2024-25 GRADUATE CATALOG

UNIVERSITY OF THE PEOPLE

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Provost Emeritus
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Dr. Jamil Salmi, Global Tertiary Education Expert
Mr. Miguel Silva, Founder and Director Galileo 6

A LETTER FROM THE PRESIDENT

Welcome to the University of the People Graduate Catalog for the 2024-25 academic year! This catalog contains everything you need to know about your educational career at UoPeople. You will find details on UoPeople's academic policies, courses, programs of study, degree requirements, fees, and the academic calendar. I encourage you to review it thoroughly and continue to refer to it throughout the academic year.

University of the People is a university unlike any other. UoPeople was built on the foundation that higher education is a basic right for all. Since its inception, the University has offered affordable, accessible, and quality degree-granting programs. We envision a world in which all qualified high school graduates have access to higher education, regardless of their financial, geographic, political, and personal circumstances.

In becoming a member of the UoPeople community, you are embarking on an educational journey with peers from over 200 countries and territories. Our students are incredibly diverse, and we know that each and every one of you deserves personalized attention and support. Studying online is not easy; it takes an incredible amount of dedication, focus, and hard work. Your success is our priority, and we are here to guide and support you in your educational journey.

At UoPeople, you will be intellectually challenged, engage in energizing debates, and grapple with the big questions posed by today's global society. You will encounter a student body of unmatched diversity and will be supported by instructors and Program Advisors along the way. As a UoPeople student, you will receive a solid liberal arts foundation, along with the specialized practical knowledge needed for success in your chosen field. All of this is designed to help you achieve your educational goals and lead a successful, fulfilling life as an individual and as a member of our global society.

University of the People was built for you. Our global community is enriched by each of its members. I wish you all the best of luck and success in this academic year and look forward to hearing about all of your accomplishments.

Sincerely,

Shai Reshef, President
University of the People

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NOTICES ABOUT THE CATALOG

1. This Catalog is permanently archived by the University and is the Catalog effective for all matriculated students at University of the People. Previous editions of the Catalog are available to University students on the University's website and upon request.

2. University of the People takes reasonable care to provide the academic courses and facilities described in the Catalog. However, courses may be altered or withdrawn at any time, and University of the People shall not be liable in any manner if the academic courses and facilities described in the Catalog, or any other University of the People documents, are not offered during a particular semester or academic year.

3. This Catalog is an official bulletin of the University of the People and is intended to provide general information. It includes policies, regulations, procedures and fees in effect at the time of release. All policies and procedures, rules and regulations, curricula, programs, and courses described herein are subject to change without prior notice and do not constitute a contract between the University of the People and a student, an applicant for admission, or any other individual. Updated policies and administrative regulations and procedures can be found on the UoPeople website.

4. As a prospective degree-student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School PerformanceFact Sheet, which must be provided to you prior to signing an enrollment agreement.

5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

Accreditation, Regulatory and Other Notes

University of the People is a private institution approved to operate by the California Bureau for Private Postsecondary Education.

University of the People has been continuously accredited by the Distance Education Accrediting Commission (DEAC) since January 2014. Contact information for DEAC: 1101 17th Street NW,

Suite 808, Washington, D.C. 20036, phone number: (202) 234-5100, fax number (202) 332-1386, www.deac.org. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission

is recognized by the Council for Higher Education Accreditation (CHEA).

University of the People has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501, 510.748.9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

University of the People is a distance education institution and offers all of its programming entirely online. Because it is a wholly online institution, UoPeople maintains no dormitory facilities and does not offer its students any kind of assistance in obtaining housing.

The California Bureau of Private Postsecondary Education[1] requires that UoPeople publish information about housing availability and costs in the vicinity of its administrative offices in Pasadena, CA. The Pasadena-Foothills Association of Realtors indicates that there are a number of moderately priced rental units in the area. According to a May 10, 2015 article in the Pasadena Star News, the average price of a 1-bedroom apartment is $1,940. Data reported by http://rentcafe.com indicate that the average price for a studio is $1,900 and $2,180 for a 1-bedroom apartment. The City of Pasadena Housing Department maintains a web site to assist anyone seeking housing in Pasadena at: http://pasadenahousingsearch.com/

University of the People and President Shai Reshef in his own right and on behalf of University of the People currently hold memberships in the following organizations and consortiums: Partners for a New Beginning; Ashoka, AACRAO, AACRAO EDGE, UN GAID, RSA, CHEA, the OpenCourseWare Consortium and the Library & Information Resources Network.

The administrative offices of University of the People are located in Pasadena, California. However, all instruction at the University, including its computerized teaching aids, takes place at University of the People's Online Campus.

University of the People shall not be liable in any manner for any interruption in the operation or failure of its website, its Virtual Learning Environment and/or any other program relating to University of the People's studies.

University of the People does not participate in federal and state financial aid programs.

University of the People does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in a

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[1] California Code of Regulations §71810(b)

reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

University of the People exercises diligence to ensure that it provides clear and accurate information to all prospective and current students, the public and all other interested parties. The institution seeks to ensure that all recruitment and promotional materials, including its Catalog and website, as well as all public presentations about and on behalf of the University and its operations are as clear and accurate as possible.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling, toll free: (888) 370-7589, (916) 431-6959, or by completing a compliant form, which can be obtained on the Bureau's Internet Web address: www.bppe.ca.gov.

UoPeople is licensed, authorized, exempted or approved in every U.S. state and the District of Columbia.

This institution is authorized by the Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984. University of the People at Pasadena, California, has been granted status as an out-of-state institution with no physical presence in Indiana authorized to enroll and offer online instruction or distance education to Indiana residents delivered from a campus in another state in accordance with Indiana Administrative Code IC 21-18.5-6-12.

o UoPeople is authorized by the Georgia Nonpublic Postsecondary Education Commission, (NPEC), Phone: (770) 414-3300, Fax: (770) 414-3309, Address: 2082 East Exchange Place, Suite 220, TUCKER, GA 30084, https://gnpec.georgia.gov.

o University of the People is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. In addition, all registered schools shall publish in the school catalog or student handbook the name, street address, telephone number, and website address of the office.

India

The University established and accredited outside India and is not regulated as or affiliated with any regulator or university within India. UoPeople is not recognized as a degree in India either by the relevant educational regulatory bodies in India or for public employment in the government sector in India.

CHAPTER 1: ABOUT THE UNIVERSITY

Academic Calendar 2024-2025

Academic Calendar 2024-2025	Term 1	Term 2	Term 3	Term 4	Term 5
First day of the Term	Sept 5, 2024	Nov 14, 2024	Jan 30, 2025	Apr 10, 2025	Jun 19, 2025
Course registration opens	Jul 13, 2024	Oct 3, 2024	Dec 12, 2024	Feb 27, 2025	May 8, 2025
Course registration closes	Aug 7, 2024	Oct 23, 2024	Jan 1, 2025	Mar 19, 2025	May 28, 2025
Late course registration opens	Aug 23, 2024	Nov 8, 2024	Jan 17, 2025	Apr 4, 2025	Jun 13, 2025
Late course registration closes	Aug 25, 2024	Nov 10, 2024	Jan 19, 2025	Apr 6, 2025	Jun 15, 2025
Last day - course drop	Sep 11, 2024	Nov 20, 2024	Feb 5, 2025	Apr 16, 2025	Jun 25, 2025
Last day - course withdrawal	Oct 2, 2024	Dec 11, 2024	Feb 26, 2025	May 7, 2025	Jul 16, 2025
Final exam period starts	Oct 31, 2024	Jan 9, 2025	Mar 27, 2025	Jun 5, 2025	Aug 14, 2025
Final exam period ends	Nov 3, 2024	Jan 12, 2025	Mar 30, 2025	Jun 8, 2025	Aug 17, 2025
Last Day of Term	Nov 6, 2024	Jan 15, 2025	Apr 2, 2025	Jun 11, 2025	Aug 20, 2025
Grades Published By	Nov 13, 2024	Jan 22, 2025	Apr 9, 2025	Jun 18, 2025	Aug 27, 2025

[2] University of the People reserves the right to make changes to this calendar at any time.

[3] Registration dates are set according to class standing. Class standing is determined by the number of credits earnedtowards a degree.

[4] Course availability during late registration is limited. For proctored courses, students must complete all required steps toarrange for a proctor (exam monitor) during the registration period.

[5] Grades may be published earlier; students are advised to check for updates in the UoPeople Portal.

Administrative Holidays 2024-2025

To reach the University of People, please call +1 626 264-8880, Monday to Friday between 9:00 am – 5:00 pm PST. University of the People offices will be closed on the following holidays.

Note that classes will continue as scheduled.

ADMINISTRATIVE HOLIDAYS	
Labor Day	Sep 2, 2024
Veterans Day	Nov 11, 2024
Thanksgiving Day	Nov 28, 2024
Christmas Day	Dec 25, 2024
New Year's Day	Jan 1, 2025
Martin Luther King Day	Jan 20, 2025
Presidents Day	Feb 17, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
Independence Day	July 4, 2025

Vision, Mission, Goals, Objectives, Values

OUR VISION

UoPeople envisions a world in which all qualified high school graduates have access to higher education, regardless of financial, geographic, political, and personal circumstances.

OUR MISSION

The mission of University of the People is to offer an accessible, quality education to any qualified student through flexible, affordable, online, accredited degree-granting programs that give graduates the potential to lead successful, fulfilling lives as individuals and members of society.

OUR GOALS

To provide the opportunity for higher education to students from diverse backgrounds through:

- Utilizing the internet to provide distance education
- Offering programs at minimal costs
- Providing a wide range of financial assistance options
- Promoting the University's programs in underserved regions of the world

To offer quality programs that:

- Maintain high academic standards
- Include core components to foster critical thinking, communication, and commitment to lifelong learning
- Focus on competencies and skills required for success in the global economy
- Are continually assessed and improved through regular outcome assessment and external reviews
- Promote a culture of shared learning through collaboration, interaction and peer-to-peer teaching and assessment
- Are designed around open educational resources (OER)

To provide students with services that contribute to the achievement of the desired learning outcomes by:

- Engaging in a constant process of continual improvement
- Utilizing technology and automation to improve service and accuracy

To assist students in developing, evaluating, and implementing employment decisions and plans by:

- Helping students develop self-knowledge related to career choice and work preferences
- Providing educational and occupational information to guide students' career and educational planning and to develop their understanding of the world of work
- Linking students with alumni, employers, and professional organizations that can provide opportunities to integrate academic learning with the work environment and explore future career possibilities

To ensure institutional financial stability and growth through:

- Utilizing volunteers for leadership, academic and administrative work
- Maintaining highly efficient processes
- Developing a community of supporters

OUR VALUES

Opportunity

UoPeople is based on the belief that education at a minimal cost is a basic right for all qualified applicants, not just for a privileged few. The University works to open the gates of higher education to qualified students anywhere in the world by offering its programs through distance learning and by making this opportunity affordable.

Community

UoPeople creates a global community by making its academic programs, educational services, and employment opportunities available to qualified individuals from all over the world, and by providing learning opportunities that engage students and faculty from diverse backgrounds.

Integrity

UoPeople grounds its institutional culture in candor, transparency and best professional practices, and expects all students, faculty, staff, and administrators to uphold the highest standards of personal integrity, honesty and responsibility. Additionally, the University expects its students to take responsibility for their education, and to pursue their studies diligently and with seriousness of purpose.

Quality

UoPeople provides a high-quality, online liberal arts education suitable in scope and depth to the challenges of the 21st century. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

Milestones In the History of the University of the People

Founded on the belief that access to higher education is a fundamental right for all, University of the People was established in 2009 to address the global need for accessible low-cost, high-quality online education. In January 2009, President Shai Reshef announced the establishment of University of the People, the first ever non-profit, tuition-free, degree granting online university at the DLD Conference in Munich, Germany. That same month the State of California licensed UoPeople as a non-profit institution of higher education, authorized to award undergraduate and graduate degrees. In May 2009, the university was formally announced at the UN. Shai Reshef was also named to UN GAID's High-Level Panel of Advisers. In May 2009, Fast Company named President Reshef as one of its 100 Most Creative People in Business.

In September 2009, the University enrolled its first cohort of 177 students who came from 49 countries around the world. It began with four programs – Associate and Bachelor of Science in Business Administration and Computer Science. In October 2009 UoPeople signed its first academic research agreement with Yale Law School's Information Society Project (Yale ISP).

In 2010, in recognition of President Reshef's vision of making higher education a basic right for every qualified student around the world, The Huffington Post Selected President Reshef as the Ultimate Game Changer in Education. In September 2010 at the Clinton Global Initiative (CGI), UoPeople committed to provide full scholarships to 250 Haitians in support of that country's post-earthquake recovery efforts. In November 2010, 16 Haitian students began their studies at a dedicated Student Computer Center in Port-au-Prince, where students were given a place to study with computers, satellite internet connection and security.

In June 2011, UoPeople signed its first academic agreement with New York University. The collaboration created the opportunity for UoPeople's top performing students, who have completed at least one year of study, to apply for admission and generous financial aid at NYU's prestigious and highly selective Abu Dhabi campus.

In July 2011, as part of the HP Catalyst Initiative, Hewlett-Packard announced the creation of an internship program for UoPeople students to help prepare them for work in today's global economy. This was the university's first major corporate partnership. Through the partnership, HP generously committed to the sponsorship and mentorship of 200 women worldwide, established Virtual Research Internships, provided computers for the learning center in Haiti, and gave general support to help UoPeople achieve accreditation.

In 2012, UoPeople joined with ASAL Technologies to create a technology center in Ramallah, Palestine, awarded its first Associate of Science degrees, and received its first significant support from the Bill & Melinda Gates Foundation to pursue its accreditation.

In 2013 UoPeople received support from Google, Convera, and others. UoPeople enjoyed the support of leaders of the academic world with the formation of its new President's Council, composed of distinguished active and emeritus leaders from top universities all over the world. The founding members of the President's Council chaired by NYU President Emeritus John Sexton, were Sir Colin Lucas (University of Oxford), Judith Shapiro (Barnard College President Emerita), and Stephen Joel Trachtenberg (George Washington University President Emeritus).

In February 2014, with 500 enrolled students, UoPeople became accredited by the Distance Education Accrediting Commission (DEAC). In April 2014, UoPeople awarded its first Bachelor of Science degrees. The graduates, seven in total, came from four different countries: Jordan, Nigeria, Syria and the United States. In August 2014, President Reshef gave a TED Talk at the 2014 TED Conference. With over 6 million views to date, and translated into 37 languages, TED has uniquely spread the word about UoPeople and helped with publicity to reach students and supporters around the globe. Following its accreditation and President's Reshef TED talk, UoPeople has entered a phase of accelerated growth.

In 2015, UoPeople was honored by the White House with an invitation for President Reshef to brief members of the White House's National Security Council (NCS). In the Fall of 2015, UoPeople announced its Emergency Refugee Initiative. In response to the crisis in Syria, UoPeople committed to accepting at least 500 refugees and provide them with scholarships to pursue associate and bachelor's degrees. This was more than any other college or university. UoPeople was fortunate to receive generous grants toward this initiative from Foundation Hoffmann and the Oak Foundation.

In January 2016, HSH Prince Albert II of Monaco awarded the prestigious 2016 Prince's Prize for Innovative Philanthropy to President Shai Reshef for his work with UoPeople. In March 2016, UoPeople launched the world's first tuition-free, accredited online MBA to address the great demand in the job market for candidates with advanced qualifications. The university also launched its first health science program – Community and Public Health - to address the demand for skilled healthcare workers worldwide.

In June 2017, University of the People received generous funding from the Ford Foundation toward its Syrian refugee initiative. In October 2017, the university entered yet another high-profile academic partnership. The collaboration between the University of Edinburgh and University of the People supports those uprooted by war, famine and natural disasters and serves to further open the gates of opportunity to UoPeople students. In November 2017, President Reshef was invited to meet His Holiness Pope Francis in the Vatican where the Pope praised the "commitment to social responsibility, to building a more just and more human world," by educating refugees and migrants. The Pope spoke of the need of "offering distance learning for those who live in camps or reception centers and by making scholarships available".

In January 2018, UoPeople announced that American gymnast and Olympic gold medalist, Simone Biles, will be the university's first Global Ambassador, launching The Education Revolution and the Simone

Biles Legacy Scholarship Fund for foster kids and others. In October 2018, UoPeople launched a Master of Education (M.Ed.) in Advanced Teaching Degree in partnership with the International Baccalaureate. The M.Ed. program will produce a new generation of globally minded educators with an in-depth knowledge of curriculum, pedagogy, and assessment to support student-directed inquiry, interdisciplinary learning, intercultural competence, and critical thinking.

In April 2019, UoPeople celebrated its first ever graduation ceremony and 10th anniversary with a celebration in New York City. Students, graduates, administrators, and supporters gathered together to mark a decade of success for the University. The University also announced its partnerships with the German and US governments to provide scholarships for students around the world to study with UoPeople.

In March 2020, UoPeople received eligibility to proceed with an application for accreditation by the WASC Senior College and University Commission (WSCUC). The University also launched its Business Administration in Arabic program as a solution to the higher education crisis in the MENA region. For refugees and displaced populations around the globe who cannot study in any language other than Arabic, this online, tuition-free degree is a major step toward solving the lack of education solutions.

In 2021, UoPeople announced its collaborations with distinguished institutions worldwide, including Harvard Business School Online, McGill University (Canada), Effat University (Saudi Arabia) and Long Island University. The University also launched nine certificate programs in Business Administration and Health Science.

June 2021- UoPeople became the first American University to offer an online Bachelor's degree taught completely in Arabic. The University also debuted certificate programs in Business Administration and Health Science.

August 2021 - UoPeople offered 1,000 scholarships to Afghan women, following the country's

turbulent political situation.

Today, UoPeople has grown to over 75,000 enrolled students from more than 200 countries and territories around the world. Headquartered in Pasadena, California, UoPeople is run by hundreds of volunteers worldwide and a cadre of paid staff. Its academic personnel work from home and are located throughout the globe. Administrators work in offices in Pasadena, New York, Tel Aviv (Israel), Ramallah (Palestine), Sofia (Bulgaria) and Mysore (India).

CHAPTER 2: ADMINISTRATIVE POLICIES

All students and faculty are bound by the terms of all of the University policies, regulations, rules and requirements in this section and elsewhere in the Catalog, and on the institution's website. Students are responsible for informing themselves about the applicable policies, regulations, rules and requirements, and registration as a student constitutes acceptance of the statements and a commitment to abide by them. The content and policies included in this Catalog are subject to change and the most updated information can be found on the University's website on the policies page and, depending on the policy, in subsequent Addenda to this Catalog.

Diversity and Inclusivity Policies

University of the People is strongly committed to furthering the academic success and the general development of its diverse and international student body. University of the People works to promote a learning environment characterized by inclusiveness, values awareness and an understanding of one another's differences and similarities, and strives to treat all with dignity and respect. The institution is committed to multiculturalism and to advancing its mission of being an inclusive community that makes its academic programs, educational services, and employment opportunities available to all qualified individuals.

Non-Discrimination Policy

University of the People does not discriminate on any basis and is committed to equality of opportunity. Discrimination is defined as (1) treating members of a protected class less favorably because of their membership in that class or (2) having a policy or practice that has a disproportionately adverse impact on protected class members. University of the People will not engage in discrimination and prohibits all forms of harassment in its educational and employment programs, policies, practices, or procedures on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation including gender identity, and veteran status. The University will comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations. This non-discrimination policy applies to admissions, employment, access to and treatment in University programs and activities.

Disability Policy

University of the People recognizes and accepts its obligations to provide reasonable accommodations to qualified disabled students in its educational programs.

Applicants with questions about disability accommodations should confer with their Admissions Advisor.

Students accepted to the University with a disability requiring reasonable academic accommodations may submit a Disability Accommodation application to their Program Advisor and it will be directed to the Disability Services Committee. Students will receive written notification by the Office of Student Services of accommodations offered and/or denied within two weeks of submitting a completed request and supporting materials.

UoPeople is committed to maintaining the confidentiality of all student records related to requests for disability accommodations.

Privacy Policy

University of the People respects and honors the privacy of all of its students, applicants and personnel and protects the confidentiality of its students' educational records. Except as provided by law, as set out in the terms of its Privacy Policy, or as provided in other University policies, the University will not publish or reveal the academic records or confidential information of a student, applicant or member of its personnel team to a third party.

Breach of Privacy

If a student, applicant or member of the University's personnel team believes that his or her privacy has been breached by the University, he or she should follow the grievance (formal complaint process) procedure outlined in the Catalog.

All alleged breaches of privacy will be investigated thoroughly, and disciplinary actions may be imposed on any member of the University's personnel team found to have breached the privacy of any applicant, student or other member of the University's personnel team.

Student Records

University of the People preserves all records of enrolled UoPeople students, including all personal contact information. All student records are maintained permanently at the University, including the degree or certificate that was granted and the date on which that degree or certificate was granted, the courses and units on which the certificate or degree was based, the grades earned by the student in each of those courses, and all transcripts.

For a period of no less than five years, the following institutional records are also maintained by University of the People:

- The educational programs offered by UoPeople and the curriculum for each
- The names and addresses of the members of UoPeople's faculty and records of the educational qualifications of each member of the faculty
- Any other institutional records required by state or federal law

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings. While the FERPA Act does not apply to University of the People since it is not a federally-funded institution, University of the People nonetheless strives to meet the Act's provisions to the greatest extent possible.

The University will not disclose a student's education record without obtaining the student's prior written consent, except in certain instances where a student's educational records may be disclosed to school administrators with a legitimate educational interest. These individuals may include a person whom the University has employed, contracted or partnered with, and with whom it has an official relationship that justifies access to the educational record (or part thereof) for educational, administrative and research functions, and/or to perform his/her designated job, including faculty, administrative, clerical and professional employees, and other individuals who manage student records.

Students may inspect and review their own records pertaining to academic standing and financial information at any time. Students may also seek amendment of inaccurate or misleading information in their educational records.

University of the People depends on the accuracy of the records submitted by its students. False information on an application as well as any act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the University.

Students seeking access or amendment of their educational records should contact the Office of Student Services.

Directory Information

Under FERPA, sections of a student's educational record are defined as Directory Information and are considered public information; these may be shared without a student's consent unless a student has blocked disclosure of his or her directory information.

Directory Information at UoPeople includes a student's name, address (local, permanent or email), telephone number, date and place of birth, major field of study, enrollment status (undergraduate or graduate, full or part-time) and dates of attendance at UoPeople, degrees and honors received, expected graduation date, previous educational institutions attended, and photographs.

Currently enrolled students may block disclosure of their Directory Information by completing a form in the Self-Services Portal. This request is permanent until a request is otherwisesubmitted in the Self-Services Portal to unblock the disclosure of Directory Information. Students who are no longer studying at UoPeople, and whose Directory Information was not restricted during their last term of study, cannot restrict the release of the Directory Information until re-enrolled at UoPeople.

UoPeople has the right to share student information with administrators and university officials who have legitimate educational interests or as directed by a senior institutional officer in an emergency if the information is necessary to protect the health or safety of the student or other persons.

For the full policy please go to the Policies Page on the University's website

Intellectual Property

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. In keeping with its mission, UoPeople provides all reading materials without charge to its students. UoPeople abides by all copyright conditions and applicable law governing the use of these materials. It has adopted a comprehensive Intellectual Property policy to guide its course developers in preparing UoPeople courses (Guidelines on Development of Course Materials).

In the event that UoPeople's Intellectual Property Policy (Guidelines on Development of Course Materials) requires interpretation and review, a standing committee will be formed, appointed by the Provost, to settle such disputes.

