONCENTRATION

MBA 660 Entrepreneurship – 3 Credit Hours

Explores the concepts and applications of sustainable business including creating, leading, and managing business enterprises. Examines approaches for leading entrepreneurs, individuals, and companies. Analyzes innovation issues including creating and realizing value, prioritizing opportunities, and managing the innovation process.

MBA 670 Entrepreneurial Economics – 3 Credit Hours

This course explores all aspects of the creation of a new venture from idea through startup, growth, and beyond. Students will learn how to evaluate opportunities, develop strategies, create a business plan, and acquire financing for a new venture. In this course students will develop a business plan for a new venture.

MBA 680 Entrepreneurship and Innovation – 3 Credit Hours

Students are introduced to the concept of entrepreneurial thinking and the role that it plays in our economy and society. Student suggestions for creating innovation and change in their local community or workplace are incorporated into class projects.

MASTER OF SCIENCE IN COMPUTER SCIENCE

CIS 500 Operating Systems – 3 Credit Hours

The operating systems course analyses operating system designs and its implementation of user program and bare hardware in which makes a computer run.

CIS 510 Discrete Computational Structures – 3 Credit Hours

This course teaches students how to apply mathematics to computer science. Students will comprehend and construct mathematical arguments, theories, relations and apply various proof techniques towards developing formal about algorithm correctness.

CIS 520 Advanced Computer Architectures – 3 Credit Hours

This course examines techniques of advanced digital design high performance processors and computers while emphasizing and understanding trade-offs for design decision making.

CIS 530 Advanced Algorithms – 3 Credit Hours

The course teaches students advanced topics in the design and analysis of algorithms, concentrating on modern techniques as well as applications in areas of current research interest.

CIS 540 Artificial Intelligence – 3 Credit Hours

The Artificial Intelligence course will expand your technical function and become an expert in Artificial Intelligence that automates data analysis to enable computers to learn and adapt through experience to do specific tasks without explicit programming. You will master AI concepts and techniques, including, Deep Learning, mathematical and heuristic aspects, and hands-on modeling to develop algorithms and prepare you for your role with advanced AI knowledge. Also, it will help in understanding Convolution Neural Networks Convolution, Pooling and Generative Networks Adversarial Networks, and these skills will enable candidates to seek their career in their desired companies.

CIS 550 Data Mining – 3 Credit Hours

This course offers advanced data mining theories and statistics, while focusing on practical data mining applications like Python and databases. Students will learn about basic machinery and statistical modeling.

CIS 600 Computer Networks – 3 Credit Hours

This course provides information on advanced computer networks, This course focuses on the Internet architecture, reliable communication, client servers, web, and email protocols.

CIS 690 Computer Science Capstone – 3 Credit Hours

This course is designed to help the student apply their acquired knowledge towards a research project. They will use an analysis of their scope of understanding to support a reflective position regarding the future of the industry.

JAVA PROGRAMMING CONCENTRATION

CIS 610 Programming with Java – 3 Credit Hours

In this second course in Java programming, students will focus on advanced language features. Topics will include Object Oriented Analysis and Design (OOAD), methodologies, automatic documentation generation using JAVADOC, Graphical User Interface (GUI) development, threads, database programming using Java

Database Connectivity (JDBC), network programming using sockets and Remote Method Invocation (RMI), N-tier programming using Common Request Broker Architecture (CORBA), object serialization and remote objects, and collections.

CIS 620 Data Structures with Java – 3 Credit Hours

In this course you will learn advanced knowledge of several common data structures and associated algorithms. This includes arrays and the asymptotic analysis of algorithms. In addition, you will be exposed to several data structures including linked lists, stacks, queues, binary search trees, and hash tables.

C++ PROGRAMMING CONCENTRATION

CIS 630 Programming with C++ – 3 Credit Hours

This is an advanced level computer programming course. This course teaches C++ as a computer language; however, it presumes knowledge of at least similar language to C or Pascal. It covers advanced object-oriented features such as standard string class, operator overloading, friends, references, namespaces, pointers and dynamic arrays, streams and file I/O, recursion, inheritance, polymorphism, and linked data structures.

CIS 640 Data Structures with C++ – 3 Credit Hours

This course teaches students about advanced data structures such as maps, queues, and sets, while applying them in larger, real-world assignments and projects.

MASTER OF SCIENCE IN HOSPITALITY MANAGEMENT

HMA 500 Strategic Management in Tourism and Hospitality – 3 Credit Hours

The aim of this subject is to examine a variety of theories, frameworks and examples relating to crucial elements of strategic management in a tourism and hospitality context. You will evaluate methods of identifying relevant industry trends and integrating these with innovative strategy development and implementation.

HMA 510 Human Resources in Hospitality and Tourism – 3 Credit Hours

This course is to teach working knowledge on the key elements of human resource management. The student will learn the strategies and operational needs of the tourism and hospitality industry. Students will learn about human resources management and personnel administration in the tourism industry. They will also learn the selection process of personnel, staffing, labor relations, training, and development of human resources. Students will also learn how the management of salaries is handled in the Hospitality and tourism Industry.