Social Media

The University recognizes the utility of social media (social networks, blogs, websites, etc.) to facilitate communication amongst students, faculty, staff, volunteers, alumni and other parties, as well as significantly impact professional and organizational reputations. Given the seminal role that social media plays in UoPeople's operations, the University has adopted an extensive Social Media Policy, available at the University's website at http://www.uopeople.edu/tuition-free/uopeople-policies/.

The University of the People encourages a strong virtual community amongst our student body. To this extent, we provide access to class forums, Viva Engage, and our official Facebook page. We recognize that many students utilize additional communication applications that are external to the University (e.g., WhatsApp, Slack, GroupMe, etc). Although the majority of students will use these platforms in the spirit of study groups, socializing, and sharing their lived experience with others, some might try to encourage academic dishonesty and use the communication tools to pressure others in either giving or receiving information that violates our Code of Academic Integrity (e.g., exam questions, answers to homework, inflating peer assessment marks). Unfortunately, some individuals may also choose to use these platforms to make disparaging comments and threats or to solicit fellow students. Even though these activities may take place in forums that are not officially supported by the university, violations of the code of academic integrity or general code of conduct may result in disciplinary action by the University.

If a student witnesses acts that violate the Code of Academic Integrity or General Code of Conduct, they should notify their Program Advisor or another University representative immediately. The University takes such reports seriously and grants the reporter anonymity and confidentiality. By associating with groups instigating academic dishonesty and failing to report prohibited activity, students risk the penalties attributed to breaking the Code of Academic Integrity or General Code of Conduct, which sanctions include failures on assignments, a failure in the course, suspension, or expulsion from the University.

Violations of the Code of Academic Integrity can damage how employers, schools, and other partners view the strength of our degree programs. It benefits all of us to maintain the quality and integrity of our coursework.

Among the principles outlined in the University's Social Media Policy are the following:

- Social media may not be used as a substitute for the University's usual Human Resources processes, and job postings may not be made online without the express authorization of the UoPeople Human Resources Department.
- The Communications Department shall issue and maintain a set of best practices available to all online ambassadors, staff, students, faculty and UoPeople volunteers who engage in online conversations.
- Students, volunteers, and online ambassadors should never represent themselves as official spokespeople of the University. If a member of the UoPeople faculty or staff identifies himself or herself online as a member of the UoPeople faculty or staff, they shall make it clear that they are not speaking on behalf of UoPeople. All users should provide an open and honest explanation of their role and make it clear that the views expressed are their own, unless they are copying and pasting from a University post or the UoPeople website.
- If a UoPeople faculty member or staff person is offered compensation by a third party to participate in an online forum, advertisement or endorsement, permission must first be granted by the University as this may constitute a conflict of interest.

Grievance (Formal Complaint Process) Policy

University of the People is committed to providing a learning and working environment that values all of its members and ensures freedom from discrimination and harassment. At the same time, no part of this policy abridges academic freedom or the University of the People's educational mission. Statements and written materials that are relevant to classroom subject matter are excluded from the prohibitions contained in this policy.

Grade disputes, admissions decisions, graduation appeals, and similar academic decisions are not issues for grievance, unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation or veteran status. Student allegations of discrimination are grounds for initiating a grievance.

Grievance Procedure

The Grievance (formal complaint process) procedure is applicable to all students, administration, and instructional personnel of University of the People. UoPeople encourages its students and instructional

personnel to resolve any disagreements, complaints, misunderstandings and grievances by informal means, where possible, before filing a formal grievance.

Grievant may choose various routes for dealing with their concerns. Starting with more informal mechanisms does not preclude the individual's deciding later to pursue more formal ones.

Informal Resolution

The grievant is first encouraged to communicate with the individual most directly responsible for the problem, and this often resolves the matter. In instances where no resolution is reached or if contacting or writing the person directly would be a source of discomfort, then the grievant may choose another route to achieving a resolution.

Grievant may seek to resolve the matter through mediation. Grievant wishing to have a third party informally resolve the issue consult with the Vice Provost for Instructor Quality and Student Success () who will attempt to facilitate a resolution. Both parties must consent to participate in the confidential, voluntary process. The Vice Provost does not decide who is right or wrong, but rather mediates a conversation between the parties. Because it is a voluntary process, disciplinary action cannot be taken against the respondent and, once agreement has been reached, it is final and cannot be appealed.

If, after 30 days, the Vice Provost deems it impossible to achieve a satisfactory resolutionbetween the parties, the grievant can choose to close the matter or to file a formal complaint.

If a satisfactory resolution cannot be reached at the institutional level, or a student wishes to file a complaint, students residing in the state of Georgia may contact the Georgia Nonpublic Postsecondary Education Commission at one of the following: Phone: (770) 414-3300, Fax: (770) 414-3309, Address: 2082 East Exchange Place, Suite 220, TUCKER, GA 30084, GNPEC student complaints

Students residing in Maryland may contact the Maryland Higher Education Commission, Director of Academic Affairs, 6 N. Liberty Street, 10th Floor, Baltimore, MD 21202. Fax: (410) 2332-0270, Email: collegiatecomplaint.mhec@maryland.gov. The University of the People is registered with the Maryland Higher Education Commission to offer online education.

Formal Resolution

*Although students have the option of filing a complaint with an outside agency, most states require that students first attempt to resolve their issue directly with the University. As such, UoPeople strongly encourages students to first file a formal complaint with the University, before resorting to an outside agency. Students with an issue or concern about their experience with UoPeople who wish to file a formal complaint should contact the **Grievance Officer** directly at Grievance@uopeople.edu.*

The Procedure

Submission of a Complaint

    I.   Formal grievances are submitted to the Grievance Officer at <u>Grievance@uopeople.edu</u>

    II.   The complaint must include:

        a.   A full description of the problem,

        b.   The identity and status of the individual against whom the complaint is being lodged,

        c.   A description of what may have been done to try to resolve the matter informally,

        d.   A suggested action requested or recommended to resolve the matter, and

        e.   Any supporting documents.

    III.   Once the complaint is received, the Grievance Officer reviews it for appropriateness for the grievance procedure and emails the grievant acknowledging receipt of the complaint.

    IV.   If the complaint is not appropriate for the grievance procedure, the grievant is informed and may be referred elsewhere as appropriate.

    V.   The Grievance Officer will dismiss the application if the formal procedure for complaints is not followed.

The Investigation

    I.   In all instances, the respondent/s is/are notified of the complaint immediately and receive/s a copy of it. The respondent/s is/are given 15 calendar days within which to submit a written response.

    II.   Non-participation is not presumed to indicate guilt, but the investigation will continue without a response, and a finding will be issued.

    III.   The Grievance Officer will initiate an investigation of the complaint 15 days after the respondent/s is/are notified of the complaint, with or without a response from the respondent/s.

    IV.   In undertaking the investigation, the Office will have complete discretion to gather any and all relevant information about the incident. All the information gathered in the process of the investigation will be considered confidential and shared only with those with a need to know.

V.   The finding will be issued within 45 calendar days of receipt of the formal complaint, and will be communicated to both the grieving party and the respondent/s. Any disciplinary action against the respondent will be promptly put into effect.

Appealing the Finding

Both the grievant and the respondent/s have the right to appeal the final decision. The appeal must be submitted to the Grievance Officer at Grievance@uopeople.edu within 10 calendar days of issuance of the formal finding. The Grievance Officer will then communicate the appeal to the Appeals Committee.

I.   Appeals will only be considered in instances where:
   a. the appealing party has new information that was not available at the time of the investigation;
   b. the appealing party has identified procedural irregularities of a magnitude that would change or affect the finding; or,
   c. The appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.
II.   The Appeals Committee will then exercise their discretion to determine:
   a. If the process of the Formal Complaint had been fair;
   b. If the decision was reasonable based on the facts; and,
   c. If the sanction was a reasonable one.
III.   The Appeals Committee will not conduct a new investigation and will make its decision within 20 calendar days of the receipt of the appeal from the Grievance Officer. The decision of the Appeals Committee is final.
IV.   The final decision will be sent to the Appellant via email and to the head of the relevant department and a detailed log of each grievance will be kept in the UoPeople central database.
V.   Access to this data is limited to the Office of the President and authorized staff.

Romantic and Kinship Relationship Policy

University of the People is committed to professionalism in all aspects of its operations and strives for an environment free from concerns about preferential treatment, conflicts of interest, lack of objectivity, or favoritism. The University community benefits from having members from the same family affiliated with the institution; however, situations where one family member has direct influence over another's educational or work activities or conditions of employment are inappropriate.

It is the policy of the University that:

1. No instructional, mentoring or administrative personnel, whether serving as a volunteer or receiving honoraria or compensation, shall have a consensual romantic or sexual relationship with any UoPeople student prior to the student's completion of all degrees.
2. No instructional, mentoring or administrative personnel shall exercise academic or professional authority over any student with whom he or she has previously had a consensual romantic or sexual relationship; these prior or existing relationships should be immediately disclosed.
3. No instructional, mentoring or administrative personnel, whether serving as a volunteer or receiving honoraria or compensation, shall exercise academic or professional authority over someone affiliated with University of the People with whom that person has or has had a kinship or consensual romantic or sexual relationship; these prior or existing relationships should be immediately disclosed.

Further information on this policy may be found on the policies page of the institution's website.

Sexual Harassment Policy

Sexual harassment by any member of the UoPeople community is a violation of university policy, and state and federal law, and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, references and overtures, and requests for sexual favors including all communications in person, and online including any setting including email, social media, texting and sexting. Both men and women may be victims of sexual harassment, and sexual harassment may occur between individuals of the same gender. Sexual harassment may occur when there is an authority differential such as between Course Instructors and students or may occur with persons of the same status at the University.

Grievant who are aware of or have experienced an incident of sexual harassment should promptly report the matter immediately to the Grievance Office at Grievance@uopeople.edu During the investigation of the complaint, the University will attempt to maintain confidentiality for all parties involved, but confidentiality will not be guaranteed. Following the University's investigation andsubstantiation of the complaint, sexual harassment offenders will be subject to disciplinary action whichmay include, but is not limited to, disciplinary warning or dismissal from the institution for students, or termination of employment or other affiliation for staff and faculty.

A grievant who knowingly files a false complaint will be subject to disciplinary action which may include, but is not limited to, disciplinary warning or dismissal and termination of employment.

Non-Retaliation Policy

UoPeople is committed to operating with integrity and in compliance with all policies at the University, maintaining learning and working environments that are free from discrimination and harassment.

Retaliation is any action, statement or behavior that is designed to punish an individual for filing a complaint of discrimination or harassment, participating in an investigation, appeal or grievance, or reporting a case where members of the University community are not complying with university policy.Retaliation is an infraction and strictly prohibited.

Individuals who are aware of or have been subjected to retaliation should promptly report the matter immediately to their supervisor or theGrievance Officer at Grievance@uopeople.edu.

Violators of this policy shall be subject to appropriate disciplinary proceedings as set forth in the Grievance Policy, and may be subjected to sanctions including, but not limited to, disciplinary warning or dismissal for students, and termination of employment or other affiliation for staff and faculty.

Individuals who knowingly file a false report will be subject to disciplinary action which may include, but is not limited to, disciplinary warning or dismissal for students, and termination of employment or other affiliation for staff and faculty.

Student Identity Verification Policy

The Student Identity Verification Policy applies to all courses or programs offered by University of the People, beginning with the submission of original or notarized documents during the application process, and continuing through to a student's graduation, transfer, or withdrawal from the institution.

All courses and programs offered at UoPeople must verify that the student registering for a course is the same student who participates in the course and/or receives course credit. In verifying the identity of students who participate in class or coursework, UoPeople may make use of a variety of methods including but not limited to:

- A secure login and authentication process.
- Other technologies and practices that are effective in verifying student identification.

To ensure appropriate and secure access to courses and other Student Information Systems, enrolled students are responsible for providing complete information about themselves in any identity verification process, in accordance with the Student Honor Code which students verify in the course of accessing UoPeople's Learning Management System and the UoPeople Portal.

All methods of verifying student identity protect the privacy of student information in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information. UoPeople will notify students of any fees associated with the verification of student identity at the time of enrollment, registration, and/or other relevant times.

All users of UoPeople's Learning Management System and UoPeople Portal are responsible for maintaining the security of usernames, passwords and any other assigned access credentials assigned, and are responsible for changing passwords periodically to maintain security. Personally identifiable information may be used, at the discretion of UoPeople, as the basis for verifying a student's identity.

The Office of the Provost is responsible for ensuring university-wide compliance with the provisions of this policy.

Academic Waiver Policy

Students may petition for a waiver of an academic policy when they have extenuating circumstances or experiences. Petitions must be made 45 days prior to the term start when it will be effective. Students must file a written petition to the Student Affairs Committee including a clear description of the basis of the petition and any documentation to support their request or mitigating circumstances.

All petitions should be sent to the student's Program Advisor, who will forward it to the Office of Student Services at student.services@uopeople.edu and will then be directed to the appropriate Department Chair who will decide if the petition is valid and has merit. If so, he/she will forward it to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email within one week from the Office of Student Services and a final decision about the appeal within six weeks of the submission of their petition. Decisions rendered by the Committee are final and binding. If the petition is granted, the Office of Student Services will process the appropriate action.

CHAPTER 3: GRADUATE ADMISSIONS

Applicants to UoPeople's online Master of Business Administration (MBA) Master of Business Administration in Arabic (MBA in Arabic), Master of Education in Advanced Teaching (M.Ed.) and Masters of Science in Information Technology complete a two-step application process. First, applicants complete a simple, straightforward online application (*described below)*. No admissions testing is required. After meeting the initial admissions requirements, applicants can be accepted to begin studying as early as the very next term, allowing individuals to begin taking classes. These classes allow students to a) demonstrate their preparedness for graduate-level studies and b) test the fit between their learning modalities, motivation, and support networks and the requirements of an online learningenvironment and the institution's pedagogical model.

While they are taking the first few courses, students complete the second step of the admissions process (*described below*). Those who successfully complete their courses may then be accepted to be Degree Students. In general, courses taken during the first phase can be accepted for credit towards one's degree program after being accepted as a Degree Student, so no time is lost on the path towards a degree.

UoPeople is committed to ensuring that each and every applicant to its courses and programs is individually assessed, without partiality. Detailed selection criteria may vary from program to program.

During the selection process, every applicant is considered individually using all the information available to us. This includes an applicant's academic records, test results (if any), and any additional information given during the application process. UoPeople is committed to equal opportunity and does not discriminate on the basis of nationality, race, religion, gender, class, age, or sexual orientation. We believe that a diverse student population is important from an educational and social perspective and enhances the educational experience for all. To this end, UoPeople encourages applications from groups that are, at present, underrepresented in our university.

MBA Admissions Requirements

To be accepted to the English MBA Program as a Degree Student, applicants must be 18 years old or older and meet all the admissions requirements at UoPeople as follows:

- **Bachelor's Degree Requirement**
  Bachelor's degree diploma/transcript from a US accredited institution or an equivalent degree from an accredited international institution.

- **Proficient in English**
  Applicants must show evidence of English Language proficiency (*see below*).

- **Two Years of Full-Time Work Experience**

  Applicants must have a minimum of two years of full-time work experience; the work experience can be in a wide range of areas and is not limited to the field of business.

- **Letter of Recommendation**

  Applicants must submit a letter of recommendation from one individual who can write knowledgeably about the applicant's academic background and/or work experience. The letter should be formally written. Applicants should submit the recommender's first and last name, email address, and phone number including the country code.

MBA in Arabic Admissions Requirements

To be accepted to the Arabic MBA Program as a Degree Student, applicants must be 18 years old or older and meet all the admissions requirements at UoPeople as follows:

- **Bachelor's Degree Requirement**
  Bachelor's degree diploma/transcript from a US accredited institution or an equivalent degree from an accredited international institution.

- **Proficient in Arabic**
- Students in the Arabic MBA should be proficient in the Arabic language. Non-native Arabic students are able to provide evidence of Arabic language proficiency in one of the following manners:
  - 1. Previous education in Arabic language.
  - 2. Arabic language certificate courses.
  - 3. Earned credits in Arabic language courses.

- **Two Years of Full-Time Work Experience**
  Applicants must have a minimum of two years of full-time work experience; the work experience can be in a wide range of areas and is not limited to the field of business.

- **Letter of Recommendation**

  Applicants must submit a letter of recommendation from one individual who can write knowledgeably about the applicant's academic background and/or work experience. The letter

should be formally written. Applicants should submit the recommender's first and last name, email address, and phone number including the country code.

M.Ed. Admissions Requirements

To be accepted to the M.Ed. Program in Advanced Teaching as a Degree Student, applicantsmust be 18 years old or older and meet all the admissions requirements at UoPeople as follows:

- **Bachelor's Degree Requirement**
  Bachelor's degree diploma/transcript from a US accredited institution or an equivalent degree from an accredited international institution.
- **Proficient in English**
  Applicants must show evidence of English Language proficiency (*see below*).

*At this time, due to state specific regulations, University of the People is unable to accept applications for admission to our M.Ed. Program for applicants residing in Arkansas.

MSIT Admissions Requirements

To be accepted to the Master of Science in Information Technology (MSIT) program as a Degree Student, applicants must be 18 years old or older and meet all the admissions requirements as follows:

- **Bachelor's Degree Requirement**
  Bachelor's degree diploma/transcript from a US accredited institution or an equivalent degree from an accredited international institution.

- **Proficient in English**
  Applicants must show evidence of English Language proficiency (*see below*).

- **Programming Language Knowledge**
  Applicants must show evidence of a working knowledge of at least one programming language obtained from prior coursework, career experience or any other sources.

- **Mathematical Literacy**
  Applicants must submit documented proof of successful college-level coursework in either Calculus, Linear Algebra, or Statistics.

Application Process

All individuals wishing to apply for acceptance to pursue a Graduate degree program follow this application process. Overview of the Application Process – Steps 1 and 2

Step 1 – UoPeople Foundations Application Process. Students must:

- Pay the $60 non-refundable application fee.
- Complete the online application that requests his or her education history and personal information such as the applicant's name, date of birth, and address. The Office of Admissions may request that applicants provide additional information about their education history to supplement the information submitted in the online application.
- Show evidence of English language proficiency (*see below*).

Step 2 – Application Process to Be a Degree Student in a Graduate Program.

- Successfully complete UoPeople Foundations Program

In addition, to become a degree student, **MBA and MBA in Arabic** Students must submit the following

- A resume showing at least two years of work experience and the dates of all employment (e.g., month and year).
- A letter of recommendation

In addition, to become a degree student, **MSIT** Students must submit the following:

- Documentation of coursework in college-level either Calculus, Linear Algebra, or Statistics
- Documentation of knowledge of at least one programming language (either non-credit training or academic credit)

Notes about the Application Process

- UoPeople is licensed, authorized, exempted or approved in every U.S. state and the District of Columbia.
- UoPeople accepts for admissions consideration official college and university credentials that show graded coursework taken in pursuit of and/or the award of a Master's and/or Doctoral degree.
- University of the People does not require scores on the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT).
- Any document sent by an applicant and/or student in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by

approved UoPeople credential evaluation services. Applicants and/or students will be responsible for any additional fees required for third-party evaluation.

All applicants who start the online application are assigned an Admissions Advisor who is available to guide and support them throughout the entire admissions process. The Admissions Advisor is available to answer questions and provides encouragement to applicants as they complete the application requirements.

Demonstrating English Proficiency

English is the language of instruction for all degrees except MBA in Arabic, and all applicants must demonstrate English proficiency. (This does not apply to MBA in Arabic applicants.) Please note that English Language proficiency must be demonstrated during Step 1 of the application process.Applicants at the graduate level must submit proof of English Language proficiency in one of the following ways:

- o Be a native English speaker; or
- o Show evidence of having earned a degree from a college or university where English was the primary language of instruction; or
- o Provide an official transcript indicating completion of at least 30 semester credit hours with an average grade of "B" (3.00 on a 4.00-point scale) or higher at an accredited college or university where the language of instruction was English; or
- o Provide a score report that shows having met the minimum score requirement on one of the following English proficiency qualification exams:

English Proficiency Qualification	Minimum Score Required for Graduate Students
Test of English as a Foreign Language (TOEFL*) Paper-based Test (PBT)	60
TOEFL* Internet-based Test (iBT)	71
International English Language Testing System (IELTS) Academic Test	6.5
Pearson Test of English (PTE) Academic Test	50
Eiken English Proficiency Exam	Pre-1

4-Skill Michigan English Test (MET)	55
Michigan Examination for the Certificate of Competency in English (ECCE)	650
Michigan Examination for the Certificate of Proficiency in English (ECPE)	650
College Board Accuplacer ESL Exam Series	ESL Language Use 85 ESL Listening 80 ESL Reading 85 Sentence Meaning 90 ESL Writeplacer 4
Exams identified within the Common European Framework of Reference (CEFR)	B-2
Duolingo English Proficiency Test	100

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[6] Only coursework at the 5000-level and above is counted in this maximum, and it must be from the respective program.

* To submit TOEFL scores, the institutional code for UoPeople is 4577.

English proficiency qualification test documentation may be submitted electronically by the issuing institution unless otherwise specified by the University. If submitted via regular post, documentation must be either original documents or notarized photocopies bearing original stamps and signatures from a notary public or the issuing institution. Meeting the minimum language proficiency requirements does not guarantee admission to the University. Applicants are welcome to contact the Office of Admissions at admissions@uopeople.edu with any questions regarding English proficiency qualifications.

Students Unable to Provide Proof of English Proficiency

Applicants who cannot present evidence of meeting one of the qualifications listed above are referred to the English Second Language (ESL) program. The ESL program contains 8 different levels of proficiency.

As part of the ESL program, an applicant may choose to be placed into the highest level (8). Alternatively, an applicant may choose to determine his or her English level by registering and paying $49 for English level test. Whichever option is chosen, every applicant is provided with all 3 choices. After a decision is made and an applicant is placed into a certain level.

Once a student completes the required course(s) and obtains the required grade(s), the student will be fully accepted and can begin taking courses in UoPeople Foundations. A grade of a "C" or better is considered a passing grade for courses 1-7.

A final course grade of a "C" or better and at least a 50% on the final exam is considered a passing grade for course 8 or ENGL 0101 English Composition 1. Both conditions must be met to show proficiency. Students may repeat course number 8 (ENGL 0008 Intermediate English 2 (EAP)) twice.

If unsuccessful in passing courses 1-7 on the third try, and level 8 or English Composition 1 on the second try, students will be dismissed without appeal. A student dismissed for failing ENGL may request for reinstatement to the University no sooner than five academic terms later.

Confirming Your Spot

Applicants must save their spot by signing an Introductory (Foundations) Course Agreement within seven days of being informed of their admission. Accepted applicants are required to sign and submit an Introductory (Foundations) Course Agreement with the University. Applicants who fail to sign their Introductory (Foundations) Course Agreement within the required timeframe will be assumed to have declined the offer to study at UoPeople.

Applications that are not completed by the deadline specified may be closed. Admissions deferrals are allowed routinely for up to one term. Requests for deferral for longer than one term require a showing of special circumstances and will be considered on a case-by-case basis.

Students who wish to defer their start date after signing the Introductory (Foundations) Course Agreement may apply for deferral from the Self-Service Portal. Start date deferrals are allowed for up to five terms only. Special circumstances requiring deferral for longer than five terms will be considered on a case-by-case basis. Students should note that term deferral count as an inactive term.

NOTE: A student will only be enrolled in the University if he or she completes an application for admission, meets all of the requirements for admission, and executes an Enrollment Agreement. There is no guarantee that a student who successfully completes the Introductory (Foundations) Courses will thereafter be able to enroll in the University.

A student who takes the Introductory (Foundations) Courses without being enrolled in the University **will not be eligible to receive credits for such courses**, and therefore, will not be able to transfer credits for such courses to another academic institution.

If a student who successfully completes the Introductory (Foundations) Courses is thereafter admitted to the University, then, upon executing an Enrollment Agreement and paying the assessment fees for the Introductory (Foundations) Courses (unless such fees are waived), the Introductory Courses may, with the approval of the University, be converted to Degree Courses and the student will then be able to receive credits for such courses.

Students in the Introductory (Foundations) Courses are required to read, and to the extent applicable to non-degree students: (a) comply with the University's Code of Conduct and other policies, requirements and procedures; (b) conduct coursework with integrity, including submitting their own original work; (c) conduct themselves in a professional manner, treat all other students, faculty, volunteers and administrators with respect, and refrain from any behavior that may be deemed to be offensive, discriminatory, threatening, bullying or deliberate embarrassment or harassment of others;

(d) refrain from engaging in deceptive, dishonest or fraudulent behavior, including encouraging or inducing another applicant or student to engage in such behavior; (e) comply with the instructions in the course syllabus and the reasonable directions of instructors; (f) participate actively in class, course and discussion forums; (g) submit assignments and coursework on time and as required; and (h) fulfill peer assessor responsibilities fairly, non-competitively and professionally. Students in the Introductory Courses should be aware that other students in the same courses may be enrolled in the University in a Degree Program.

Application Process to Be a Degree Student in a Graduate Degree Program – Step 2
Minimum Requirements at UoPeople Foundations

Foundations courses are one of the graduate's degree program admissions criteria. In their first term, newly admitted Foundations students will be placed in Foundations courses related to their desired master's degree program. Please note, assigning courses that relate to the major of interest depends on how early students save their spot in a given term and general availability. More information about these courses can be found under the course catalog. Once students complete their first **three** Foundation courses, they will be able to select **one** more Foundations course from the list below.

Once students meet the **master's** program's admissions criteria, including completing successfully the Foundations courses, they may enroll into their desired **master's** program. Once accepted into the desire program, **in most cases**, students will be granted credit for all completed UoPeople Foundations courses. Please note that Foundations students are not considered enrolled students in the University before completing these introductory courses.

Managerial Accounting	BUS 5110/ BUSA 5110
Financial Management	BUS 5111/ BUSA 5111

Marketing Management	BUS 5112/ BUSA 5112
Organization Theory & Behavior	BUS 5113/ BUSA 5113
Business Law, Ethics & Social Responsibility	BUS 5115/ BUSA 5115
Operations Management	BUS 5116/ BUSA 5113
Managing in the Global Economy	BUS 5211/ BUSA 5211
Education in Context	EDUC 5010
Learning Theory	EDUC 5210
Curriculum Design	EDUC 5220
Creating Positive Classroom Environments	EDUC 5240
Databases	MSIT 5210
Operating Systems	MSIT 5212
Algorithms	MSIT 5214

In order to apply to be a Degree Student, all students enrolled in UoPeople Foundations must have successfully completed courses as follows:

- To be considered for admission to a Graduate Degree Program, students must enroll in a minimum of three (3) and up to four (4) courses from their respective program in UoPeople Foundations.
- Students in UoPeople Foundations must earn at least a Cumulative Grade Point Average (CGPA) of 2.67 or above in the first three courses they take in UoPeople Foundations.
- Students who do not earn a 2.67 in each of these first three courses may take up to a maximum of four courses from their respective program in order to try to demonstrate preparedness for graduate-level work. They must earn a Cumulative Grade Point Average (CGPA) of 2.67 or above in the four courses in order to be considered for admission to a Graduate Program.
- Students who have completed four (4) courses in UoPeople Foundations and have not earned the minimum 2.67 CGPA will be dismissed for not having the required CGPA and will not be able to appeal their dismissal. The student will be able to return to UoPeople in accordance with the Academic Renewal Policy after 15 terms of being away from the University.
- Students who have already met the CGPA requirements but have not sent the official documents as defined in the Admissions Policy, will be allowed to send their documents within three terms of completion of the last Foundations course taken. If the official documents are not sent within the three terms following completion of the Foundations courses, the student is

dismissed. The student will be able to return to UoPeople in accordance with the Reinstatement Policy after 5 terms of being away from the University.

Questions about applying to a Graduate Program offered by the University of the People should be directed to admissions@uopeople.edu.

Submission of Official Documents

Whilst in UoPeople Foundations, all graduate applicants wishing to be accepted as Degree Students in a Graduate Degree Program must submit the following:

- **Submit Proof of Bachelor's Degree Completion – Diploma**

    Applicants must submit proof of having earned a Bachelor's degree from an accredited institution by sending an official transcript in one of the following formats:

    1. The original diploma or transcript showing the date of graduation (can be mailed to UoPeople or submitted online);
    2. A color scan/photocopy of the original diploma or transcript showing the graduation date;
    3. A black and white photocopy of the original diploma or transcript showing the graduation date that has been certified by a notary (can be mailed to UoPeople or submitted online); or
    4. The best evidence available including a signed certification from the applicant regarding having earned the credential, a written explanation of why an official diploma and/or

        transcript cannot be sent, and/or an attachment of an unofficial/copied/scanned diploma or transcript.

    All diplomas and transcripts submitted for admissions consideration by mail should be sent to:

    University of the People
    Office of Admissions
    595 E. Colorado Blvd., Suite 623
    Pasadena, CA 91101, USA

While in UoPeople Foundations, MBA and MBA in Arabic applicants wishing to be accepted as a Degree- Student in the English and Arabic **MBA** Programs must submit the following additional documents:

- **Resume**

  Applicants submit a resume showing at least two years of full-time work experience.

- **Letter of Recommendation**

  Applicants submit a letter of recommendation from an individual who can write knowledgeably about their academic background and/or work experience. The letter must be written by the recommender and be addressed to the UoPeople Office of Admissions. Applicants should

  submit the recommender's first and last name, email address, and phone number, including the country code.

Submission of these materials does not guarantee acceptance. The Office of Admissions will assess an applicant's dossier on an individual basis to determine acceptance, keeping a full record of the submissions and evaluations.

All documents submitted for admissions consideration must be received by the Office of Admissions at UoPeople by Week 6 of the term prior to beginning studies as a Degree Student as specified in the Admissions Calendar shown below.

Diplomas and transcripts that are not in English must be submitted together with an official notarized translation mailed directly to UoPeople or submitted online.

All documents submitted as part of the application process become the property of University of the People and will not be returned to applicants.

Application Deadlines

The table below contains important dates related to the admissions process. The deadline for submitting the online application required in Step 1 for any given term is the 'Application Deadline' shown below, of the same term. This deadline covers all necessary documentation for Transfer Credit applications, as well as English Proficiency qualifications. For example, in order to start your studies in Term 2, you should submit your application and relevant documentation by October 12, 2021.

Those submitting official documentation in order to be accepted as a Degree Student (Step 2) should ensure that their documentation is submitted by the "Deadline for Submission of OfficialTranscripts and

Diplomas" in the previous term (for example, in order to start your degree studies in Term 2, you should submit your documents by the deadline shown for Term 1, being October 12, 2023).

Admissions Calendar AY2024-2025

ADMISSIONS CALENDAR 2023-24	TERM1	TERM2	TERM3	TERM4	TERM5
Early Admissions Deadline	Jul 25, 2024	Oct 3, 2024	Dec 19, 2024	Feb 27, 2025	May 8, 2025
Application Deadline 7	Aug 15, 2024	Oct 24, 2024	Jan 9, 2025	Mar 20, 2025	May 29, 2025
Last Day to Save your Spot	Aug 22, 2024	Oct 31, 2024	Jan 16, 2025	Mar 27, 2025	Jun 6, 2025
First Day of Term	Sep 5, 2024	Nov 14, 2024	Jan 30, 2025	Apr 10, 2025	Jun 19, 2025
Deadline for Submission of OfficialTranscripts and Diploma²8	Oct 24, 2024	Jan 2, 2025	March 20, 2025	May 29, 2025	Aug 7, 2025

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[7] The deadline for UoPeople applicants for submitting their online application. This is the deadline for application requirements, including relevant documents such as proof of English proficiency or transcripts/evaluation reports for transfer credit if needed (students may also submit transfer credit throughout their studies as well). Any applicant submitted after this date, may be processed in time for the upcoming term, without any commitment from the university.

[8] Deadline for UoPeople Foundation students to submit required documents to be considered for admission as a Degree Student for the upcoming term.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS ANDCREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at University of the People is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Business Administration, Computer Science, Community and Public Health, Master of Business Administration, Master of Science in Information Technology, and/or Master of Education in Advanced Teaching is also at the complete discretion of the institution towhich you may seek to transfer. If the credits and/or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at thisinstitution will meet your educational goals. This may include contacting an institution to which you mayseek to transfer after attending University of the People to determine if your credits and/or degree willtransfer.

If you require an official transcript in order to transfer from UoPeople to another institution before you have graduated from UoPeople, the cost of an official transcript is $15.

Additionally, any enrolled UoPeople student that took (or is currently taking) classes at a different academic institution is able to apply for a credit transfer.

UoPeople has not entered into an articulation or transfer agreement with any other college or university.

Transfer Students

The course(s) in which the student wishes to transfer must come from an accredited post-secondary institution recognized by the U.S. Department of Education. Credit for courses from universities outside the US requires a review by an established foreign evaluation service which must be a member of NACES or AICE.

Internal Transfer Credits (from UoPeople Foundations courses)

UoPeople does allow its own Degree Students to transfer certain credits previously completedat UoPeople while studying as a student in UoPeople Foundations. Transfer credit will be awarded only:

- for a maximum of 4 courses in UoPeople Foundations, or 12 semester hours
- for courses at the 5000-level or above within a student's respective program (MBA or M.Ed.)
- where a passing grade or higher was earned in the course

These courses will not be recorded on the transcript as applying towards a UoPeople degree until a Degree Student has completed at least one graded course after being accepted to the University for degree study. Courses that are eligible for internal transfer of credit from UoPeople Foundations in accordance with the conditions listed above will count towards meeting degree requirements,

External Transfer Credits (from other institutions)

UoPeople is committed to ensuring that each and every credit transferred to its courses and programs is individually assessed, without partiality. During the evaluation process, every course credit is considered individually using all the information available to UoPeople. This includes a course description, test results (if any), and any additional information given during the application process.

Applicants who submit a complete transfer credit request within seven days of receiving a qualifying email from the Office of Admissions may be able to complete the Transfer Credit Foundations Pathway if they have at least one course approved. This pathway permits the applicant to complete just one course with a grade of at least 2.67, rather than completing the above requirements.

UoPeople may award up to 50 percent of the credits required for a Graduate Degree Program. Hence, UoPeople will apply no more than 18 transfer credits toward the completion of a Graduate Degree.

Please note: Credits taken at the Undergraduate level cannot be transferred towards a UoPeople Graduate Degree.

Every application is reviewed by the Office of Transfer Credit, which is responsible for assessing a course's relevancy to the UoPeople degree program. Acceptance of credits is at the University's sole discretion and meeting minimum requirements does not guarantee transferring.

Students should then complete the degree program admissions process (the UoPeople Foundations courses requirement according to the university policy) and become UoPeople degree students. Applicants will be able to apply for transfer credit up until they are admitted to the university and be able to reapply for transfer credit once they become a Degree Student.

The credits which were unofficially approved will be officially approved and transfer into the student's transcript only once the student has completed at least one degree course at UoPeople and only after paying an Evaluation Fee of $17 per accepted course.

Applicants who fail to pay the Evaluation Fee and transfer their credits into their UoPeople transcript within the required timeframe will be assumed to have declined the offer of transfer credit and their transfer credit application will be closed.

At its discretion, the University may re-review applications of rejected credits from students who wish to appeal the transfer credit decision by emailing the office of transfer credit at Transfer.Credit@uopeople.edu .

UoPeople accepts credit transfers, according to its policy, which can be found on the UoPeople.edu website.

Student Verification

The process of verifying a student's identity begins during the application process. The Office of Admissions requires that all academic documents must either be original or notarized. Notarizations are accepted if authenticated by the issuing institution, a notary public, or the Ministry of Education.

In cases where there are inconsistencies with documentation, applicants are asked to supply additional information. UoPeople levies no charges associated with verifying student identity.

Review of Documentation

Any document submitted in any part of the admissions process may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Approved credential evaluation services are current members of NACES or AICE. The University may also accept evaluations from other credible sources, and students are welcome to check with the Office of Admissions at admissions@uopeople.edu for further information.

Making Our Decision

UoPeople accepts applications to the University five times a year and prospective students may apply for admission to any of the five terms. To be considered for admission, the online application and any required documentation must be received by the relevant application deadlines noted above.

Every application is reviewed by the Office of Admissions to determine an applicant and/or student's overall readiness to study and ability to successfully complete a degree program. Admittance is at the

University's sole discretion. Meeting minimum admissions requirements does not guarantee acceptance, and decisions are made on an individual basis.

The Admissions Committee reviews applications at least once a term in order to ensure that all applications are processed equally, and that admissions compliance requirements are upheld. UoPeople will announce its decisions on a rolling basis, and all relevant applicants will be informed of their admission status by the final Notice of Admission Day. For more information regarding the Admissions dates please refer to the Admissions Calendar published above.

Applicants and students are invited to contact the Office of Admissions at admissions@uopeople.edu with any questions regarding the admissions process.

Statement on Application Fraud

The decision to accept an applicant is based in part on the information provided in the application form. If it is determined that an applicant has provided false information or has omitted significant and/or material information, the University reserves the right to revoke the applicant's admission, suspend the applicant from studies, or take additional steps if deemed appropriate.

Rejected applicants are not provided with a reason for not being admitted to the University. There is no right to appeal. However, applicants may apply again in future terms. At its discretion, the University will review applications from rejected applicants who wish to apply again. All documents are maintained by the University for three years following submission; documentation need not be re-submitted within this time frame unless there has been a change in the University's admission requirements. Any discovery of misleading submissions will be grounds for automatic denial of the acceptance. Any discovery of misleading submissions after an applicant has been admitted will be grounds for automatic and immediate expulsion from the University.

Licensure and Placement

UoPeople does not guarantee employment for its graduates, nor does it offer a hiring placement service. It makes no claims about potential salaries or about specific positions a student might secure as a result of obtaining an undergraduate degree. Undergraduate degrees are not designed to prepare one for any particular position, trade or field and do not lead to employment where licensure is a prerequisite for practice.

UoPeople is at times notified about internship opportunities that might come available and works to inform students to the extent possible, but it does not offer an internship placement service. Workshops on topics such as resume development, interview strategies, communication skills, job search techniques and follow-up are offered to Degree Students and the University helps provide links for students in these areas.

CHAPTER 4: PROCESSING FEES, SCHOLARSHIPS, AND FINANCIAL ASSISTANCE

Processing Fees

The University of the People is a tuition-free, non-profit institution, and students are not charged for their educational instruction, course materials or annual enrollment. It is dedicated to opening access to higher education worldwide and strives to see that no qualified student is denied the opportunity to study at UoPeople for financial reasons.

As a non-profit academic institution, UoPeople works hard to control expenses and has succeeded in reducing much of the cost of a higher education. In order to remain sustainable, it does charge small application, transfer credit, and Assessment Fees, and reserves the right to change the cost of the Application Fee, the transfer credit Evaluation Fee, or the Assessment Fee, at its discretion. All fees remain the responsibility of the student. The University accepts no responsibility for credit card, bank, money transfer, check or other fees or charges incurred by the student in paying his or her fees to the University.

Application Fee

- Applicants to the University are required to pay a non-refundable Application Fee of $60.
- The Application Fee is subject to change and will apply to applications that are in process.
- The Application Fee must be submitted by the applicant along with his or her application for study at graduate level at UoPeople.
- The Application Fee does not include any additional fees that may be required for third party evaluation.
- Individuals who apply for readmission and/or academic renewal must pay the Application Fee in effect at the time they reapply to the University.

Applicants unable to pay the Application Fee may contact the Financial Aid Office to explain why they cannot pay the Application Fee. UoPeople may request clarification and 'proof of circumstance' regarding the inability to pay this fee. Proof of circumstance may include:

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[9] The determination of fees and University Grants to assist with the Application Fee is at the sole discretion of UoPeople. University Grants are currently reviewed by the Financial Aid Office.

- A signed declaration testifying to the applicant's inability to pay the requested fee.
- Standardized form signed by the applicant
- Financial statements
- Other documentation required by UoPeople

In certain circumstances, UoPeople may be able to award an applicant a grant to help reduce their Application Fee. Applicants eligible for a scholarship upon admittance may be awarded a University Grant to waive the Application Fee. The availability and award of University Grants shall be determined by UoPeople.

Evaluation Fee for Transfer Credit

- The $17 Evaluation Fee is assessed on every course that UoPeople accepts for transfer credit.
- The Evaluation Fee must be paid before a course will be recorded on a UoPeople transcript as having been accepted as meeting a UoPeople degree requirement. For currently-enrolled Degree Students, the transfer credit becomes official upon payment of the fee, at which time it is immediately transcripted. For applicants and non-degree students, transfer credit does not become official nor is it transcripted until the individual has paid the fee and hascompleted at least one graded course as a Degree Student.

Assessment Fees[10]

- Assessment Fees apply to all students studying at the University.
- Graduate degree students and all non-degree students[11] are required to pay an Assessment Fee of $350 to $400 per course at the University.

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[10] Assessment Fees includes references to all fees labeled as Examination Processing Fees in previous editions of the UoPeople Catalog and Addenda.

[11] Non-degree students include all students studying in UoPeople Foundations, students enrolled in ENGL 0101 English Composition 1 to demonstrate English proficiency, students taking prerequisites to be accepted for graduate study, and any other student who is not in a degree program.

Total Estimated Fees

Total estimated fees for a degree program taken entirely at University of the People are listed below. Fees may be less if a Degree Student has had transfer credit officially recorded on his or her transcript.

The University reserves the right to charge optional or special fees, upon reasonable notice to students, in future terms. There are no optional or special fees for students at the graduate level at the present time. The costs reflected below are for those who saved their spot after January 20, 2024. Students should refer to their Enrollment Agreement for more details.

Program	Application Fee	Assessment Fee (per course)	Number of Courses	Total Estimated Fees
Master of Business Administration (MBA) Degree English and Arabic	$60	$400	12	$4,860
Master of Education in Advanced Teaching (M.Ed.) Degree	$60	$350	13	$4,610
Master of Science in Information Technology (MSIT) Degree	$60	$400	12	$4,860

These estimated fees are based on the successful completion of all courses for a graduate degree at UoPeople and do not include:

- Fees incurred for repeating courses: students who are required to repeat courses will incur an additional Assessment Fee for each course taken.
- Assessment Fees for courses in the ESL Program (if required) are $130.
- Any additional fees that may be required for third party evaluation.

Please note that University of the People does not charge for attendance and as such, there are no charges incurred for a period of attendance.

The University reserves the right to change the cost of the Application Fee, the transfer credit Evaluation Fee, and the Assessment Fee.

Payments

- Payments methods for any of the fees include online payment avenues, such as a PayPal account or as a guest for payments via credit card, and offline payments such as Convera, Convera Global Pay, or cashier's check. All questions regarding payment options should be directed to payments@uopeople.edu.
- Students pay for their Assessment Fees when the drop/withdrawal period is over. All outstanding balances for Assessment Fees must be paid by the end of the final exam period.
- If the Assessment Fee has not been paid by the end of the University's final examination period, a financial hold will be placed on the student's file. When this occurs, course registrations for the upcoming term will be cancelled and the student will not be permitted to register for or to continue taking courses until all outstanding payments have been made and the hold is removed. If all outstanding balances for Assessment Fees are paid before the end of late registration, students may be able to register themselves for courses during late registration and continue with their studies. Students who paid but did not register themselves to courses will remain on hold until the next term.
- Students may be on a financial hold for up to five (5) terms; by the start of the sixth (6th) term if any outstanding payment is still due, the student will be administratively withdrawn from UoPeople.A student may request re-enrollment or reinstatement to the University, or apply for academic renewal, but only after any overdue payments are made in full.
- Students are encouraged to plan, anticipate, and budget for all Assessment Fee payments to avoid interruption of their academic schedule. Students unable to pay the Assessment Fees may be required to put their studies on hold while they secure additional funding. If the student needs to put his or her studies on hold while securing additional funding beyond whatever UoPeople's financial aid they may have been awarded, the student should apply for a Leave of Absence (LOA) from the University.
- Students may review outstanding balances and payments due to the University. All clarifications, questions, and requests for assistance regarding how to make payments should be directed to the Payments Office at payments@uopeople.edu.

Refunds

Students who drop or withdraw from a course within the required deadline are not required to pay the Assessment Fee.

The Application Fee is nonrefundable except in instances when applicants withdraw their application for admission before an admissions decision is made. Applicants may write a formal request for a refund of the Application Fee to their personal advisor If approved, refunds will be available to the applicant within

30 days of the submission of the formal request and the refund will be issued using the same payment method used by the applicant to pay the fee.

Students who remain in their course beyond the course withdrawal deadline are not eligible for a refund of the Assessment Fee. The Assessment Fee is only refundable in instances where the University has canceled a student's course or if the student's work was not assessed at all during the course.

Applicants residing in Georgia, USA may request a refund for all monies, including non-refundable application fees if requested within three (3) business days after making a payment.

Applicants residing in Wisconsin, USA may request a refund in accordance with Wis. Admin. Code SPS § SPS 408.05.

Financial Assistance and Scholarships

Financial assistance and scholarships are not currently available for graduate study at UoPeople. Note that this may be subject to change in the event that scholarships were to become available. Students are encouraged to check the UoPeople website for updates on scholarship opportunities. Further information can be found at http://www.uopeople.edu/tuition-free/our-scholarships/.

False Statements, Misrepresentation, and Fraud

The University reserves the right to deny admission to a student who is awarded an application fee University Grant on the basis of false statements, misrepresentations or other fraudulent actions, or who encourages or induces another applicant or student to make false statements, misrepresentations or fraudulent declarations regarding his or her level of financial need with the purpose of attaining a University Grant, regardless of whether the University Grant is awarded. It also reserves the right to revoke and applicant's admission, suspend a student from studies, or take additional steps as deemed

appropriate in instances where the individual has been awarded a scholarship on the basis of misleading or fraudulent information.

Cancellation of Enrollment

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. A student's notice of cancellation must be received by the University in writing via email to the personal advisor. Notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement or to continue his or her attendance at the University. The notice of cancellation is effective five days after the time the University receives notification of the cancellation. During this time, the student is entitled to notify the University that he or she no longer wishes to cancel his or her enrollment.

Wis. Admin. Code s. SPS 408.05(3) a statement notifying students that they will receive their refund within 40 days after dismissal or notification of withdrawal.

Loans

Students who obtain a loan from individuals or organizations outside of the University of the People to help pay for UoPeople fees are solely responsible for repaying the full amount of the loan plus interest, less the amount of any refund. Where refunds are provided, students receiving federal student financial aid funds are entitled to a refund of the money not paid from federal student financial aid program funds. Note that University of the People does not participate in any Federal Loan Programs.

The following information applies only to students who are residents of California.

California Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may

be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the

   institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four

(4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916)

263-1897

Payment of STRF to UoPeople

Note that the first Assessment Fee for students residing in California remains the same. A portion of that Assessment Fee will be applied toward payment of the assessment for the Student Tuition Recovery Fund and is not refundable.