HMA 520 Managing Service Quality in Hospitality and Tourism – 3 Credit Hours

Students will recognize and assess quality management processes in the hospitality and tourism related organizations. Students will learn to evaluate departmental processes and planning strategies. This program will teach the students to practice service quality concepts and skills in the hospitality industry.

HMA 530 Digital Marketing in Hospitality – 3 Credit Hours

In this professional course students will have the opportunity to be part of digital strategic thinking required to develop, refine, and implement a digital marketing plan for your Hospitality industry. Students will learn marketing theories, principles, and concepts in the Hospitality industry. They will get a better understanding of the role of marketing within a hospitality organization.

HMA 540 International Tourism Management – 3 Credit Hours

This course observes the international tourism and leisure market environment. This course will provide students with concepts, models, and techniques to study economic and noneconomic factors necessary to identify and evaluate foreign market opportunities in tourism, including the future of the global travel

economy and its broad trends. Students will learn applied management and marketing theories with the purpose of evaluating complex business problems and preparing strategies for small and medium tourism companies and destinations. Additionally, this course provides knowledge of location, specific advantages, and their relevance for strategic goals. Students will learn how communicating across cultures and managing cultural diversity are important to the tourism industry. Students will learn sustainable tourism management in an international context, and destination competitiveness.

HMA 550 Organizational Behavior in the Hospitality Industry – 3 Credit Hours

This course aims to explain the fundamentals of organizational behaviors in the hospitality industry. The students will learn to perform more effectively in their present and future roles as leaders in Hospitality industries.

HMA 600 Hospitality Entrepreneurship – 3 Credit Hours

This course provides students with a thorough understanding of the concept of entrepreneurship and its purpose in hospitality. Students will study the different business processes. The course investigates a range of issues in management, new products in development, the importance of corporate branding, marketability, and the innovation for international and regional hospitality and tourism industries. Emphasis on generating new innovative strategies, initiatives, and ideas.

HMA 610 Managerial Accounting for the Hospitality Industry – 3 Credit Hours

Students complete financial statements and analysis using sound accounting principles, preparing them for real-world, hands-on managerial accounting in a hospitality setting. Revenue management and dynamic pricing, accounting for hospitality operations, and profitability indexes are introduced.

HMA 620 Law and Ethics in Hospitality and Tourism – 3 Credit Hours

Hospitality Law and Ethics teaches the student the legal issues surrounding the practices of the hospitality industry. Students will learn the terms of contract law, negligence, bailment, rights of innkeepers, rights of guests, legal responsibilities connected with travel and tourism. Other topics the student will learn are the liability with respect to the sale of food and alcohol, regulation and licensing, employment issues, safety and security issues affecting the hospitality industry.

HMA 630 Hospitality and Tourism Information Technology – 3 Credit Hours

This course concentrates on usage and management of Technology and its advancement as it relates to the hospitality industry. Some topics covered are in safety and security matters as well as strategies and operational processes to incorporate technological advancements.

HMA 640 Revenue Management for Hospitality and Tourism – 3 Credit Hours

Students will learn the following; (1) major roles of accounting and revenue management in the hospitality industry; (2) the economic and accounting principles applicable to revenue and profit management; (3) pricing strategies and the impact of multiple factors; (4) describe hotel room inventory control practices and related decisions; (5) understand market level comparisons against competitive businesses and properties; (6) apply a range of mathematical approaches to the evaluation of hospitality business performance.

HMA 690 Hospitality Management Capstone – 3 Credit Hours

This class is for students to integrate the topics covered throughout the program. They will develop a sense of coherence in their studies and their application to the hospitality and tourism industry.

STAFF & FACULTY

STAFF

- | | |
|--|----------------|
| ▪ President | Faisal Ismail |
| ▪ Vice President of Operations and Finance | Eman Elabdulat |
| ▪ Admissions | Fawzi Ismail |
| ▪ Registrar | Karen Whalen |
| ▪ Librarian | Rosas Virdiana |

FACULTY

- **Dr. Daniel Bernstein**
 - Ph.D. in Education Administration from University of South Dakota, Vermillion, SD
 - Master of Business Administration from University of New Haven, West Haven, CT
 - Bachelor of Arts in English from Adelphi University, Garden City, NY
- **Dr. Tail Cleveland**
 - Doctorate in Computer Science from Colorado Technical University, Colorado Springs, CO
 - Master of Science in Information Security from Colorado Technical University, Colorado Springs, CO
 - Bachelor of Science in Electrical Engineering from Northeastern State University, Tahlequah, OK
- **Dr. Alicia Stern Holcomb**
 - Doctorate in Business Administration in Human Resources from San Ignacio University, Doral, FL
 - Doctorate in Education in Adult Learning from Argosy University, Sarasota, FL
 - Master of Business Administration in Hospitality from Lynn University, Boca Raton, FL
 - Bachelor of Science in Hotel & Resort Management from Rochester Institute of Tech, Rochester, NY

**THANK YOU
FOR
CHOOSING...**

UNIVERSITY OF MID FLORIDA



4307 Vineland Road, H-12, Orlando, FL 32811