CHAPTER 5: ACADEMIC REGULATIONS

Academic Freedom Policy

Academic freedom refers to the freedom of a university to set its intellectual priorities without undue interference from outside authorities and the freedom of students, course instructors, deans, faculty, and all other subject matter experts to promote wide-ranging discussion of intellectual, academic, and moral concerns by teaching, studying, writing, speaking, and pursuing knowledge, inquiry and research without unreasonable interference or restriction from law, institutional regulations, or public pressure. UoPeople affirms the freedom of course instructors to inquire into any subject that evokes their intellectual concern; to critique or advocate for change of social, academic and institutional norms and received wisdom; to present their findings to their students, colleagues, and others; to publish their data and conclusions without control or censorship; and to teach in the manner they consider professionally appropriate. It affirms the right of students to study subjects that concern them, form their own conclusions, and express their own opinions.

Academic freedom, free study and ordered discussion in the classroom are promoted by the obligation to teach and study the stated curriculum in a professional manner. Academic freedom is not a license for instructors to ignore the teaching priorities of the institution, the degree requirements UoPeople imposes, or the ordinary standards of academic discourse in their field. In class, students and instructors are responsible for staying relevant to the course curriculum, respectful of time limitations, and respectful of other university participants. Similarly, academic freedom is furthered by UoPeople's requirements that instructors and students follow norms of orderly debate, civility and mutual respect and it is not a justification for students or instructors to abuse others.

For more information, the full length on the University Academic Freedom Policy can be found on the University's website.

Academic Degree Requirements

Students enrolled in UoPeople's Arabic or English Master of Business Administration (MBA), UoPeople's Master of Education in Advanced Teaching or Master of Science in Information Technology (MSIT) are responsible for knowing and meeting all degree requirements outlined in the University Catalog at the time they commenced their studies at the University of the People. They may elect instead to complete the requirements in the most recent Catalog.

Master of Business Administration (MBA) Arabic and English

The Master of Business Administration (MBA) requires the completion of at least 36 semester hour credits of graduate level study including all courses listed for the degree. In order to graduate, students must meet the following requirements:

- Complete a minimum of 36 approved credits.
- Complete the eight core courses with a grade of C (2.00) or better in each course.
- Complete a minimum of three approved graduate elective courses with a grade of C (2.00) or better in each course.
- Earn a grade of B- (2.67) or better in the capstone project/course.
- Earn an overall CGPA of 2.50 or higher for all graduate level coursework completed.
- Complete all requirements for the MBA in no more than 25 terms of active enrollment excluding any periods of separation from the University.

Master of Education in Advanced Teaching (M.Ed.)

The Master of Education in Advanced Teaching (M.Ed.) requires the completion of at least 39 semester hour credits of graduate level study including all courses listed for the degree. In order to graduate, students must meet the following requirements:

- Complete a minimum of 39 approved credits.
- Complete the nine core courses with a grade of C (2.00) or better in each course.
- Complete a minimum of two approved graduate specialization core courses from chosen specialization track with a grade of C (2.00) or better in each course
- Complete a minimum of one approved graduate elective courses from chosen specialization track with a grade of C (2.00) or better in each course.
- Earn a grade of B- (2.67) or better in the capstone project/course.
- Earn an overall CGPA of 2.50 or higher for all graduate level coursework completed.
- Complete all requirements for the M.Ed. in no more than 25 terms of active enrollment excluding any periods of separation from the University.

Master of Science in Information Technology (MSIT)

The Master of Science in Information Technology (MSIT) requires the completion of at least 36 semester hour credits of graduate level study including all courses listed for the degree. In order to graduate, studentsmust meet the following requirements:

- Complete a minimum of 36 approved credits.
- Complete the nine core courses with a grade of C (2.00) or better in each course.
- Complete a minimum of three approved Master's in Business Administration courses with a grade of C (2.00) or better in each course.
- Earn a grade of B- (2.67) or better in the capstone project/course.
- Earn an overall CGPA of 2.50 or higher for all graduate level coursework completed.
- Complete all requirements for the MSIT in no more than 25 terms of active enrollment includingany periods of separation from the University.

Part-Time and Full-Time Options

Full-time graduate students may enroll in up to 4 courses per term, and part-time students may enroll in 1 or 2 courses per term. The following registration restrictions apply:

- Students who maintain a Cumulative Grade Point Average (CGPA) of ≥ 3.75 may register for up to four (4) courses per term.

- Students who maintain a Cumulative Grade Point Average (CGPA) of ≥ 2.50 and ≤ 3.74 mayregister for up to two (2) courses per term.
- Students on Academic Warning and/or have a CGPA below 2.50 may only register and/or be enrolled in one (1) course per term.

Students whose CGPA falls at the end of a given term to below the minimum CGPA required to be enrolled in the allowed number of courses for the following term, will be required to cancel courses by the first day of the term. Those who fail to meet this requirement to reduce their course load according to the stated policy will be automatically removed from any excess courses by the Office of Student Services.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for additional courses for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of allowed courses.

Time to Degree Requirements:

Students must complete all requirements for all graduate degree programs in no more than 25 terms[12] of active enrollment *including* any periods of separation from the University when a student is out of residence. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms (that is, enrolled but inactive), and/or on a Leave of Absence.

Time to degree will vary by student and depend in great part on whether a student studies full-time or part-time and whether or not they enroll for all five terms in every academic year.

- Students who enroll full-time can complete the MBA in six consecutive terms of study; Students who enroll full-time can complete the M.Ed. in seven consecutive terms of study.
- Students who enroll in continuous part-time study can complete the MBA in two and a half calendar years (30 months). Students who enroll in continuous part-time study can complete the M.Ed. in 31 months.
-

Notes on Time to Degree Requirements

1. Students exceeding the permissible number of terms of active enrollment without completing all their degree requirements will be administratively withdrawn from the University.
2. Extensions to the time to complete a degree will be considered on a case-by-case basis, upon proof of extenuating circumstances, and will be reviewed on a case-by-case basis by appealing for reinstatement within 30 days of the withdrawal notice.
3. There are no special charges or fees associated with making a request for a special review or for extending enrollment.

Additional UoPeople Degrees

Students graduating from a Graduate Degree Program at UoPeople may enroll in a second Master's Degree of a different program at the University, or in an undergraduate degree program at UoPeople after the completion of the Graduate Degree. This will require opening a new application and paying the application fee. Students cannot study in two UoPeople degree programs concurrently.

Credit Hours

University of the People employs a system of assigning course credit hours to all courses to track student achievement. The semester hour is used to quantify and represent the time an average student is

expected to be actively engaged in the educational process. It represents a reasonable expectation of the time it will take the average student to achieve the stated learning outcomes in a course.

All learning takes place online, and UoPeople awards academic credit upon the successful completion of a course. It is university policy that every semester hour is equivalent to a minimum of 45 hours of work for students during the course of the 9-week term, of which at least 15-17 hours must be spent in active academic engagement in addition to the remaining hours of additional preparation required to complete all of the academic work both comprising and representing the corresponding credit hours.

UoPeople awards academic credit to its students upon the successful completion of a course. The number of credit hours is determined by the amount of time in which the student is academically engaged plus the amount of time that a student is expected to commit to class preparation. Students are generally expected to spend 2-3 hours of preparation for every hour spent in active engagement. Thus, for a 9-week, 3-credit course, students should expect to spend approximately 15-17hours a week engaged in course work (about 10-11 hours of independent work, 5-6 hours of active engagement) over the course of a term, for a total of 135-150 hours.

Rules governing the assignment of course credit hours are monitored by the Associate Provost of Academic Affairs. Guidance in complying with this policy is provided in the Course Development Guide and the Faculty Handbook.

Identity Verification Assignments

University of the People students are required to successfully complete the required number of Identity Verification Assignments prior to graduation according to their degree program. It is a condition of awarding a degree and diploma and students cannot graduate unless all required Identity Verification Assignments are successfully completed.

To successfully complete an Identity Verification Assignment, students must possess a government-issued ID, or other identification documentation deemed acceptable by the University, and record themselves clearly showing their ID. This recording will be viewable only to the student, the Course Instructor, and University officials as necessary.

  ☐ Students who do not complete the Identity Verification Assignment by the end of a course will be issued a 0.00 in the course regardless of the student's prior performance in the course. All University policies, including the Code of Academic Integrity, apply to Identity Verification Assignments.

Identity Verification Courses (Courses Requiring ID)

The following courses have identity verification assignments that students must complete in order to

pass the course.

Identity Verification Courses – MBA

BUS 5112/ BUSA 5112   Marketing Management

BUS 5115/ BUSA 5115   Business Law, Ethics, and Social Responsibility

BUS 5117/ BUSA 5117   Strategic Decision Making and Management

BUS 5910/ BUSA 5910   Management Capstone

Identity Verification Courses – MSIT

BUS 5115   Business Law, Ethics, and Social Responsibility

MSIT 5260   Foundations of HCI

MSIT 5910   Capstone

Identity Verification Courses – M.Ed.

EDUC 5240   Creating Positive Classroom Environments

EDUC 5270   Instructional Techniques - Elementary

EDUC 5280   Instructional Techniques - Secondary

EDUC 5910   Applied Professional Inquiry

Grades and Transcripts

An academic record is maintained for each student enrolled in a Graduate Degree Program, and the student's work will be graded and recorded in accordance with the policies of the University outlined in the Catalog. Students may request a copy of the official transcript of their academic work at UoPeople by following the instructions for requesting a transcript outlined in the Catalog.

Credits earned at UoPeople may be transferable to other institutions. Students wishing to transfer UoPeople Graduate credits to another institution should check with the receiving institution regarding its transfer credit policies.

Changing Academic Programs

Students wishing to change their academic program from one degree program to another, must contact their Program Advisor for assistance. It is important to understand that courses already completed that are not part of the new degree program will not count towards graduation. Students will be expected to adhere to the degree requirements that are in place at the time that they transfer to the new program.

CHAPTER 6: GRADUATE PROGRAMS OF STUDY

Institutional Learning Outcomes

Consistent with its mission, UoPeople has identified a set of institutional learning outcomes that should be addressed in every degree program. The Institutional Learning Outcomes (ILO) are developed both in the classroom and co-curricular environment. Our ILO defines the broad areas of knowledge, skills, abilities, and values that graduates from the University of the People are expected to develop because of learning in the classroom and co-curricular activities.

University of the People Institutional Learning Outcomes are:

***Outcome 1:**-Communication Fluency*
Students will be able to demonstrate the use of clear, well-organized arguments and credible supporting evidence in a logical and organized manner; and execute proper delivery techniques to convey a clear message

***Outcome 2:** Quantitative Reasoning*
Students will be able to use quantitative reasoning and/or mathematical methods to solve problems.

***Outcome 3:** Technological Literacy*
Students will be able to identify, allocate, and utilize technology resources effectively to be able to acquire the skills to function in today's highly technical society and to perform in their chosen field.

***Outcome 4:** Diversity and Inclusion*

Students will be able to apply knowledge of diversity and multicultural competencies to promote equity and social justice. Students will be able to recognize the cultures and beliefs of the world that have shaped contemporary global experience and influence the ways in which people see the world.

***Outcome 5:** Collaboration*
Students will be able to work collaboratively to foster a constructive team climate.

Master of Business Administration (MBA) and Master of Business Administration in Arabic (MBA in Arabic)

Today's global economy requires leaders who excel as collaborators and innovators. UoPeople's Master of Business Administration (MBA), available in English and Arabic,offers students comprehensive knowledge, theories and models usedin the corporate world, and provides students the opportunity to further develop business training techniques and strategies. With a focus on

preparing its graduates to operate in today's dynamic organizational contexts, the MBA program moves students from application to practice, providing a deep knowledge of business functions, processes and products and a comprehensive understanding of today's technology-driven environment.

Coursework emphasizes seven strategic managerial competencies - creating and maintaining domestic and international competitiveness; presenting and persuading for decision making; financing; hiring, motivating and managing; ethics and behavior; innovation; and managing processes. Grounded in the cross-cutting dimensions of globality, diversity and cross-cultural awareness; training in tools, techniques and strategies; and application to practice, it prepares graduates to operate in today's dynamic organizational contexts.

Admitting students from all parts of the globe, socioeconomic strata, and cultural and social backgrounds, creating a student body that mirrors today's diverse society, MBA students' study in their program of choice (Arabic or English) with highly motivated students from around the world, sharing a desire for a quality education grounded in diverse perspectives, focused on cutting-edge theory and practical application.

A total of 36 credit hours are required to complete the UoPeople MBA-Management degree. Students must complete a minimum of 12 courses. Each MBA course is ~~9~~ 8 weeks in length, and students earn 3 credits per course.

Program Learning Outcomes

PLO 1: Students will be able to differentiate the key sociological, psychological, and organizational concepts and theories necessary for effective leadership and management.

PLO 2: Students will be able to formulate the knowledge and skills needed to plan, structure, manage, and monitor organizations.

PLO 3: Students will be able to apply distinguished methods for improving productivity, responsiveness, quality, and customer/client satisfaction.

PLO 4: Students will be able to develop in-depth knowledge of operational areas and their functions, processes, and interrelationships.

PLO 5: Students will be able to develop cross-cultural awareness and appraise today's global economy.

PLO 6: Students will be able to develop creativity and problem-solving strategies to formulate positive change.

PLO 7: Students will be able to explain the importance of legal and ethical behavior on the part of the organization and its members.

PLO 9: Students will be able to construct clear, well-organized arguments supported by credible research-based evidence.

The Curriculum

The UoPeople MBA programs are entirely online and structured around three curricular components: Core Courses, Electives, and the Capstone Project. The three components are described below.

Core Courses

The Core consists of eight courses covering the theory, principles, concepts, and tools of the academic disciplines that undergird the field of management. Taught from a global perspective, they build the competencies that students need whether they are involved in the private, public or nonprofit sector. English MBA courses have a BUS prefix; Arabic MBA courses have a BUSA prefix.

- BUS 5110/ BUSA 5110 Managerial Accounting
- BUS 5111/ BUSA 5111 Financial Management
- BUS 5112/ BUSA 5112 Marketing Management (Identity Verification Course)
- BUS 5113/ BUSA 5113 Organizational Theory and Behavior
- BUS 5114/ BUSA 5114 Management Information Systems and Technology
- BUS 5115/ BUSA 5115 Business Law, Ethics and Social Responsibility (Identity Verification Course)
- BUS 5116/ BUSA 5116 Operations Management
- BUS 5117/ BUSA 5117 Strategic Decision Making and Management (Identity Verification Course)

Electives

Students choose electives to reflect individual interests. Choices can be made to gain breadth in general management competencies or to develop depth in some particular area. Students complete at least three elective courses chosen from the following:

- BUS 5211/ BUSA 5211 Managing in the Global Economy
- BUS 5411/ BUSA 5411 Leading in Today's Dynamic Contexts
- BUS 5511/ BUSA 5511 Human Resource Management
- BUS 5611/ BUSA 5611 Managing Projects and Programs
- BUS 5811 Bissada Irani Business Simulation (only available as third elective)

Capstone Project

The Capstone Project, BUS 5910/ BUSA 5910 Management Capstone (Identity Verification Course), is completed as the final course in a student'sprogram of study. It offers students the opportunity to

apply the knowledge and research skills gained in their MBA coursework to an applied management project. Students present their completed applied management projectat the conclusion of the course.

Learning Pathway

The learning pathway for your program has been curated to create the best learning experience for each student. For the most effective way to learn, courses need to be taken in the right sequence; lower-level courses prepare students with the foundational knowledge they need for higher level courses. This allows students to learn in order to better achieve the program and institutional learning outcomes.

Each student's learning pathway is customized based on the courses the student has already taken and the degree requirements at the time of enrollment. For this reason, your path may differ from another student's path. However, here is an example of a sequence a student with no previous classes or transfer credits may take through the Master of Business Administration program:

1. BUS 5113 Organizational Theory and Behavior
2. BUS 5112 Marketing Management
3. BUS 5110 Managerial Accounting
4. Elective Course
5. BUS 5111 Financial Accounting
6. BUS 5114 Management Information Systems and Technology
7. BUS 5115 Business Law, Ethics and Social Responsibility
8. Elective Course
9. BUS 5116 Operations Management
10. BUS 5117 Strategic Decision Making and Management
11. Elective Course
12. BUS 5910 Capstone

Master of Business Administration Courses
Core Business Courses Managerial Accounting

Accounting information is a key tool for communicating about an organization's economic status and for making informed decisions. The course will emphasize the role of accounting information in monitoring,

planning, controlling and decision making. It will focus on the managerial uses of accounting information and provide students with an understanding of how managers use accounting information to analyze and evaluate operational performance, including what data to collect, how to gather it, and how to display it for efficient decision making. Specific skills acquired will be identifying fixed and variable costs, leading to the ability to calculate break-even points; calculating the present value of cash streams leading to the ability construct capital budgets; constructing flexible budgets for manufacturing uses; non-routine decision methods; and financial trend analysis for financial statement interpretation.

Course Code: BUS
5110/ BUSA 5110
Prerequisites: None
Credits: 3

Financial Management

Managers play a key role in resource generation and allocation and must be conversant with external economic influences and their relationship to the types of financial decisions made by organizations. The course will provide students with an understanding of the components of an organization's internal financial conditions and how decision-makers manage these resources in the context of external markets and institutions. It will explore the finances of economic development and consider sources of early- and late-stage financing. The real-world challenges of corporate finance will be covered, including evaluating financial tools, e.g., mergers and acquisitions, leveraged buyouts, hostile takeovers, and initial public offerings; employing basic financial analysis tools, e.g., credit market analysis, option pricing, valuation of interest tax shields, and weighted average cost of capital; acquiring an understanding of core financial decisions, e.g., finance with debt or equity and distributing cash to shareholders; and considering aspects that can hinder/sideline financial stability, e.g., costs of financial distress, transaction costs, information asymmetries, taxes, and agency conflicts. Specific skills acquired will be financial trend analysis for financial statement interpretation; calculating the present value of cash streams leading to the ability construct capital budgets; calculating bond interest tax shields and its impact on a firm's average cost of capital; constructing corporate valuation models; and assessing the impact of various sources of capital infusions on the cost of capital structure of a firm.

Course Code: BUS 5111/
BUSA 5111
Prerequisites: BUS
5110/ BUSA 5110
Credits: 3

Marketing Management (Identity Verification Course)

Effective organizations, whether in the public, private or non-profit sector, seek to attract and retain satisfied customers consistent with their mission and capacity. The course will emphasize the theory and practical skills associated with assessing customer interests, desires and needs; identifying organizational fit; and harnessing the organization's capacity to respond. It will explore the relationship of marketing to other business functions and consider the challenges faced by organizations seeking to serve international and cross-cultural markets. Examples of how both young and mature organizations gain insight into consumer behavior, market services and engage in business-to-business marketing will be analyzed. Marketing for the e-business sector will be discussed, and students will be introduced to the role of marketing in new ventures and learn cost-effective ways to do market research and leverage available resources in innovative ways to create new markets. Students will be required to develop a comprehensive marketing plan for a new start-up or a new product or service for an existing entity that covers selecting target markets, conducting market research, and determining brand management, pricing, and the promotion and distribution of products and services.

Course Code: BUS
5112/ BUSA 5112
Prerequisites: None
Credits: 3

Management Skills, Concepts and Principles

Organizational Theory and Behavior

This course is designed to expose the student to the fundamental principles with which to understand human behavior inside organizations. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context. This course investigatesindividual and interpersonal behavior in organizations, including personality, decision-making, personal perceptions, teamwork, conflict, leadership, power, ethics and influence. In addition, this course seeks to analyze organizational-level factors affecting behavior, including change management, internal reward systems, culture, and organizational communication.

Course Code: BUS
5113/ BUSA 5113
Prerequisites: None
Credits: 3

Business Law, Ethics and Social Responsibility (Identity Verification Course)

Leaders and managers are accountable to shareholders, and they are economically, financially, and legally responsible for what happens with their organizations. Ethical and social responsibility is similarly ascribed to those in charge. The course covers how an organization's values and actions affect internal and external constituencies. It introduces reasons to promote responsible behavior on the part of organizations, and their employees. Students study real-world dilemmas and gain experience analyzing competing positive values, choosing among fully legal options, and navigating the grey area that frequently surrounds key management decisions. Students are encouraged to develop the type of questioning attitude so critical to ensuring that an organization's ethical responsibilities are an integral part of business decisions and actions. Studying classical cases of business failures will alert students to the ethical steps needed to protect young ventures and the consequences of failing to act ethically in the ongoing conduct of commerce.

Course Code: BUS 5115/ BUSA 5115
Prerequisites: BUS 5110/ BUSA 5110, BUS 5112 / BUSA 5112, and BUS 5113/ BUSA 5113
Credits: 3

Strategic Decision Making and Management (Identity Verification Course)

Organizations are the sum of multiple moving parts, and the effective manager needs to understand their interrelationships and how to harness this power through the application of quality management skills. Analysis is the foundation of effective problem-solving whether in a start-up or an established multi-national organization. The course covers the fundamentals of strategy theory and when to employ various strategic management tools to develop supportable tactics and optimize the operation and management of an organization. Students delve into case studies that show successful and unsuccessful examples and explore with classmates' situations happening in real-time in their worlds. They gain experience identifying problems, evaluating alternative solutions, assessing risks and formulating solutions that put in place the right organizational structures and solutions.

Course Code: BUS 5117/ BUSA 5117
Prerequisites: BUS 5115/ BUSA 5115 and BUS 5116/ BUSA 5116
Credits: 3

Business Operations

Management Information Systems and Technology

Managers function in an environment of burgeoning and constantly changing information flows. Successful professionals must understand the key role of information technology in organizations and be able to use and manage information systems. The course will introduce ways in which technology can be leveraged to streamline processes, increase efficiency and achieve operational advantage. It will explore how small business technology and systems support developing enterprises. Strategies for assessing an organization's information needs, researching and evaluating available alternatives, understanding the limitations of technology, and designing and managing effective processes and systems will be covered. Students will apply knowledge of information technology and the information it provides to formulate a successful management strategy that includes decisions about the information to be collected, how to gather it, when having it is most useful in the decision cycle, and how to interpret and display it in ways that add value to the decision-making process and help organizations make sense of their world.

Course Code: BUS 5114/ BUSA 5114

Prerequisites: BUS 5110/ BUSA 5110, BUS 5112/ BUSA 5112, and BUS 5113/ BUSA 5113

Credits: 3

Operations Management

An organization's competitive position relies on effective management of its complex production and operational processes in order to meet market requirements. The course emphasizes organizational analysis and the role of management in navigating the challenges of organizations in dynamic environments.It introduces analytical tools, methods and techniques for analyzing and improving these processes andfor recognizing opportunities, risks and tradeoffs associated with pursuing strategies for optimizing quality and customer service. Students explore the relationship and implications of operations to other functional areas and stakeholders of the organization and are introduced to strategies for informed decisions that maximize the design and management of operations in developing as well as mature product and service industries.

Course Code: BUS 5116/ BUSA 5116
Prerequisites: BUS 5110/ BUSA 5110, BUS 5112/ BUSA 5112, and BUS 5113/ BUSA 5113
Credits: 3

Human Resource Management

This course will examine the evolving functions of human resources management within today's organizations. Students will examine the changing roles and responsibilities of human resources managers, the acceptance and integration of the human resources functions within the corporate culture, and the higher expectations placed on human resources leaders to make a significant contribution to the successful management of the organization. Students will explore the role managers and supervisors play in the successful management of the organization's human resources. Topics to be examined include: the functions of Human Resource Management, relationships within the organization, policies and procedures, workplace diversity, and the role of human resources in a global economy.

Course Code: BUS 5511/ BUSA 5511

Prerequisites: BUS 5110/ BUSA 5110, BUS 5112/ BUSA 5112, and BUS 5113/ BUSA 5113
Credits: 3

Strategic Leadership

Managing in the Global Economy

With the advent of e-commerce and the ready movement of capital and production, managers need to understand the cultural and relational factors that impact leaders and managers within global organizations. Students are introduced to the ways in which differing cultural norms in the community and workplace can create managerial challenges that call for flexibility in organization design, workforce development, technology, and the creation of alliances and partnerships. They explore the complexities of forming relationships in regions with differing concepts of doing business and learn how to be a more effective manager in cross-cultural enterprises. Emphasis is placed on identifying issues confronting managers working in global markets and considering approaches, such as the development of Cultural Intelligence, to address them.

Course Code: BUS 5211/ BUSA 5211
Prerequisites: BUS 5110/ BUSA 5100, BUS 5112/ BUSA 5112, and BUS 5113/ BUSA 5113
Credits: 3

Leading in Today's Dynamic Contexts

Leadership is a complex phenomenon. Definitions of leadership differ across cultures and strategies for effective leadership can vary as a function of organizational maturity, tasks, relationships and contexts. The course delves into research on fundamentals of leaders and leadership and considers leading from

the perspective of individual characteristics, management of teams, and alignment of organizational systems, processes and resources. It explores the dynamics of power and its positive and negative consequences and highlights the importance of articulating a vision and inspiring others to actin ways that support it. It examines leading during times of change and discusses the role of leader in decision making, managing creativity, and optimizing employee performance. Students are introduced to strategies for influencing decisions and negotiating collaborations, partnerships and other cooperative endeavors and learn how to assemble talent-centered teams to achieve organizational initiatives. Theory and practical approaches to motivating people, managing conflict and achieving consensus are covered. Students gain insights into their own leadership styles and strengths and work on enhancing their ability to lead and manage others in both the human and technical sides of an enterprise.

Course Code: BUS 5411/ BUSA 5411
Prerequisites: BUS 5110/ BUSA 5110, BUS 5112/ BUSA 5112, and BUS 5113/ BUSA 5113
Credits: 3

Innovation

Managing Projects and Programs

Project management enables organizations to optimize the use of scarce resources to accomplish strategic goals within a fixed timeframe. The course covers the tools and methods available to manage large and small projects and programs from inception to completion. The life cycle of projects and the relationship of people and resources at various project stages is discussed and students are introduced to the principles and practices for contracting and procurement and the role of the project manager in these processes. They utilize this knowledge to develop a project plan that includes needs assessment, articulating rationales, specifying steps and processes, identifying resource needs, assigning roles and responsibilities, predicting costs and timelines, developing controls and pursuing risk mitigation, and articulating methods to monitor and evaluate effectiveness and fit to identified need.

Course Code: BUS 5611/ BUSA 5611
Prerequisites: BUS 5110/ BUSA 5110, BUS 5112/ BUSA 5112, and BUS 5113/ BUSA 5113
Credits: 3

Bissada Irani Business Simulation

The Bissada Irani Business Simulation is a business simulation designed for individuals who operate in highly competitive, international environments and need a comprehensive and global view of their businesses. Participation in this simulation will enable you to see and experience the linkages across strategy, finance, marketing, operations, and cross-cultural team dynamics. The Sigma Simulation Project Course immerses you in a sophisticated and dynamic international business environment through a series of decision-making scenarios spanning six periods. Utilizing

advanced simulation software, you will strategize and manage the introduction and lifecycle of international products in a simulated global market.

Throughout the course, you will engage in activities that simulate real-world business challenges, such as market entry, production logistics, technology adoption, research for sustainable product development, and adaptation to market changes. The course emphasizes the integration of strategic planning, market analysis, financial management, and operational efficiency to achieve competitive advantage. You will develop essential skills in decision-making, problem-solving, and strategic thinking, culminating in a comprehensive self-reflection and performance evaluation.

The course aims to provide a holistic understanding of the interdependencies within a business and prepare you for leadership roles in a global business context.

Course Code: BUS 5811

Prerequisites: BUS 5111, BUS 5114, and BUS 5117. As this is the final elective in the MBA all eight Core Courses must be completed before taking this course.

Credits: 3

Capstone Project

Management Capstone (Identity Verification Course)

The intent of the Capstone course is to integrate what was learned during the students' MBA program into an applied context. This course addresses the business-related fields of organizational theory, human resources, project/program management, accounting/finance, operations management, business law and ethics, leadership, and globalization. These fields of study are used as frames through which business case studies are analyzed. Students will place into practice their acquired skills to evaluate comprehensive business enterprise situations through an integrated view of various functional disciplines. Students will be required to present their final project via a live video session with the instructor as part of this course.

In order to meet proficiency in the capstone experience, a student must earn at least a B- in the course. If a student fails to meet proficiency in their first attempt, they must meet with the Department Chair to develop a plan for successful completion.

Course Code: BUS 5910/ BUSA 5910
Prerequisites: BUS 5111/ BUSA 5111, BUS 5114/ BUSA 5114, and BUS 5117/ BUSA 5117. As this is the final course in the MBA all eight CoreCourses must be completed before taking this course.
Credits: 3

Master of Education in Advanced Teaching (M.Ed.)

Situated in a global context, the M.Ed. program invites students to explore the historical, social and philosophical aspects of education from a comparative perspective. It emphasizes understanding of the learner and the physical, psychological, social, and cultural forces that shape learning. Students are introduced to the latest research on teaching and learning and explore its implications for curricular decision making and instructional planning. They analyze strategies for classroom management and the fostering of a positive learning community. Coursework examines the role of assessment in objective-driven teaching and learning and delves into how technology can be used to meet learner needs.

UoPeople offers programming leading to a Master of Education in Advanced Teaching. Students will choose to specialize in either the elementary and middle school level (grades K-8) or in the secondary school level (grades 6-12). The program is intended for practicing teachers and those who might wish to teach in independent schools, but please note that it DOES NOT LEAD TO STATE LICENSURE OR CERTIFICATION.

This program is designed to provide advanced training to prepare highly skilled teachers who possess the advanced skills required to facilitate the development and learning of all students in their care.

Graduates will serve as models and mentors for colleagues and contribute to developing the next generation of beginning teachers preparing to enter the profession.

The M.Ed. in Advanced Teaching was designed in cooperation with the International Baccalaureate (IB). The IB is a global leader in the provision of high-quality, accessible programs for K-12 students. Offered by almost 5,000 schools in more than 150 countries, IB programs encourage both personal growth and academic achievement. The IB requirement to attend a Category 1 Workshop is waived for qualified graduates of the M.Ed. program.

A total of 39 semester credit hours are required to complete the UoPeople M.Ed. degree. Students must complete a minimum of 13 courses. Each course is 9 weeks in length, and students earn 3 credits per course.

Program Learning Outcomes

- PLO 1 - Students will be able to create and analyze developmentally appropriate curricula.
- PLO 2 - Students will be able to Create an effective learning environment by implementing practices based on the diversity of their learners and the resources available to them.
- PLO 3 -Students will be able to create lessons based on the performance of learners on previous assessments.

- PLO 4a - (for Elementary Specialization) Students will be able to analyze the advantages of using the development instructional approach stages at various age levels.
- PLO - 4b. (Secondary Specialization) Students will be able to Identify and develop high-Impact pedagogical practices that help adolescents to stay resilient within the school context.

The Curriculum

The UoPeople M.Ed. is entirely online and is structured around four curricular components: Core Courses, Specialization Courses, Electives, and the Capstone Project. Students will choose to specialize in either elementary and middle school education, or secondary education. Their required specialization core courses and electives will be dependent on which track they choose.

All M.Ed. students must choose their specialization track, and complete the 9 core courses, 2 specialization core courses, 1 specialization elective course, and the Capstone Project. Students may choose to complete both specializations, in which case they will be required to complete the minimum courses for both of the specializations.

 The four components of each requirement are described below.

Core Courses for all M.Ed. Students

The core consists of nine courses focusing on the foundational skills of knowledge and comprehension, with a focus on learning theory. In collaboration with the IB, courses are taught from a global perspective and invites students to explore the historical, social and philosophical aspects of education from a comparative perspective.

- EDUC 5010 Education in Context: History, Philosophy and Sociology
- EDUC 5210 Learning Theory and Implications for Instruction
- EDUC 5220 Curriculum Design and Instructional Decision Making
- EDUC 5240 Creating Positive Classroom Environments (Identity Verification Course)
- EDUC 5440 Assessment and Evaluation
- EDUC 5710 Understanding Barriers to Learning
- EDUC 5711 Teaching for Diverse and Inclusive Classrooms
- EDUC 5810 Living and Learning Globally
- EDUC 5470 Research in Education

Capstone Project for all M.Ed. Students

The Capstone Project is completed through two courses. EDUC Research in Education and EDUC 5910 Applied Professional Inquiry (Identity Verification Course). EDUC 5470 is taken as the second to last course in the program and EDUC 5910 is taken as the final course. These courses offerstudents the opportunity to apply the knowledge and research skills attained in the program. No other courses can be taken concurrently with the EDUC 5910.

Specializations

Students must choose to specialize in either Elementary and Middle School Level teaching, or Secondary level teaching. Students in either specialization will be required to complete two (2) core specialization courses, and one (1) elective course as part of the 13 required courses.

Students may choose to specialize in both Elementary and Middle School Level Teaching and Secondary Level Teaching, and in this case will be required to take all required courses from each specialization track (two (2) specialization core courses and one (1) elective from each track), leading to a minimum of 16 required courses.

M.Ed. - Advanced Teaching at the Elementary and Middle School Level (grades K-8):

Students wishingto focus on advanced teaching at the elementary and middle school level complete the following program of study.

Specialization Core Courses (2 courses required)

- EDUC 5410 Child Development
- EDUC 5270 Instructional Techniques for the Elementary and Middle School Classroom (Identity Verification Course)

Electives (1 course required)

- EDUC 5271 Advanced Practices for Teaching Elementary and Middle School Literacy
- EDUC 5272 Advanced Practices for Teaching the STEM Fields at the Elementary and Middle School Levels

M.Ed. - Advanced Teaching at the Secondary Level (grades 6-12): Students wishing to focus on advanced teaching at the secondary level complete the following program of study.

Specialization Core Courses (2 courses required)

- EDUC 5420 Adolescent Development
- EDUC 5280 Instructional Techniques for the Secondary School Classroom (Identity Verification Course)

Electives (1 course required)

- EDUC 5281 Advanced Practices for Teaching Literature and Writing at the Secondary Level
- EDUC 5282 Advanced Practices for Teaching the STEM Fields at the Secondary Level Levels

While our internship is not mandatory; those who take the internship must complete a total of 42 credits if enrolled in one specialization, or 51 credits if enrolled in both specializations. Students who do not take the internship will be required to take a total of 39 credits if enrolled in one specialization, or 48 credits if enrolled in both specializations.

Learning Pathway

The learning pathway for your program has been curated to create the best learning experience for each student. For the most effective way to learn, courses need to be taken in the right sequence; lower-level courses prepare students with the foundational knowledge they need for higher level courses. This allows students to learn in order to better achieve the program and institutional learning outcomes.

Each student's learning pathway is customized based on the courses the student has already taken and the degree requirements at the time of enrollment. For this reason, your path may differ from another student's path. However, here is an example of a sequence a student with no previous classes or transfer credits may take through the Master of Education in Advanced Teaching program:

Elementary Specialization

1. EDUC 5010 Education in Context: History, Philosophy, and Sociology
2. EDUC 5210 Learning Theory and Implications for Instruction
3. EDUC 5220 Curriculum Design and Instructional Decision Making
4. EDUC 5240 Creating Positive Classroom Environments
5. EDUC 5440 Assessment and Evaluation
6. EDUC 5710 Understanding Barriers to Learning

7. EDUC 5711 Teaching for Diverse and Inclusive Classrooms
8. EDUC 5810 Living and Learning Globally
9. EDUC 5410 Child Development
10. EDUC 5270 Instructional Techniques for the Elementary and Middle School Classroom
11. Elective Course – Elementary Specialization
12. EDUC 5470 Research in Education
13. EDUC 5910 Capstone

Secondary Specialization

1. EDUC 5010 Education in Context: History, Philosophy, and Sociology
2. EDUC 5210 Learning Theory and Implications for Instruction
3. EDUC 5220 Curriculum Design and Instructional Decision Making
4. EDUC 5240 Creating Positive Classroom Environments
5. EDUC 5440 Assessment and Evaluation
6. EDUC 5710 Understanding Barriers to Learning
7. EDUC 5711 Teaching for Diverse and Inclusive Classrooms
8. EDUC 5810 Living and Learning Globally
9. EDUC 5420 Adolescent Development
10. EDUC 5280 Instructional Techniques for the Secondary School Classroom
11. Elective Course – Secondary Specialization
12. EDUC 5470 Research in Education
13. EDUC 5910 Capstone

Dual Elementary and Secondary Specialization

1. EDUC 5010 Education in Context: History, Philosophy, and Sociology
2. EDUC 5210 Learning Theory and Implications for Instruction
3. EDUC 5220 Curriculum Design and Instructional Decision Making
4. EDUC 5240 Creating Positive Classroom Environments
5. EDUC 5440 Assessment and Evaluation
6. EDUC 5710 Understanding Barriers to Learning
7. EDUC 5711 Teaching for Diverse and Inclusive Classrooms
8. EDUC 5810 Living and Learning Globally
9. EDUC 5410 Child Development

10. EDUC 5270 Instructional Techniques for the Elementary and Middle School Classroom
11. Elective Course – Elementary Specialization
12. EDUC 5420 Adolescent Development
13. EDUC 5280 Instructional Techniques for the Secondary School Classroom
14. Elective Course – Secondary Specialization
15. EDUC 5470 Research in Education
16. EDUC 5910 Capstone

Master of Education in Advanced Teaching Courses

Core Education Courses

Education in Context: History, Philosophy, and Sociology

This course will examine the role of education across time and in different places in the world, and the social and political influences that shaped the goals and structure of today's diverse educational systems. The contributions of classical and modern thinkers and their impact on contemporary education and on the role and function of the teacher will be explored. Analysis of globalization on education and the nature of differing educational systems and values will provide a context for reflecting on one's own philosophy of education.

Course Code: EDUC 5010
Prerequisites: None
Credits: 3

Learning Theory and Implications for Instruction

This course will examine the major theories and models for understanding how students learn. Attention will be given to the cognitive, affective, sensory/psychomotor, and sociological domains and implications for learning through differing modalities. Contributions of neuroscience to understanding child and adolescent research are explored, and structural barriers to learning such as stereotype threat are discussed. Students will gain insights into the interplay of learner characteristics, prior knowledge and

experiences, the medium of instruction, and cultural influences that construct learning environments, and understand that learning is contextual, with no single theory universally applying to every student in every situation.

Course Code: EDUC 5210
Prerequisites: None
Credits: 3

Curriculum Design and Instructional Decision Making

This course introduces the major curricular models and analyzes their design and development, implementation, and evaluation. The role of technology and disciplinary and interdisciplinary approaches are considered and teaching through inquiry and for conceptual understanding are explored. Strategies for planning, conducting and evaluating curricula are covered, and the practical problems teachers face in making curricular decisions are discussed. The course will also examine the influence of legislative, local and global socio-political forces, and the value systems of central stakeholders on planning and curriculum choices.

Course Code: EDUC 5220
Prerequisites: None
Credits: 3

Creating Positive Classroom Environments

This course will focus on the role of classroom organization and behavior management in developing positive teaching and learning environments. The impact of the physical environment, transitions, procedures, norms and expectations on managing behavior will be discussed. Developing communication and social skills and fostering a collaborative relationship between the teacher and students will be examined. Alternative approaches to managing routine and disruptive discipline problems while also creating learning spaces where students are willing to take risks and learn from mistakes will be considered.

Course Code: EDUC 5240
Prerequisites: None
Credits: 3

Assessment and Evaluation

This course will consider formal and informal classroom assessments and their use for guiding curricular decisions, differentiating instruction, fostering student achievement, and improving teacher

performance. The nature and purpose of different types of assessment (e.g., classroom, diagnostic, placement, problem-solving, formative, and summative) will be discussed. Test construction and designing teacher-made assessments that are authentic and non-discriminatory are addressed, along with the importance of fair, consistent and transparent grading practices; developing and using rubrics and checklists; and providing useful student feedback. Implications of on-screen testing and the use of e-assessments for creating authentic and media-rich assessment tasks will be discussed.

Course Code: EDUC 5440
Prerequisites: None
Credits: 3

Understanding Barriers to Learning

This course will consider the myriad of ways in which students in a single classroom can differ and how it can impede learning. The characteristics and implications of physical and sensory disabilities and health impairments; cognitive, emotional and psychological differences; and racial/ethnic, gender, cultural, socio-economic and linguistic variability will be discussed. External and internal forces driving instructional adaptation and their implications for teachers will be covered.

Course Code: EDUC 5710
Prerequisites: None
Credits: 3

Teaching for Diverse and Inclusive Classrooms

This course will focus on creating an equitable learning environment that sensitively approaches differences and embraces inclusive practices. Emphasis will be on considering decisions about curriculum, instructional materials, learning activities, and student groupings in the multicultural, multilingual classroom. The use of adaptive technology, learning analytics and personalized learning, and compensatory and remedial methods to support students with academic and/or behavioral difficulties will be discussed, and frameworks for facilitating inclusive education and teaching for variability, such as Universal Design for Learning, will be covered.

Course Code: EDUC 5711
Prerequisites: EDUC 5710
Credits: 3

Living and Learning Globally

This course will focus on exploring the global competence that students need to need to thrive in today's increasingly interconnected and rapidly changing world. It will focus on creating learning environments and opportunities that value the world as the broadest context for learning, ensuring that students are

exposed to real world questions and concerns both within and beyond their local contexts. There will be consideration of ways that teachers can foster student awareness of and engagement with global issues, develop open-mindedness to the perspectives of others, and encourage reflection on their role as active and engaged global citizens. There will also be discussion of how language acquisition and multilingualism can provide particularly rich opportunities for the development of intercultural understanding and of an appreciation of different languages, cultures and worldviews.

Course Code: EDUC 5810
Prerequisites: EDUC 5710
Credits: 3

Elementary Specialization

Child Development (Specialization Core)

This course will consider child development, in particular the K-8 school-aged population, from the biological/physical, cognitive, emotional, and social perspectives and their interrelatedness in children from birth to early adolescence. Major theories of development and factors that enhance growth and development will be compared and evaluated, with special emphasis on implications for educational practice. The interconnected worlds that children inhabit in school, at home and in the broader community will be examined.

Course Code: EDUC 5410
Prerequisites: None
Credits: 3

Instructional Techniques for the Elementary and Middle School Classroom
(Specialization Core) (Identity Verification Course)

This course will focus on building a repertoire of developmentally appropriate pedagogical strategies that support student learning and acknowledge the diversity of students' prior knowledge. Relevant approaches and strategies that support and facilitate students' efforts to engage in inquiry-based learning, actively construct meaning from the world around them, and build connections between previous learning and currently learning will be emphasized. Delivery of intellectually challenging and inclusive instruction in elementary and middle school with special attention to the development of conceptual understanding and skills is highlighted. When and how to employ teacher-led/whole group activities, small/cooperative learning groups, independent learning, and the role of technology will also be covered.

Course Code: EDUC 5270
Prerequisites: None
Credits: 3

*Advanced Practices for Teaching Elementary and Middle School Literacy
(Specialization Elective)*

This course covers the cognitive foundations and curricular implications for the teaching of reading and language arts in elementary grades with an emphasis on understanding the theoretical and research bases for classroom practice. The theory and practice of writing and its development are explored, and the racial, social, cultural, and linguistic implications for the development of literacy are examined. The specific genres of children's literature are discussed, and the increasing role of technology in mediating literacy is considered.

Course Code: EDUC 5271
Prerequisites: EDUC 5270

Credits: 3

*Advanced Practices for Teaching the STEM Fields at the Elementary and Middle School Levels
(Specialization Elective)*

This course focuses on the mathematical and scientific concepts taught in the elementary and middle school, with an emphasis on research on the teaching and learning of mathematics and the theoretical and empirical foundations of the teaching and learning of science. Attention will be given to how students acquire mathematical understandings and to how different groups experience mathematics instruction. Methods for teaching the scientific method, doing laboratory work as inquiry-based learning, and exploring the relationship of science, technology and society will be discussed. Use of technology in teaching discrete areas of science (life, physical, earth) as well as in an integrated science approach will be covered.

Course Code: EDUC 5272
Prerequisites: EDUC 5270
Credits: 3

Secondary Specialization

Adolescent Development *(Specialization Core)*

This course will consider adolescent development from biological/physical, psychological, emotional, cognitive and social perspectives, and provide insights into the rapid changes that occur during the adolescent period. Topics include adolescent thinking and brain development, social-emotional and

moral development, gender and sexual identity, and ethnic, racial, and cultural identity. These are explored from a cross-cultural perspective and provide insights into differences seen in school settings. The multiple worlds that adolescents inhabit, and the influence and importance of peers, friendships and social media are examined. The role of non-cognitive skills in school success and the fostering of academic identity are discussed.

Course Code: EDUC 5420
Prerequisites: None
Credits: 3

Instructional Techniques for the Secondary School Classroom
(Specialization Core) (Identity Verification Course)

This course will examine the intersection of curricular relevance, teaching style, and instructional techniques on academic attitudes and learning in the secondary school classroom. When and how to employ teacher-led/whole-group activities, small/cooperative learning groups, and independent learning will be covered, along with the role of technology, particularly as it relates to concept of active learning. It will focus on collaborative, inquiry-based, student-centered teaching and project-based learning, with students actively involved in their own knowledge acquisition.

Course Code: EDUC 5280
Prerequisites: None
Credits: 3

Advanced Practices for Teaching Literature and Writing at the Secondary Level (Specialization Elective)

This course will explore adolescent literature and the variety of formats in which it exists. Attention will be given to writing across the curriculum and teaching students to write for various subject areas. How students comprehend content material and socio-cultural influences on reading, reading/writing relationships, and assessment of content reading will be addressed. Ways to teach students to critically read and create media will be discussed. Research on writing and its implications for methods of teaching writing and responding to and evaluating student writing will be explored.

Course Code: EDUC 5281
Prerequisites: EDUC 5280
Credits: 3

This course will review current research in STEM education. Emphasis will be on the methods for teaching computer programming and the use of technology in the teaching of science, mathematics and pre-collegiate engineering.

Course Code: EDUC 5282
Prerequisites: EDUC 5280
Credits: 3

Capstone (All M.Ed. Students)

Research in Education

This course is the first in the capstone series. It will focus on models of practitioner research and modes of inquiry appropriate to applied research and will provide insights into the uses and limitations of these approaches and tools. Human subject rules and regulations and the ethics of school-based research will be discussed. Students will identify a topic for investigation and develop an applied research proposal. The proposal will frame the question, discuss the rationale for the question, include a review of the literature on the topic, and describe the planned data collection and analysis activities.

Course Code: EDUC 5470
 Prerequisites: This is to be taken the term before EDUC 5910
Credits: 3

Applied Professional Inquiry (Identity Verification Course)

During their last term of study, students conduct the planned data collection and analysis activities contained in their applied research proposal and prepare a written report that describes and interprets the results of their research. Implications for new instructional practices and further professional development are considered. Students also present their Research and Practice Portfolio demonstrating evidence of development and growth over the course of the program. Please note that students will be required to receive a grade of B or higher to pass this course and will only be allowed one repeat if not attained.

Course Code: EDUC 5910
Prerequisites: As this is the final course in the M.Ed. all required courses must be completed before taking this and no other courses can be taken concurrently; Final Term of Study
Credits: 3

In order to meet proficiency in the capstone experience, a student must earn at least a B- in the course. If a student fails to meet proficiency in their first attempt, they must meet with the Department Chair to develop a plan for successful completion.

Master of Science in Information Technology (MSIT)

The Master of Science in Information Technology (MSIT) offers students the skills to propel their careers in the field of information technology across almost every sector and business. The program is 100% online and structured to provide the student with competences that can be focused to suite each student's desired specialties in today's leading domains of artificial intelligence, machine learning, networking, security, and web technologies. A unique facet of the programming also includes three required electives from the Master's in Business Administration to ensure that graduates leave the program with a solid foundation in key business areas such as accounting, marketing, organizational behavior, and ethics.

The program brings together people from all parts of the globe, socioeconomic strata, and cultural and social backgrounds, creating a student body that mirrors today's diverse society. The Master's in Information Technology student will study with highly motivated peers from around the world, sharing a desire for a quality education that will prepare them for leadership roles in any information technology setting.

A total of 36 credit hours are required to complete the University of the People's MSIT degree. Students must complete a minimum of 12 courses. Each course is 9 weeks in length, and students earn 3 credits per course.

Program Learning Outcomes

- PLO 1: Students will be able to apply the principles of information technology, computer science, business administration, and other disciplines to the analysis of complex computing problems.
- PLO 2: Students will be able to design and evaluate solutions to complex computing problems using industry-recognized best practices and standards.
- PLO 3: Students will be able to analyze user needs in the development and implementation of computing-based solutions.
- PLO4: Students will be able to assess the ethical considerations in the development, implementation, evaluation, and management of IT systems.
- PLO 5: Students will be able to construct clear, well-organized arguments supported by credible research-based evidence.

The Curriculum

The UoPeople MSIT is 100% online and is structured around four curricular components: Core Courses, Required Business Electives, Core Electives, and Program Electives. The four components are described below.

Core Courses

The Core consists of three courses covering the fundamentals of databases, operating systems, and algorithms. These courses provide the academic disciplines from which the student can build their skills and knowledge with any required, core elective and program elective courses that can define the degree's focus.

- MSIT 5210   Databases
- MSIT 5212   Operating Systems
- MSIT 5214   Algorithms
- MSIT 5216   Programming Languages
- MSIT 5226   Foundations of Machine Learning
- MSIT 5240   Foundations of AI
- MSIT 5250   Foundations of Software Engineering
- MSIT 5260   Foundations of HCI (Identity Verification Course)
- MSIT 5270   Foundations of Cybersecurity

Business Core Classes

Realizing the commonality of business acumen in the information technology field, the MSIT degree provides students with a unique program that ensures a solid foundation through a set of carefully curated Master's in Business Administration program course offerings.

- BUS 5113   Organizational Theory and Behavior
- BUS 5115   Business Law, Ethics and Social Responsibility (Identity Verification Course)
- BUS 5611   Managing Projects and Programs

Required Capstone

- MSIT 5910 Capstone (Identity Verification Course)

Capstone

MSIT 5910 Capstone (Identity Verification Course)

This course is completed as the final required course in the MSIT program. It offers students the opportunity to apply the knowledge and research skills gained in their coursework to an applied system design project which demonstrates attainment of all program outcomes. The Capstone Project also requires incorporation of business-oriented concepts learned from the program's required Business Administration elective courses in the systems design process. As part of this course students will also present their project (live or via recorded video) to their Course Instructor.

In order to meet proficiency in the capstone experience, a student must earn at least a B- in the course. If a student fails to meet proficiency in their first attempt, they must meet with the Department Chair to develop a plan for successful completion.

Learning Pathway

The learning pathway for your program has been curated to create the best learning experience for each student. For the most effective way to learn, courses need to be taken in the right sequence; lower-level courses prepare students with the foundational knowledge they need for higher level courses. This allows students to learn in order to better achieve the program and institutional learning outcomes.

Each student's learning pathway is customized based on the courses the student has already taken and the degree requirements at the time of enrollment. For this reason, your path may differ from another student's path. However, here is an example of a sequence a student with no previous classes or transfer credits may take through the Master of Science in Information Technology program:

1. BUS 5113 Organizational Theory and Behavior
2. MSIT 5210 Databases
3. MSIT 5212 Operating Systems
4. MSIT 5214 Algorithms

5. MSIT 5216 Programming Languages
6. BUS 5115 Business Law, Ethics and Social Responsibility
7. MSIT 5226 Foundations of Machine Learning
8. MSIT 5250 Foundations of Software Engineering
9. BUS 5611 Managing Projects and Programs
10. MSIT 5260 Foundations of HCI
11. MSIT 5270 Foundations of Cybersecurity
12. MSIT 5910 Capstone

Core Education Courses

Databases

Developing and managing efficient and effective database applications requires understanding the fundamentals of database management systems, techniques for the design of databases, and database administration principles. This course will emphasize database concepts, developments, use, and management in three main areas: database concepts, practice, and emerging trends. Relational database systems are the focus, but other types, including object-oriented databases, are studied. The practical design of databases and developing database applications using modern software tools will be emphasized.

Course Code: MSIT 5210
Prerequisites: None
Credits: 3

Operating Systems

This course covers the core concepts of modern operating systems. In this course, we'll discuss the basic structure of the operating system which is based on three key ideas: virtualization, concurrency, and persistence. Through these three key ideas, we'll see how an operating system controls the execution of user programs, attached devices and acts as an interface between computer users and the hardware.

Course Code: MSIT 5212
Prerequisites: None
Credits: 3

Algorithms

This course is an introduction to design of computer algorithms and the analysis of sophisticated algorithms. Students learn how to analyze the asymptotic performance of algorithms, and gain familiarity with major algorithms and data structures. They also apply important algorithmic design paradigms and methods of analysis, in addition to synthesizing efficient algorithms in common software engineering design situations. Students will use Python or Java programming language to implement and analyze algorithms to evaluate efficiency.

Course Code: MSIT 5214
Prerequisites: None
Credits: 3

Organizational Theory and Behavior

This course is designed to expose the student to the fundamental principles with which to understand human behavior inside public organizations. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context. This course investigates individual and interpersonal behavior in organizations, including personality, decision-making, personal perceptions, teamwork, conflict, leadership, power, ethics and influence. In addition, this course seeks to analyze organizational-level factors affecting behavior, including change management, internal reward systems, culture, and organizational communication.

Course Code: BUS 5113
Prerequisites: None
Credits: 3

Business Law, Ethics and Social Responsibility (Identity Verification Course)

Leaders and managers are accountable to shareholders, they are economically, financially, and legally responsible for what happens with their organizations. Ethical and social responsibility is similarly ascribed to those in charge. The course covers how an organization's values and actions affect internal and external constituencies. It introduces reasons to promote responsible behavior on the part of organizations, and their employees. Students study real-world dilemmas and gain experience analyzing competing positive values, choosing among fully legal options, and navigating the grey area that frequently surrounds key management decisions. Studying classical cases of business failures will alert

students to the ethical steps needed to protect young ventures and the consequences of failing to act ethically in the ongoing conduct of commerce.

This course is required for all MSIT students.

Course Code: BUS 5115
Prerequisites: None
Credits: 3

Managing Projects and Programs

Project management enables organizations to optimize the use of scarce resources to accomplish strategic goals within a fixed timeframe. The course covers the tools and methods available to manage large and small projects and programs from inception to completion. The life cycle of projects and the relationship of people and resources at various project stages is discussed and students are introduced to the principles and practices for contracting and procurement and the role of the project manager in these processes. They utilize this knowledge to develop a project plan that includes needs assessment, articulating rationales, specifying steps and processes, identifying resource needs, assigning roles and responsibilities, predicting costs and timelines, developing controls and pursuing risk mitigation, and articulating methods to monitor and evaluate effectiveness and fit to identified need.

Course Code: BUS 5611
Prerequisites: BUS 5110, BUS 5112, and BUS 5113
Credits: 3

Programming Languages

There is tremendous diversity when it comes to computer languages. New languages are created to solve new computing problems. This course covers the basic concepts and design tradeoffs of programming languages. We will examine the different types of languages, their properties, and their uses. We will also look at the history of programming and how computer languages operate to interact with computers and manipulate data.

Course Code: MSIT 5216
Prerequisites: None
Credits: 3

Advanced Databases

Students are provided with the theoretical knowledge and practical skills in advanced topics in database systems, data marts, and data warehouses. The specific topics covered include indexing methods, query processing and optimization strategies for relational database systems, Object Relational Mapping and Object Database design, distributed database systems, data mining on large databases.

Course Code: MSIT 5220
Prerequisites: None
Credits: 3

Advanced Algorithms

The need for efficient algorithms arises in nearly every area of computer science. But the type of problem to be solved, the notion of what algorithms are "efficient,' and even the model of computation can vary widely from area to area. In this second class in algorithms, we will survey many of the techniques that apply broadly in the design of efficient algorithms and study their application in a wide range of application domains and computational models.

Course Code: MSIT 5224
Prerequisites: None
Credits: 3

Foundations of Machine Learning

This course covers the theory and practical algorithms for machine learning from a variety of perspectives and will introduce the fundamental concepts that enable computers to learn from experience. An emphasis will be placed on the practical application to real problems. Topics include classification, clustering, dimension reduction, support vector machines, learning theory, online algorithms, and classical methods such as linear regression and reinforcement learning. This course will also offer a mathematical and practical perspective on artificial neural networks and will investigate the optimization and regularization techniques.

Course Code: MSIT 5226
Prerequisites: None
Credits: 3

Foundations of Networking

In this course students learn the fundamentals of electronic communications and networking. The course centers on seven key elements of networking:
1. Wire and Wireless Communications
2. OSI model
3. TCP/IP
4. Switching
5. Routing
6. Wireless Access Points
7. Application and Network Security

Course Code: MSIT 5228
Prerequisites: None
Credits: 3

Foundations of WWW Technologies

This course teaches the fundamentals of the World-Wide Web (W3) global information system, its protocols, and data formats, and how it is used in practice. Students will learn issues related to peer-to-peer information exchange and the basic W3 model of hypertext and search indexes. Topics also include the protocols used by W3, Simple Search and Retrieval Protocol (HTTP), and Standard Generalized Markup Language (SGML) document encoding. The course also teaches the concepts and applications of front end and back-end development, including the basic medias formats for audio and video.

Course Code: MSIT 5230
Prerequisites: None
Credits: 3

Foundations of AI

The course introduces the student to the principles and methods used to solve Artificial Intelligence (AI) challenges, with a particular attention to knowledge-based systems, computational logic approaches, smart city applications, industrial and automation scenario. In particular, the Python programming language is used as a tool for implementing Artificial Intelligence systems. Some hints on neural networks and machine learning will be presented. Moreover, the current and future trends in Artificial Intelligence are explored.

Course Code: MSIT 5240
Prerequisites: None
Credits: 3

Foundations of Software Engineering

Foundation of Software Engineering course is designed to prepare graduates for careers that involve the development, design, testing, maintenance, and documentation of various software products. This gives in-depth coverage of the areas of software engineering that are essential for becoming proficient in the field. Software engineering career-track jobs include- software architect, software engineer, quality assurance or QA engineer, CRM project manager, security engineer, front-end engineer, back-end engineer, full-stack engineer, and mobile developer. Graduates will be educated in the foundations of software engineering, as well as the business impact of potential solutions to software engineering problems. By the end of the course, students will be able to apply fundamental software engineering concepts to real-world scenarios through projects and assignments.

Course Code: MSIT 5250
Prerequisites: None
Credits: 3

Foundations of HCI (Identity Verification Course)

Human-Computer Interaction (HCI) focuses on the theories, and technologies that establish and understanding of the complexity and relationship between humans and computing systems. The course includes the human-computer interface in the design and development of technologies, using cognitive and social characteristics of people, as well limitations that affects design and implementation decision making.

This course is required for all MSIT students.

Course Code: MSIT 5260
Prerequisites: None
Credits: 3

Foundations of Cybersecurity

The fundamentals of cyber security are introduced in this course. Students will learn to identify attack phases, understand threats and motivations. The course will also introduce student to the tools, resources, and techniques used in cyber-attacks and the techniques for mitigating threats.

Course Code: MSIT 5270
Prerequisites: None
Credits: 3

Capstone (Identity Verification Course)

This course is completed as the final required course in the MSIT program. It offers students the opportunity to apply the knowledge and research skills gained in their coursework to an applied system design project which demonstrates attainment of all program outcomes. The Capstone Project also requires incorporation of business-oriented concepts learned from the program's required Business Administration elective courses in the systems design process. As part of this course students will also present their project (live or via recorded video) to their Course Instructor.

Course Code MSIT 5910
Prerequisites: As this is the final course in the MSIT program, all Core and elective courses must be completed before taking this course.
Credit: 3

CHAPTER 7: UoPEOPLE'S STUDY PROCESS

University of the People provides an asynchronous learning environment where students and faculty from all over the world can interact at any time, across different time zones, 24/7. Through the LMS platform, students complete readings, engage with faculty and peers, provide feedback, submit assignments, and receive grades and guidance from faculty.

The University's Office of Institutional Research and Planning builds procedures for course evaluation and assessment and students are invited to anonymously complete course evaluations at the end of each term, and on occasion are also asked to participate in other surveys. Findings from these evaluations and surveys are used to improve student learning and overall experience.

The Study Process and Student Responsibilities

All learning takes place online, and students are expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses toquestions and comments posted by Course Instructors and other students. Students are encouraged toseek clarification and assistance from other students as well as their Course Instructors to enhance the learning experience in each course.

New Student Orientation – UoPeople Graduate Preview UNIV 0001

The University's required new student orientation program, UNIV 0001, introduces new students to UoPeople's Campus "Moodle" as well as to the opportunities, responsibilities, and resources that exist for all students at the University.

Orientation is set up as a mini-course, and helps students to gain an understanding of UoPeople's academic setting and study process.

Completion of Orientation is required. If Orientation is not completed prior to the cutoff, enrollment is deferred to the next term and will continue to be deferred (for no more than 5 terms (1 year)) until completion.

The Term Schedule

Courses take place over a nine-week term in Moodle. Each term has eight weekly learning units and a four-day period for submission of end of term final projects. Students are advised to check their course syllabus and the UoPeople Academic Calendar for important deadlines at the end of the term.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week. There are no specific times when a student must be logged on to study, nor are students obligated to attend a course session at any specific time during the study week.

The Learning Week starts at midnight between Wednesday and Thursday [more precisely, on Thursday at 12:05 am UoPeople Time (GMT-5 time zone)] and ends on the following Wednesday at 11:55pm UoPeople Time (GMT-5 time zone). The weekly study units are made available one week at a time at the start of the new Learning Week and students always have access to the completed units. Note that all reference to time in the study process and schedule is according to University of the People Time (GMT- 5 time zone).

COMPONENTS OF THE STUDY PROCESS

Graduate students begin by reviewing the Learning Guide which lists the requirements for the Learning Week. All texts, readings, cases and other supplemental materials are provided within the course itself with emphasis placed on teamwork and project-centered learning. Courses are taught in small class sections that foster a close sense of community; students work in teams to complete projects, write papers, analyze and document case studies, and prepare class presentations.

Successful course completion depends on following the instructions and guidelines provided in each course syllabus. At the start of each term, students should read the syllabi and learning guides very carefully to fully understand the components and requirements of each of the courses in which they are enrolled. Course requirements include weekly readings, participation, peer assessment tasks, discussion forum responses, written assignments, portfolio and group activities, cases studies and final projects, and quizzes.

THE LEARNING GUIDE

The Learning Guide shapes the learning experience for the entire week by providing a framework for directing students through the study material and tasks, including instructions on how to approach the weekly tasks.

PARTICIPATION

Research has shown that student participation is directly related to course success. In order to ensure a rich learning experience, students must take an active approach to their studies by being present and involved.

COURSE ATTENDANCE

Attendance is measured and recorded from posted responses to weekly Discussion Forum questions, participation in the peer assessment process; and submission of weekly assignments, case studies and final projects.

COURSE FORUM

Students discuss course material and raise issues and questions related to a course in the Course Forum. The Course Forum is regularly monitored by Course Instructors. Participation is not required, but highly recommended.

READING ASSIGNMENTS

UoPeople courses use Open Educational Resources (OER) and other materials specifically donated to the University with permission for free educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. All required textbooks can be readily accessed inside each course, although there may be additional required/recommended readings, supplemental materials, or other resources and websites which students can also access at no cost.

PEER-TO-PEER LEARNING AND ASSESSMENT

Peer-to-peer learning, a hallmark of the UoPeople program, is central to the learning process at UoPeople. In critiquing the work of peers, students consolidate their own knowledge and skills even as they are contributing to the growth and learning experience of others. Students whose work is being discussed have the benefit of input from

multiple sources, which extends their understanding of the concepts. It also fosters deeper learning on the part of the students doing the assessing because they must first consolidate their own level of knowledge and skill before they can do an assessment. Assessing the work of others also helps to develop higher order thinking, communication, and evaluation skills. Students are taught about the evaluation process and, as they progress through their studies, learn how to assess the work of their fellow students with increasing insight and precision.

During the Learning Week following the submission of an assignment, students are given anonymous assignments from other students in the classroom for peer assessment. A student's final grade is determined both by the work that he or she submits and by the quality of his or her peer assessments. Giving unjustifiably poor or exaggeratedly positive reviews of the work of others brings down a student's grade as it is a sign that the student has not learned to evaluate the material properly according to the criteria. Students must therefore correctly apply the assessment elements set forth in the rubrics established for a given assignment.

Peer assessment is under the supervision of Course Instructors who monitor peer reviews for anomalies. Because the student's assignment is assessed three times, Course Instructors identify discrepancies in grading when monitoring the scores of the assessments and may adjust the scoring, as appropriate, or override and re-grade a student's work where necessary.

DISCUSSION ASSIGNMENTS

Most units require students to complete a Discussion Assignment by posting a well-formed response to the Discussion Assignment in the Discussion Forum. Students must participate in the discussion by responding to at least three of their peers' postings in the Discussion Forum by rating their submissions and providing substantive written feedback. Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end. Failure to participate in the Discussion Assignment and/or participate in the Discussion Forum may result in failure of the course.

WRITTEN ASSIGNMENTS

Most units require students to complete a written assignment. Assignments can vary in type including but not limited to short papers, research-based papers, and case studies. Students first submit their assignments by the required deadline and then assess three classmates' assignments according to the instructions provided in the Learning Guide. Students are expected to provide details in the feedback section of the corresponding assignment's Peer Assessment Form with an explanation for the rationale of the grade awarded. Failure to submit assignments and/or peer-assessments may result in failure of the course.

PORTFOLIO ACTIVITIES

Portfolio Activities are tools for self-reflection and evaluation within the context of the course. Designed as a way for students to document and reflect upon their learning process and critical thinking skills, Portfolio Activities encourage students to draw upon their life experiences and what they've learned in other courses to showcase their overall growth in developing and sharpening their professional goals.

GROUP ACTIVITIES

Most courses require students to complete work as part of a small group, giving students the opportunity to engage in projects while working on teams. Group work is an important component of graduate level coursework and allows students to gain a more thorough understanding of the topics covered in a course with their fellow classmates. Unless otherwise noted, students are randomly assigned to groups and are expected to work with their teammates throughout the term.

LATE WORK

Late work is not permitted at UoPeople unless there is an exceptional personal circumstance/illness (clear, documented proof is required), or a systemic Moodle site technical error. Documented proof of an exceptional, extended systemic city/region-wide power outage is required to be considered for late work to be considered. Extensions are not guaranteed for students experiencing random power outages or lapses in computer/Internet access prior to assignment deadlines.

Students are strongly encouraged to submit their work as early as possible to avoid such unfortunate circumstances.

ACCESS TO PREVIOUS COURSEWORK

Students should be aware that University of the People provide limited access to previous courses, including students' own contributions to their courses. This access is limited to the current and previous term. Note this access may be removed at any time at the University's discretion.

Students are advised to save all of their work on their computers in case they want to access it at a later date. To request access to a course syllabus for a course they have completed, students may contact the Office of Academic Affairs at academic.affairs@uopeople.edu.

All UoPeople course readings are available to enrolled UoPeople students in the Online Syllabi Repository (OSR) on the Moodle homepage. The repository may assist students in preparing for a prospective course or referencing and reviewing course materials after completing a course.

CHAPTER 8: COURSE SELECTION AND SCHEDULING

Course-Numbering System

The first digit of the course numbers indicates the level of the course. Levels are indicated as follows:

0	Courses below the 1000-level are preparatory in nature and may not be credited toward a UoPeople degree
1 and 2	Undergraduate course, lower division
3 and 4	Undergraduate course, upper division
5	Graduate course, graduate division

A given UoPeople course may not be offered every term; available courses can be seen in the Self-Services Portal during registration periods.

Registration

University of the People opens course registration for students over a 3-week period every term. Course registration dates can be found on the University of the People Academic Calendar on our website and at the beginning of this catalog. Registration for courses is available on a first-come, first-served basis.

Apart from a student's first term at UoPeople, students themselves register for their courses using the online course registration system, and registration must be completed by the dates listed in the Academic Calendar. For further information regarding registration, please contact student.services@uopeople.edu.

Course Registration at UoPeople takes place in the Self-Services Portal at:
https://students.uopeople.edu/login.aspx

Registration Guidelines

Graduate Students may enroll in up to 4 courses per term. The following registration restrictions apply to both Foundations Graduate students and Degree Graduate students:

- Graduate Students who maintain a Cumulative Grade Point Average (CGPA) of ≥ 3.75 may register for up to four (4) courses per term.
- Graduate students who maintain a Cumulative Grade Point Average (CGPA) of ≥ 2.50 and ≤ 3.74 may register for up to two (2) courses per term.

- Graduate Students on Academic Warning and/or have a CGPA below 2.50 may only register and/or be enrolled in one (1) course per term.

Students whose CGPA falls at the end of a given term to below the minimum CGPA required to be enrolled in the allowed number of courses for the following term, will be required to cancel courses by the first day of the term. Those who fail to meet the requirement to reduce their course load according to the stated policy will be automatically removed from any excess courses by the Office of Student Services.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for additional courses for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of allowed courses.

Late Registration

A few days before each academic term begins, UoPeople opens a late registration period. Students should be aware that a limited number of courses are offered during late registration; therefore, students are discouraged from relying on the late registration period to register for courses.

Late Course Registration dates are listed on the Academic Calendar published above; registration takes place in the Self-Services Portal with the same guidelines and procedures as during the regular registration period.

Course Drops and Withdrawals

Students are responsible for managing their time at the University and balancing their studies with their other commitments outside of the University. After the term has begun, students may adjust their academic workload by dropping or withdrawing from a course by following the procedures outlined in this section.

Students who find that they are frequently dropping or withdrawing from courses are strongly encouraged to contact their personal Program Advisor and/or the Program Advising Office at advising@uopeople.edu.

Please note that the University seeks to process drops and withdrawals in a prompt manner. The removal of the student is valid from the moment of the request, regardless of when Moodle reflects the removal. Work in the class, before or after the drop or withdrawal request, will not count towards a final grade in the class.

Course Drop

A student may drop a course during the first week of the term without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect the grade point average (GPA).

Course drop requests must be sent from the Online Forms area in the Self-Services Portal. Students are advised to refer to the Academic Calendar to verify the last day to drop a course each term.

Course Withdrawal

Students may also formally withdraw from the course roster after the course drop period has passed but must do so within the first four weeks of the term. A course withdrawal differs from a course drop in that the course is listed on the student's official transcript. Withdrawing from a course does not assume withdrawal from the University.

The following consequences apply to a student who withdraws from a course within the first four weeks of the term:

- The student receives a grade of "W" for the course.
- The grade of "W" appears on the student's transcript.
- The grade of "W" does not affect the student's term or cumulative grade point averages.

Course withdrawal requests must be sent from the Online Forms area in the Self-Services Portal. Students are advised to refer to the Academic Calendar to verify the last day to withdraw from a course without penalty.

Petition for Late Withdrawal

Students are responsible for completing the required work in all courses in which they are still enrolled after the withdrawal deadline. Only the most serious circumstances warrant withdrawing from a course after the last day of the withdrawal deadline listed in the Academic Calendar above. However, in the event of a documented emergency after the Course Withdrawal deadline, students may petition the Department Chair for a late withdrawal.

Late withdrawals are rarely granted by the University. Students should understand that petitioning for a late withdrawal indicates that a non-academic, extraordinary event (like a serious illness or a severe personal disruption, but not including internet problems) occurred after the course withdrawal deadline (during the last five weeks of the term) to make completion of a course or courses very difficult if not impossible. Evidence that the student's academic performance has been satisfactory up until to the point

of the disruptive event will be an important consideration in the deliberations of the Student Affairs Committee.

To petition, students must first contact their personal Program Advisor to discuss the circumstances requiring a late withdrawal. Afterwards, students choosing to continue with the process of applying for a late withdrawal, are required to submit all supporting documentation with the late withdrawal request to the Office of Student Services no later than the last day of a term.

Late petitions will be considered by the Department Chair only in the case of extraordinary circumstances. In the event that a late withdrawal petition is approved, a grade of "W" will be issued for the course(s) andwill be reflected on the student's transcript. Administrative Course Withdrawal

Students who do not participate in a course by the end of the 4th week of the term, or who may have participated minimally but earned no credit for any graded assessments, may be subject to an Administrative Withdrawal from the course.

Students who are administratively withdrawn from a course receive a grade of "W" for the course; the "W" appears on the student's transcript, but the grade of "W" does not affect the student's GPA.

Course Repeats

In addition to maintaining a minimum CGPA or 2.50 or better, all core courses where graduate students earn a C- grade (0.00) or lower must be repeated. All elective courses where students earn a C- grade (0.00) or lower must be repeated or replaced by another elective course.

All grades for repeated courses appear on the transcript, but only the highest grade earned is counted in the CGPA. The University, however, may deny a student's request to repeat a course.

Any course that has been repeated or retaken (including those that were previously withdrawn) will include an 'R' to indicate the repeat of the course on the student's transcript.

CHAPTER 9: GRADE NOTATIONS AND POLICIES

Criteria for Awarding Grades

The University awards letter grades in recognition of academic performance in each course. Students are graded according to their individual performance in the course and not on a curve.

The grading criteria listed below are illustrative and subject to the specifications in a given course. These are described in each course syllabus. Criteria for awarding grades as described in the course syllabi may include, but are not limited to:

- Quality of assignments and peer assessments
- Participation in the Discussion Forums and the quality of the postings
- Performance on quizzes
- Excellence of projects, papers, analysis and documentation of case studies
- Quality of Portfolio Assignments
- Class Presentations and Group Work

The Grading System

At the end of each course, a letter grade will be given by the Course Instructor for the course, based on the student's performance.

- The minimum passing grade for a course is a C.
- Grades above F and below C will be recorded on the student's transcript with the letter grade but with a zero grade-point as they are not considered satisfactory performance.

The University has established the following graduate-level grading scale. All instructional personnel are expected to comply with this scale:

Grade	Grade Scale	Grade Points
A+	98-100	4. 00
A	93-97	4. 00
A-	90-92	3. 67
B+	88-89	3. 33

B	83-87	3. 0
B-	80-82	2. 67
C+	78-79	2. 33
C	73-77	2. 00
C-	70-72	0. 00
D+	68-69	0. 00
D	63-67	0. 00
D-	60-62	0. 00
F	Under 60*	0. 00
W	N/A	N/A

Summary of Transcript Notations

Withdrawal (W)

Withdrawal from a course within the withdrawal period is reflected on the student's official transcript; a withdrawal grade is not computed in GPA calculations.

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

All course credits where a letter grade is issued are factored into a student's term and cumulative GPA.

A student's grade-point average (GPA) is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three 3-credit courses and receives grades of A-, C+, and F, then the GPA for the term equals the total grade points (3.67*3) + (2.33*3) + (0*3) = 18 divided by the total course units (9). The resulting GPA is 2.00.

Students are required to be in good academic standing and must earn a cumulative grade point average of at least 2.50 in all coursework attempted at UoPeople and earn an overall grade point average of at least 2.00 in all courses taken in the major area of study in order to graduate from University of the People.

Grading Policies and Practices

The University ensures that students are issued grades in a timely fashion and that grades are determined in a manner that is accurate, fair, and consistently applied in accord with established standards. While the University aims to respond to student work product as efficiently as possible, certain assignments, projects, and other related assessments may take up to two weeks to be reviewed and/or graded by the UoPeople Faculty. Students should receive assignment grades for instructor-graded assignments in Units 1-7 within 7 days of the due date, while Unit 8 assignment grades should be received within 4 days of the due date. Instructor reviews of peer assessed work may take additional time due to the peer assessment period.

At the conclusion of each term of study, students may check their grades in their unofficial academic record in the Self-Services Portal. Since the unofficial academic record is a permanent record of a student's academic performance, including course selections, grades, and credits earned toward a degree, it must be correct at all times. Students who believe an error has been made on their academic records should be in contact with the Office of Academic Affairs at academic.affairs@uopeople.edu.

Students are encouraged to speak to their Course Instructors if they wish further clarification of their grades, would like to discuss their assessments, or are considering requesting a grade change. Students with further complaints regarding alleged unfair or improper grading at UoPeople and who are unable to reach a resolution with their Course Instructor may request a Grade Appeal form from their personal Program Advisor.

Incomplete Grades

An incomplete grade (I) is a temporary grade that may be given at the instructor's discretion, subject to approval by the Department Chair, to a student who needs additional time to complete class assignments due to extenuating circumstances. The grade "I" (Incomplete) is used when a student needs additional time (up to four weeks) beyond the end of the semester to complete course work or exams. To qualify for an Incomplete grade the student must:

- Provide documentation of the extenuating circumstances
- Have a solid attendance record
- Have completed approximately 75% or more of the work for the class
- Not be failing the class
- Have consulted with the instructor and have a viable plan to complete the coursework within the allotted four weeks. The request will contain a list of work products the learner must complete and submit to their instructor.

Assignments include but are not limited to papers, quizzes, tests, and projects. Assignments do not include discussion board responses or other work products that may not be completed independently.

Instructors are not authorized to extend the time for completion of course work without the Department Chair's approval. If the student believes an "I" is warranted, the student should contact their Program Advisor to initiate the process.

An "I" does not affect the GPA and is replaced by the final grade, which is submitted by the instructor after the student completes the remaining work.

1. If the "I" grade request is not received by the last day of the course, the learner will be graded based on the work that they submitted through the last day of the course.

2. The deadline for completing any remaining course work is four weeks from the end of the term.

3. The instructor will submit a Faculty Grade Change Request issuing a grade for any   work the learner submitted up until the deadline.

Grade Appeals

Students who believe they have been graded unfairly may appeal their final course grades. Students appealing a grade should note that the burden of proof in challenging a grade rest with the student. For a change in grade to be recommended, a student must make a compelling case that the grade originally given was unjustly or unfairly awarded.

1. To appeal a grade, students must contact their Course Instructor online within fourteen days of the last day of the term. This discussion is intended to provide the Course Instructor an opportunity to explain the basis for the grade and verify it, or to review and correct an error in grading.
2. Course Instructors who decide to change the student's grade must inform the Office of Academic Affairs and submit the corrected grade. The Course Instructor has the discretion to increase, decrease, or leave the student's final grade as is in response to a Grade Appeal. The Office of Student Services will update the student's academic record and recalculate the student's cumulative GPA accordingly.
3. If the student and the Course Instructor are unable to reach a resolution, the student may request a Grade Appeal form from their personal Program Advisor. The completed form must be submitted by the Program Advisor to the Office of Academic Affairs at academic.affairs@uopeople.edu no later than 30 days after the last day of the term. Late appeals will not be accepted.
4. Submitted Grade Appeals will be reviewed by the Office of Academic Affairs and processed by the Office of Student Services.
5. Grade Appeals are reviewed by the Academic Department, and students are informed in writing of the Department's decision by the Office of Student Services. Decisions rendered by the Department are final and binding. If students can show evidence that the grade is based on something other than academic reasoning, they should contact Student Services for further guidance on the Appeals Committee.

Notes on the Registration Process

The University of the People endeavors to fulfill all registration requests. In considering how many courses to take each term, students are reminded that they should carefully consider their other time commitments outside of the University when building their schedules, as each course requires a minimum of 15 hours of study per week; budgeting up to 17 hours a week per course is highly advisable.

CHAPTER 10: SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP)

The University of the People monitors students' academic performance to ensure satisfactory progress toward a degree. Graduate students must maintain a cumulative GPA of 2.50 or better in order to remain in good standing. Satisfactory Academic Progress (SAP) applies only to students in the Degree Program.

Satisfactory Academic Progress (SAP) is evaluated at the end of every term, and active students who earn a letter grade in a course, excluding "W," are notified in writing by the Office of Student Affairs of their academic standing within one month of every evaluation point. Students who withdraw from the institution during a term when they are issued a letter grade of A through F will receive a letter from the Office of Student Affairs verifying their final academic standing at the time of their withdrawal from UoPeople; this will remain on permanent file with the University.

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 Probation, Probation Continued, and Academic Suspension based on their academic performance and degree level, notwithstanding the Academic Standards. Additionally, if at any evaluation point it can be determined by the University that it is mathematically impossible for a student to meet a minimum cumulative GPA of 2.50 before graduating, students may be dismissed from the University.

Good Standing

Students maintaining a minimum CGPA of 2.50 are in good standing.

Academic Warning

Students who had been in good standing in the previous term and whose minimum cumulative GPA drops to below 2.50 at the end of the current term are placed on Academic Warning. Students on Academic Warning who meet or exceed a 2.50 cumulative GPA during the subsequent term return to good standing. Students on Academic Warning are encouraged to be in contact with their personal Program Advisor.

Academic Dismissal

Students who had been on Academic Warning in the previous term and whose minimum cumulative GPA continues to be below 2.50 at the end of the current term, are dismissed from the University.

Academic Dismissal is a permanent separation from the University and means a student may not enroll in any succeeding term unless given permission by the Student Affairs Committee pursuant to the appeals process.

Academic Dismissal Appeals

Dismissal appeals are available only for Graduate Students.

Students who have encountered unexpected or extenuating circumstances that significantly prevented them from completing their academic requirements are eligible to request reconsideration of the dismissal decision by submitting a written appeal to the Student Affairs Committee no later than thirty days from the dismissal notice. Students who do not request an appeal within the 30-day deadline forfeit their right to appeal.

The appeal should include a clear description of the basis of the appeal, students' reflections about their own academic difficulties at the University, and evidence of probable academic success if permitted to return to the University. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance. The appeal must include the student's action plan with a clear description of how they will overcome the difficulties moving forward.

All appeals should be submitted via the self-service portal. Once the appeal is submitted, a final decision about the appeal will be sent within six weeks of the submission of the appeal. Decisions rendered by the Committee are final and binding.

When an appeal is granted, the Office of Student Services <u>will process the student's reinstatement automatically</u>. Once this is complete, the student will be required to sign a contract for Improved Academic Performance with the Program Advising Office by the first day of the term of reinstatement or will not be permitted to return to their studies. Please note: once a student has successfully been re-enrolled after dismissal, any later academic dismissal from the University is final and cannot be appealed.

Dismissed students whose appeals are denied and who wish to return to their studies at UoPeople are required to apply Academic Renewal as a Degree Student after being out of residence from theUniversity for a minimum of five consecutive terms. Out of residence refers to the number of terms thata student has been inactive at the University— either unenrolled from the institution and/or enrolled atUoPeople without completing any course work in the intervening terms (that is, enrolled and inactive). For more information on Reinstatement, see 'Matriculation Policies' under Chapter 13 below.

CHAPTER 11: GRADUATION

All University students are subject to the graduation requirements outlined in the University Catalog in force in the term in which they matriculated their studies at the University of the People and must meet all requirements related to source and time for credit acquisition outlined in Chapter 5.

Graduation Process

1. Students utilize the Degree Audit Report in the Self-Services Portal to verify that they are on track for graduation.
2. After completing the Degree Audit Report, a Graduation Application in the Self-Services Portal will be enabled for students who have satisfied all the requirements for graduation.
3. Students may submit their Graduation Applications during the first four weeks of the term; those requests will be processed between the fifth and eighth weeks. Graduation Applications received after the fourth week of the term will be processed during the subsequent term.
4. The student's name on the Graduation Application must be identical to the way it appears in the University's student information system. Requests for a name change must be accompanied by legal documentation and sent to student.services@uopeople.edu.
5. Official transcripts and diplomas are sent by regular mail; students may request on the Graduation Application to have their documents sent by registered mail and will incur an extra fee.
6. Graduation documents will be automatically sent to the address the student enters on the Graduation Application.

All questions regarding the Graduation Process should be addressed to your personal Program Advisor.

Ordering Transcripts

Students who wish to receive an official transcript showing progress to date may submit this request via the Self Services Portal and pay the transcript processing fee. Once both the completed form and payment of the $15 USD transcript processing fee are received, an official copy of the student's transcript will be processed and sent within up to 21 business days.

One official University of the People transcript will be provided at no cost to the student upon completion of the degree program. Students who wish to receive additional copies of their transcript following graduation must pay a $15 USD transcript processing fee for each additional transcript.

Students who wish to have their official transcripts mailed to another institution must be sure to complete the third-party request section of the form. Each request to send an official transcript to another institution or organization must be accompanied by the $15 USD transcript processing fee.

Students who wish to receive a second copy of both the Diploma and official transcript must pay $25 USD.

Students may view their unofficial academic record in the Self-Services Portal.

UoPeople Alumni Services

UoPeople graduates are encouraged to keep in touch with Alumni Services at alumni@uopeople.edu.

CHAPTER 12: ACADEMIC POLICIES AND PROCEDURES

General Code of Conduct

University of the People has adopted a General Code of Conduct in order to maintain the quality of the learning experience and the cooperative standards of the University's educational mission. Students are required to follow the General Code of Conduct and act in accordance with it at all times, including complying with the requests of UoPeople officials acting within the scope of their employment responsibilities. All members of the University community are expected to engage in socially responsible behavior, upholding these principles in all areas of academic life, including electronic and other communications.

University of the People strongly values freedom of expression and encourages diverse viewpoints in an environment where every individual is treated with civility and respect. No member of the UoPeople community is permitted to behave in a way that may be perceived as harassing, offensive or hostile; all members are required to show students, instructional personnel, staff, volunteers, and administrators respect at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be tolerated and will be considered to be a violation of the General Code of Conduct and grounds for disciplinary action, which may include immediate removal from the course or dismissal from the University at large. Solicitation of course instructors, University personnel, alumni and/or other students for financial assistance or business enterprises are expressly prohibited.

Code of Academic Integrity

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

University of the People 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 at all times unless instructed to participate in group work as part of a course requirement.

Sources must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader. Plagiarism will not betolerated at any time; students are required to learn and be personally responsible for educating themselves about plagiarism and the appropriate forms of citation and referencing sources. The University may use third-party software or the like to verify assignments are free of plagiarism. Students who need assistance and/or have questions concerning use of outside resources or collaboration on assignments should contact their Course Instructors and/or review the materials in the Learning Resource Center for the Programs. Under no circumstances are students allowed to publicly share (for example on blogs, websites, social media, databases) their work completed at or for University of the People until two calendar years from the end of the student's final term of study. Students are also prohibited from publicly sharing the works or course materials of another student.

It is the students' responsibility for following these standards and for sharing a commitment to upholding these values in all academic pursuits. If these are not followed, Instructors have the authority to assign a zero to the assignment and deduct points, as they find appropriate.

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

- Plagiarism—the unintentional or intentional representation of the words or ideas of another as one's own work in any academic exercise. Fabrication—falsifying documents, changing or inventing data, citing sources not consulted, andmisrepresenting citations.
- Unauthorized Assistance—completion of an academic exercise or exam by someone other than the student, using or receiving copies of the work of someone who had previously taken the UoPeople course, or collaborating without acknowledging the collaboration. While collaboration is a key element to a positive University of the People learning experience, it is critical that students acknowledge any collaboration and its extent in all submitted course work.
- Misrepresentation—lying or misrepresenting a student's personal situation to a University member in an attempt to receive special circumstances, permissions, quiz and/or exam resets, or extensions.
- Collusion—assisting another student in committing an act of academic dishonesty, including providing information about or copies of one's own work from a course that had been previously taken at UoPeople or contacting students to request certain scores on peer graded assignments

All members of the academic community, including instructional personnel, students, and University administrators are expected to assist in maintaining the highest level of integrity and to report all incidents that violate academic honesty. Students encountering suspected cases of cheating should discreetly report the violator to their Course Instructor. Specifically, if academic misconduct is suspected

in a Discussion Forum posting or any other work product, students should contact their Course Instructor and should not assign the student a grade as part of the peer assessment process.

Disciplinary Process

All violations are reported by the Office of Academic Affairs to the Office of Student Services. Breaches of the Code of Academic Integrity and the General Code of Conduct are grounds for disciplinary action and are permanently noted in a student's academic record. All violations are cumulative and may accumulate throughout a student's studies at University of the People, regardless of which course the violations take place in. All Code of Conduct violations will be defined as severe violations (see below), unless the Office of Academic Affairs decides otherwise. Therefore, the process for a student's first three violations as described below will typically apply only to Code of Academic Integrity violations.

Violations are normally subject to the following sanctions by the University:

> First violation: Warning is issued by the course instructor, the student is issued a zero by the Office of Academic Affairs on the assignment, and a permanent note is added to the student's record.

> Second violation: Student is issued a zero on the assignment or exam in question. The student may also receive a failing grade in the course as determined by the Office of Academic Affairs.

> Third violation: Student is issued a failing grade in the course.

> Fourth violation and up will be treated as severe violations (see below).

Sanctions, however, may vary based on past disciplinary records, and the University retains the absolute discretion to determine the appropriate sanction to be imposed for any infraction, depending on the severity of the violation. Sanctions may also be cumulative; no sanction must necessarily be exhausted before another sanction is imposed.

In cases where an act of academic misconduct remains undiscovered until after credits have been issued or a degree is awarded, University of the People reserves the right to revoke any credits or degree based on new revelations about academic issues including, but not restricted to, admission credentials, coursework, research, theses, or other final projects.

In cases where a student is determined to have committed a severe violation:

> The Office of Academic Affairs may decide to suspend the student's access to University services such as Moodle and Viva Engage, even if such suspension affects the student's ability to complete his or her courses.

The student will be contacted by a University official to advise the student of his or her alleged violation and to describe the investigation and disciplinary process, including the possible sanctions that may be imposed. The student will be given seven calendar days within which to submit a written response to the Office of Student Services at student.services@uopeople.edu.

If a student does not respond to the allegations found against them the student forfeits the right to a decision by the Student Affairs Committee and may receive a failing grade in the course and be subject to dismissal from the University, depending on the severity of the violation as recommended by the Office of Academic Affairs.

However, if a response is submitted, his or her case is referred to the Student Affairs Committee. Following receipt of the student's written response, the Student Affairs Committee will conclude whether the student violated the General Code of Conduct or Code of Academic Integrity and, if so, will determine what disciplinary sanctions will be imposed on the student in respect to such violation.

Such sanctions may include censure and a warning to avoid future violations, immediate removal of the student from his or her course(s) that term, suspension from the University, or permanent dismissal from the University. The Office of Student Services will communicate with the student regarding the investigation and determinations of the Student Affairs Committee.

Please note that students may appeal the decisions to the Appeals Committee, who will decide only on whether the original procedure of the decision correctly adhered to University policies and procedures, not the outcome of the decision. Any appeal must be sent to the student's program advisor within 30 days of receiving the decision.

CHAPTER 13: STUDENT ACTIVITY, LEAVE OF ABSENCE, AND MATRICULATION POLICIES

It is the student's responsibility to inform the University of the People about his/her academic plans eachterm by either (1) registering for classes, (2) applying for a leave of absence (LOA), or (3) withdrawing from the University.

Inactivity

UoPeople allows students to be inactive for up to five (5) consecutive terms **but** not inactive for morefive (5) terms. Under special circumstances suchas military service, a student's inactivity may be extended for a maximum of five years. Please note thatin order to approve such a request, supporting documents must be sent.

Students must apply for a leave of absence when planning to be out of residence in an upcoming term. Out of residence refers to the number of terms that a student has been inactive at the University— eitherunenrolled from the institution and/or enrolled at UoPeople without completing any course work (enrolled but inactive).

Students requiring an extended period of inactivity at UoPeople may wish to consider withdrawingfrom the University.

Students are considered **inactive** during a term in the following instances:
- with an approved leave of absence (LOA)
- when dropping and/or withdrawing and/or being granted an administrative course withdrawalfrom all classes

The time granted for a student's inactivity will not count against the total time allowed to complete thedegree.

Leave of Absence (LOA)

Students not planning to register for classes during an upcoming term are required to request a leave of absence (LOA) via the Self-Services Portal (https://students.uopeople.edu/login.aspx) using the online form. Students have until one (1) week before the term begins to make this request.[14]

Students cannot apply for a leave of absence after the term begins, and do not need to apply for a leaveof absence if they drop and/or withdraw and/or are granted an administrative course withdrawal from all courses during a term; it will be counted as an inactive term for the student.

Students may be granted administrative leave if they did not register for courses nor did they apply for a leave of absence but they are still entitled to additional leaves under the inactive policy above.

Students are encouraged to learn and comply with all LOA procedures; failure to comply with the LOA policy is grounds for University administrative actions including administrative withdrawal from UoPeople.

Notes about a Leave of Absence

- Students must complete all requirements for Graduate programs of study in no more than 25terms of active enrollment after the student's initial matriculation in the graduate degree program
- Questions about applying for a LOA may be directed to a student's personal Program Advisor.
- Any approved leave of absence from the University will be revoked for students who aredismissed or suspended.
- Students granted a leave of absence while on Academic Probation, or Probation Continued willreturn to their studies with the same status.
- Students returning from an academic or disciplinary suspension are eligible to request a leaveof absence before returning to their studies.

Special note to Graduating Students on Applying for a LOA:

Before the end of the registration period during the term in which they will complete all requirementsfor the degree, students should apply for a LOA for the upcoming term and for each subsequent term until their degree is conferred by the University.

Matriculation Policies

Students who wish to withdraw from UoPeople must submit their request via the Self-Services Portal.Their request will be reviewed and processed by the Office of Student Services.

Students who have left the institution, and later seek to return to study, are required to re-apply for admission and to pay the Application Fee, and/or the Assessment Fees then in effect if they have been out of residence for more than 15 terms. Out of residence refers to the number of terms that a studenthas been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeoplewithout completing any course work in the intervening terms (that is, enrolled but inactive).

Administrative Withdrawals

Students will be administratively withdrawn from UoPeople if they fail to comply with University policiesand procedures. Students who fail to apply for a LOA and do not register for classes, and/or exceed themaximum number of inactive terms, either consecutively or in an academic year, will be administrativelywithdrawn from the University.

- Students who have been administratively withdrawn are required to submit a request for re- enrollment, reinstatement or academic renewal, depending on the number of consecutive terms that the student has been out of residence. The request should be submitted via the Self-Services Portal and will be reviewed by the office of Student Services.

- Students who are administratively withdrawn on more than two occasions will not be allowed to return to their studies for a minimum of five (5) terms. Requests to return from these students will be sent to the Student Affairs committee for a determination of whether or not to allow them to resume their studies.

Re-enrollment, Reinstatement, Academic Renewal Guidelines

Students who have interrupted their otherwise continuous enrollment at the University should refer to the re-enrollment portions of the chart below. Students who have been dismissed or out of residence for more than 5 terms should refer to the Re- instatement or Academic Renewal portions of the chart below.

Re-enrollment Process

Re-enrollment/Reinstatement and Academic Renewal Guidelines

At UoPeople, if a student stopped their studies and would like to return at a later date they can return via Re-enrollment/Reinstatement or Academic Renewal depending on the length of time they have been away. Students will need to pay any overdue fees before they can return. To begin the process of Re-enrollment/Reinstatement or Academic Renewal students simply need to re-apply in the UoPeople Portal. Take a look at the chart below for important information concerning Re-enrollment/Reinstatement and Academic Renewal.

	Time Away	Application Fee Required?	Important Details
Re-enrollment/Reinstatement	2 years or less (1 – 15 terms)	Not Required	• Students who were dismissed via Satisfactory Academic Progress (SAP) or did not meet Foundations Requirements must wait at least one year to return. Students who were dismissed due to suspension must wait their full suspension period before returning.

Academic Renewal	3 years or more (16+ terms)	$60 Academic Renewal Fee Required (not applicable for grants)	• Students will be placed in the most current version of their program. For example.) If a student was previously in our older program, English Foundations, they will now be in the current English as a Second Language (ESL) Undergraduate program. • Orientation will need to be re-taken if the student did not complete at least one course.

CHAPTER 14: TECHNOLOGY, LIBRARY, AND OTHER UNIVERSITY SERVICES AND OFFICES

University of the People encourages all accepted and prospective students to contact the relevant University office for any assistance and clarification of policies and procedures.

Technology

Viva Engage

The UoPeople Viva Engage Network was established to provide a virtual collaborative environment for UoPeople students, faculty, alumni, staff and volunteers from across the globe to connect and share meaningful information, questions, and ideas with one another. It is an opportunity to meet other students and members of the University community outside of the Moodle classroom.

Participation in Viva Engage is optional; those who join the UoPeople Viva Engage must agree to theTerms. All questions about Viva Engage should be sent to outreach@uopeople.edu.

Computing and Networking Services and Requirements

Although Moodle and Class Forums are not open to public access, students should note that these onlinespaces are neither private nor confidential. Neither students nor instructional personnel should assumeprivacy when communicating in the Virtual Learning Environment. The University may access and observe communications conducted in the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the General Code of Conduct, including investigating allegations of misconduct, suspected misconduct, or other complaints. Additionally, University of the People may provide limited access to learning resources to individuals other than students, alumni, instructional personnel, and staff.

Contact Information for Students

The primary form of official communication from University of the People is through e-mail. Students are required to main active e-mail addresses and are responsible for keeping their contact information

accurate and current. Students should note that the email address they used to apply to the University of the People is the one maintained by the Office of Student Services unless they have subsequently submitted a request to change it. Students wishing to change information should do this via the Self- Services Portal using the "Change Personal Information" form.

Students should note that any change of contact information on Moodle at http://my.uopeople.edu is not considered a formal change of contact information. Finally, to ensure receipt of important announcements from the University, students should check that spam filters are set to receive email from University of the People.

Computer Requirements

Students are required to have access to a computer with a reliable Internet connection in order tocomplete all requirements for a course.

Students must also have the ability to save documents and files. Typically, University of the People learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats.Therefore, students need to be able to open and save documents in these formats as well.

Although the latest version of IE, Safari, Opera, and Chrome can be used to access the UoPeopleOnline Learning Platform, the university recommends that students use the latest version of theMozilla Firefox browser (http://www.mozilla.org/en-US/firefox/new/). Please note that studentsusing mobile phones, especially older models, may have difficulty accessing and using the site.

The Adobe PDF Reader software is available for free at the following link: http://get.adobe.com/reader/

Microsoft Office is commercial software which is not available for free. If you do not already haveor are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) please use oneof the following free options:

- Download and install LibreOffice, a free and open-source office suite that is mostly MS Officecompatible (http://www.libreoffice.org/download/). When saving, please be sure to save your documents in MS Office format or PDF format, not the default Libre Office format. Thisis the preferred free option.
- Use an online office suite such as Office Online from Microsoft or Google Apps from Google to view and edit basic Word, PowerPoint, and Excel files in a web browser. To create an OfficeOnline account, please go to www.outlook.com or www.hotmail.com and createyour

account. To create a Google Apps account, please go to www.gmail.com and create your account. Note that whatever system students choose to use, all files shared with Course Instructors and classmates must be saved in either Microsoft-compatible formats or PDF format.

2. Other Software: Note that certain courses, for example computer science courses, may require the installation and use of other specialized software. This information will be listed in the relevant course syllabus.

Student Login Username and Password

Each student is assigned a designated username and password to log into the University of the People Online Learning Platform (Moodle) and courses. UoPeople students with technical issues related to Moodle should contact Moodle Support at support@uopeople.edu for assistance with login problems.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

Moodle Support

Moodle Support is available to registered students through email at support@uopeople.edu. In order to troubleshoot the problem, students are asked to include the following information in the e-mail:

1. Student ID number and the student's first and last names
2. The course number and the course name (example: BUS 1103 Microeconomics).
3. Provide a brief description about what happened when the error occurred.
4. Include any error messages received. Another option is for students to press the 'print screen' button (located on the upper right corner of most keyboards) and copy and paste the image into the body of the email.

Record the exact time (University of the People time) that the error occurred.

Learning Resource Center (LRC)

The LRC is an optional resource, not a course that students must complete. Free access is offered to all UoPeople students. Students can visit the LRC any time during their studies, although completion is not tracked and participation in the forums is optional. However, we strongly encourage students to access and use this resource, as it can enhance student learning. This UoPeople resource features the following modules:

1. The Ask the Experts Forum at the Learning Resource Center

The LRC features F.A.Q.s. for the resource and for individual modules. Additionally, Learning Resource Center officers work in the LRC. The LRC officers respond to student questions within 48 hours during term time. Responses cover any of the aspects discussed in this resource, and the LRC officers offer personalized advice and support to students in many aspects of their studies, from peer assessment to plagiarism, and beyond. Students should follow all the rules and regulations outlined in the Catalog and posted in the resource. Inappropriate postings violating the General Code of Conduct and/or the Code of Academic Integrity will be removed from the forum, and students with repeated violations will no longer be given access to the center. All violations are grounds for disciplinary action.

2. Peer assessment

The Peer Assessment module has detailed advice about peer assessment, from implementation to dealing with concerns. The module contains an overview of the peer assessment module, including tutorials and sample feedback. It includes an explanation of peer-to-peer and collaborative learning and the benefits of this type of learning model. The module covers peer feedback in both the discussion forums and the written assignments, as well as best practices for supplying quality feedback. There is also a video that explains where students can find feedback from their peers.

3. Academic writing

The Academic Writing module explains the Academic Writing Process and strategies that will help students learn how to plan, structure, write, and revise an academic paper. This section has valuable information for students who need an introduction to academic writing or those who would like a refresher. The module begins with an overview of the writing process, explaining in detail the process of prewriting, finding a topic, gathering sources, drafting, and revising. There are several subsections that cover essay writing specifically, including creating a thesis, using the appropriate voice, and creating an introduction, conclusion, and body paragraphs. There is a section that touches on argumentative essays, explaining what they are and how to write one.

The module also contains a video that walks students through how to create an academic paper in APA (American Psychological Association) format.

4. Research and analysis

In this section, students learn to apply critical thinking, and reading and writing skills to their research. They also learn to analyze and evaluate the credibility of sources and how to incorporate this into their academic writing. It includes Frequently Asked Questions about research and analysis, as well as information on evaluating source materials for credibility, appropriateness, and quality. The "Additional Resources" subsection helps the student construct a position paper/argument essay and detect errors in reasoning through videos and articles on news literacy, critical thinking, and writing, research papers.

5. Academic honesty (APA / Plagiarism)

The Academic Honesty (APA/ Plagiarism) module covers plagiarism, its consequences, how to avoid it, and best practices for incorporating APA style and citation into writing. The first section has a comprehensive tutorial on how to avoid plagiarism during the writing process. Topics include an activity for students to test their knowledge of plagiarism, a description of the different types of plagiarism, how to avoid plagiarism through proper citation, and an explanation of the seriousness of plagiarism as it is viewed in the American university system. The module contains an APA 7th Edition Style Tutorial for students, with an overview of APA and examples of the most common types of citations, such as books, articles, webpages, and other online resources. The APA Refresher takes students through activities that will test and strengthen their knowledge of in-text citations, references, formatting, and style. Students are directed to the student catalog which holds UoPeople's Policy for Academic Honesty. The module also has a brief video explaining how to write a paper in APA format.

6. English Language Resources

This LRC self-study and reference section includes links to various grammar drills, writing tips, examples of usage, and vocabulary builders, as well as interactive activities for listening and reading comprehension and spoken conversation. These resources are designed specifically for students whose primary language is not English. Their purpose is to enable students to develop and refine skills not only for writing academic English, but for communicating in English in professional realms and everyday life. There is also a grammar and punctuation refresher module that covers some of the most common grammar errors. Students will find interactive activities divided by ESL (English as a Second Language) course name (ENGL 0002, 0003, 0008, etc.) UoPeople students may use these resources whether or not they are currently enrolled in an ESL course.

7. Technology

The technology section addresses technological requirements for Moodle users and supplies a list of step-by-step instructions: students learn the basics about Moodle, how to access and navigate the Self-Service Portal, how to edit their profile, how to access their courses and view their scores and feedback, and more. This section also provides information about the technical practicalities of taking proctored exams, and detailed instructions about using tools such as Kaltura.

8. Sustainability

The "sustainability" concept advocates for fair resource distribution by considering how human well-being can be achieved together with environmental conservation and how these ideas intersect with societal experiences such as poverty and social justice. In this section, students learn some foundational knowledge about sustainability. Students learn to 1) Recognize and interpret sustainability-related content. 2) Familiarize themselves with the UN Sustainable Development Goals. 3) Appreciate the moral and ethical reasoning behind the sustainability paradigm. 4). Appreciably apply sustainability principles in academic pursuits and everyday life.

9. Certificate Success

This section helps new Certificate Students navigate the UoPeople Moodle campus, successfully take part in course discussion forums, complete written assignments, peer assess other students, and avoid plagiarism. These guides are also helpful for any student new to the University of the People online learning campus or those needing a reminder of the fundamental skills for successful classroom learning and participation. In addition, each learning activity includes helpful videos and links to related resources.

10. Information Literacy

This section helps students become familiar with the topics of self-directed learning, information literacy, critical thinking, and finding appropriate resources for developing skills in each area. For example, information literacy includes the ability to find, evaluate, and effectively use information for specific purposes. At the college level, each of those abilities requires critical thinking and self-directed learning skills. Upon completing the learning activities provided in each topic section, students should be able to: 1) Familiarize themselves with the resources that help them identify, find, evaluate, apply, and acknowledge information and resources when working within their courses and everyday life. 2) Recognize and implement self-directed learning strategies in academic pursuits and everyday life. 3) Recognize and apply critical thinking strategies in academic pursuits and everyday life.

11. Online success skills

This module supplies students with an overview of strategies for learning success, including time and stress management, effective study skills, and personal ownership of the learning process. It features strategies that can help students understand their learning style and learn long-term, not just for passing exams. This section also provides information about how students can cooperate with their peers in group projects. It also addresses the importance of netiquette. Lastly, there is information about how students can motivate themselves to study and persevere in their studies when they experience challenges.

Library Resources and Services

The UoPeople Library is listed under "My Resources" on Moodle. The Learning Resource Center also supplies a direct link to the UoPeople Library. UoPeople belongs to the Library and Information Resource Network (LIRN), a consortium of institutions that makes available to its members a rich and powerful collection of resources including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. Students gain access to the ProQuest online databases and GALE databases through LIRN. UoPeople also subscribes to the JSTOR digital library, giving students online access to a wide array of journals to support research, writing, and learning activities. Additionally, JSTOR can be accessed directly within Moodle and provides access to more than 2,300 academic journals and more than 50 million digitized pages.

All University of the People instructional personnel and enrolled students may use these resources free of charge. Additionally, students are provided with other no-cost open education resources including textbooks and course materials.

For questions or suggestions regarding the University of the People Library and Resource Center, including LIRN or open educational resources, students may contact UoPeople's Director of Library Services at library@uopeople.edu.

Other University Services

Career Service Center

University of the People's Career Service Center offers career guidance and advising for professional discovery and success both during and following the completion of a UoPeople degree. The University of the People Career Service Center offers students' comprehensive,

expert guidance as well as tools to improve vital professional skills pertinent to the business world, including:

- Resume building and cover letter writing
- Job searching skills
- Interviewing techniques
- Professional networking skills
- Career planning in the area of one's major

The Career Service Center is accessible to students throughout the course of their studies, as well as after they graduate. Whether students are thinking about their first professional job in the workplace, wish to enhance their skills in their current field, or are considering a career change, the Career Service Center offers vital tools to help them succeed. Students enrolled in their degree programs and graduates at UoPeople may access UoPeople's career development services in the UoPeople Portal. Note that select Career Service Center initiatives are still being designed and are not yet available.

Internship Opportunities

University of the People provides access to a number of different internship opportunities offered by internationally recognized corporations and organizations. By participating in online internships in a variety of sectors, students gain work experience and networking opportunities.

All internship opportunities consist of defined projects within the host's organization, creating valuable learning opportunities for the student. Internships opportunities are available to all current UoPeople Degree Students and are announced by email over the course of their studies.

Global Employment Network

Networking is vital in the quest to build a successful career, no matter what the field. At UoPeople our international community of faculty and students provides a global networking community. With faculty hailing from some of the top universities, corporations and foundations worldwide, and students hailing from over 180 countries, the networking potential at UoPeople is immense. Our global employment network aids in broadening the career opportunities as well as strengthening the career options for our students, providing each student with a classroom of international learners and peers to create an extensive professional network. Outside the classroom, UoPeople partners with world renowned corporations offering excellent networking opportunities for our students, which in turn, broadens their employment opportunities. UoPeople develops students' networking abilities as participants in a thriving global community.

University Offices

Financial Aid Office

The Financial Aid Office reviews and processes requests from applicants seeking grants to help with theApplication Fee and from applicants and enrollees seeking scholarship support to assist with theAssessment Fees. The Financial Aid Office can be reached at financial.aid@uopeople.edu.

Office of Academic Affairs

The Office of Academic Affairs oversees all aspects of the curriculum with a primary commitment to creating a dynamic atmosphere for student learning and success. In assisting students with advice pertaining to their academic studies and information regarding academic policies and procedures, Academic Affairs provides guidance and leadership to assist students in solving academic-related problems within their courses, including such things as peer assessment issues, communication with Course Instructors, and other general course-related issues.

UoPeople Course Instructors are available to students via email throughout the academic year and students who have academic-related questions should contact their Course Instructor first. Instructors respond to students within 72 hours and usually sooner. Students who have not heard back from their Course Instructor within 48 hours should contact their personal Program Advisor for additional support.

Office of Student Affairs

The Office of Student Affairs (student.affairs@uopeople.edu) oversees the review of Satisfactory Academic Progress, the naming of students to the President's, Dean's and Honor's List, UoPeople Partnership nominations, and supports students who may be encountering or anticipating academic difficulties, or may require special assistance in completing their requirements for graduation.

Office of Student Services

The Office of Student Services (student.services@uopeople.edu) forms part of a comprehensive networkof services at the University designed to support and help students throughout their studies. Student Services maintains all student records and supports students with both administrative and academic services in consultation with other offices in the University,

responsibly implementing university policiesand procedures, degree audits, and the conferment of university degrees.

Office of Admissions

The Office of Admissions oversees the admissions process for prospective and current applicants to theUniversity, including the processing of all applications for admission to UoPeople's degree programs. Providing assistance and guidance regarding all admissions requirements, the Office of Admissions answers questions regarding prospective students' applications and provides updates on their applicantstatus. More information about the admissions process can be found in Chapter 3; interested parties canreach the Office of Admissions at admissions@uopeople.edu.

Outreach Office

The Outreach Department works hard to ensure that applicants around the world are able to access the opportunities UoPeople offers to study online, accredited and tuition-free. The Outreach Office can be reached at outreach@uopeople.edu.

Payments Office

The Payment Office oversees the processing of payments for both Application and Assessment Fees at UoPeople. Also working in conjunction with the Financial Aid Office, the Payments Office processes andreconciles scholarship payments for students unable to pay Assessment Fees.

For questions regarding payments including payment methods, amounts payable, and payment deadlines, applicants and students may contact the Payments Office at payments@uopeople.edu.

Program Advising Office

The Program Advising Office is designed to be a partnership between Program Advisors and students whereby every incoming student is assigned a personal Program Advisor who remains their single pointof contact for academic and administrative support throughout their studies at UoPeople. Program Advisors work with students at University of the People to answer questions and respond to concerns about academic progress, goals in attaining their degrees from the University, and challenges and decisions that need to be made throughout their academic studies.

Students may reach out to their personal Program Advisor as often as needed, but are advised to be in touch at least once a year to monitor degree progress; Program Advisors can be reached at their personalemail address or at advising@uopeople.edu**.**

Other

UoPeople does not currently offer the following services: Student ID cards, a graduation ceremony, orcounseling services.

The University established and accredited outside India and is not regulated as or affiliated with any regulator or university within India. UoPeople is not recognized as a degree in India either by the relevant educational regulatory bodies in India or for public employment in the government sector in India.

CHAPTER 15: INSTRUCTIONAL PERSONNEL

UoPeople Course Instructors- MBA

UNDERGRADUATE CATALOG: 2024

<u>UOPEOPLE COURSE INSTRUCTORS - Undergraduate</u>

Aaron Nichie
MS, Computer and Information Engineering
Cheongju University
Computer Science

Abdulhadi Sanusi
MSc, Computational and Software Techniques in Engineering
Cranfield University, Bedfordshire, UK
Computer Science

Abdulmenem Hamdache
MA, English Language and Literature University
Holy Spirit University of Kaslik
Art and Science

Abhitosh Kedia
Ph.D., Physics and Astrophysics
University of Delhi
Arts and Science

Abimbola Ademola
Ph.D., Management Sciences
Ladoke Akintola University
Business Administration

Abraham Anderson
Ph.D., Public Health/Epidemiology
Walden University
Health Science

Abudu Bello
Doctor of Healthcare Administration
Virginia University of Lynchburg
Health Science

Adam Manuel
Ph.D., History
Liberty University
Arts and Science

Adam Thompson
MBA
Purdue University Global
Business Administration

Adaugo Eziyi
Ph.D., Pharmaceutical Sciences
Florida A&M University
Health Science

Aderinola Awoniyi
Ph.D., Biochemistry
University of Ilorin
Health Science

Aditya Chaudhary
Ph.D., Microbiology
Jayoti's Vidyapeeth Women's University, Jaipur
Health Science

Afeez Azeez
MA, Linguistics
University of Ilorin
Arts and Science

Afrah Nazir
MTech., Computer Science
Aligarh Muslim University
Computer Science

Afsheen Sattar
MS, Mathematics
The University of Management and Technology
Arts and Science

Ahmed Dakrory
BS, Civil Engineering
International academy for engineering and Media science
Arts and Science

Alan Gustafson
MBA
University of the People
Business Administration

Aldred Martinez
MA, Counseling
Spring Arbor University
Arts and Science

Alejandro Herrera
MA, English and Creative Writing
Southern New Hampshire University
Arts and Science

Alejandro Lara
Master of Engineering in Information Security
National Polytechnic Institute of Mexico
Computer Science

Aleksandra Thurman
Ph.D., Political Science
University of Michigan
Arts and Science

Alen Savatic
Master of Management Information Systems
Hodges University - Naples
Computer Science

Alexis Calloway
M.A, English
University of Phoenix
Arts and Science

Alexis Collier
Doctor of Health Administration
Walden University
Health Science

Alison Waddy
Master of Liberal Studies
Fort Hays State University, Hays, KS
Arts and Science

Aliyah Porter
M.Ed.
National University
Arts and Science

Allan Roy Mordeno
MBA
University of the People
Business Administration

Alok Srivastav
Ph.D., Biotechnology
Sri Satya Sai University of Technology & Medical Sciences, Bhopal, India
Health Science

Altaf Din
MS, Computer Science in Software Engineering Institute of Management
Sciences
Computer Science

Amadou Samb
Ph.D., Health Services
Walden University
Health Science

Amal Houdeib
MBA
Lebanese American University
Business Administration

Amalio Monzon
MBA
EOI Business School-Spain;
Master's Degree, Industrial Engineering
Universidad Nacional de Educación a Distancia- Spain;
Master's degree, Economics & Business Administration
Universidad Nacional de Educación a Distancia- Spain,
Business Administration

Amanda Libby
MA, History
Arizona State University
Arts and Science

Amanda Smith
MA, English
East Carolina University
Arts and Science

Ambar Fatima
MS, Chemistry
University of Lahore
Health Science

Amina Nazar Bajwa
BBA
Fatima Jinnah Women University
Arts and Science

Amy Alexander Shelby
MA, Psychology
American Public University
Health Science

Amy Buckingham
M.A., Counseling Psychology
University of Denver, Denver, CO
Health Science

Amy Moon
Master of Science in Psychology
Tiffin University, Tiffin, OH
Health Science

Andleeb Ismail
Ph.D., Economics
Pakistan Institute of Development Economics
Business Administration

Andrea Dennis
MA, History
Southern New Hampshire University
Arts and Science

Andrew Olesky
MA, History
Southern New Hampshire University
Arts and Science

Angela Wright
MBA
Colorado Technical University
Business Administration

Anju Mehta
PhD, Economics
University of Lucknow
Business Administration

Ankita Gangwar
MTech., Computer Science
Mewar University
Computer Science

Ann Roser
M.Sc., Zoology
University of Wisconsin- Wisconsin, US
Health Science

Anna Barry
MA, Science Education
Western Governors University
Health Science

Anna Dean
MA, Middle Eastern Studies
University of Chicago
Arts and Science

Annette Tanori
Master of Arts, Economics
The University of Nevada, Nevada, US
Business Administration

Anson Xuan
MA, Mathematics
Arizona State University
Arts and Science

Anthony Brown
MS in Project Management
Walden University
Business Administration

Anthony Martinez
MA, Organizational Leadership
University of Massachusetts Global
Business Administration

Anthony Silva
MS, Forensic Psychology
Walden University
Health Science

Anthony Williams
MBA, Human Resources Management
Columbia Southern University
Business Administration

Anupriya Chatterjee
PhD, Microbial Technology
Amity University, AUUP Noida
Health Science

Apolinar Huipio Hernandz
MS, Applied Mathematics
California State University
Arts and Science

April Catlett
Ph.D., Public Health
Walden University
Health Science

April Gibbs
MA, History
Florida State University
Arts and Science

Arik Snyder
MBA
Virginia Wesleyan University
Business Administration

Armando Alejo
BA, History
Florida International University, Miami, FL
Arts and Science

Armen Shahinyan
MBA, Finance
American University Of Armenia
Business Administration

Arminio Rivero
MA, English/Creative Writing
Southern New Hampshire University
Arts and Science

Arnetta Knight
MS, Software Development
Maryville University
Computer Science

Arnila Gunaratne
MA, English Literature
Jyothi Nivas College, Bengaluru Central University, Bangalore, India
Arts and Science

Arslan Akram
MS, Computer Science
The Superior College Lahore
Computer Science

Artan Beka
Master of Information Technology
University of the People
Computer Science

Asal Morvari
MA, History and Visual Culture
Lindenwood University
Arts and Science

Asanga Edirisinghe
M.Sc., Information & Communication Technology
University of Liverpool- England
Computer Science

Ashley Catrett
MS, Special Education
Troy State University
Arts and Science

Ashley Roepel
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