2025-26 UNDERGRADUATE CATALOG

(September 4, 2025 – September 3, 2026)
UNIVERSITY OF THE PEOPLE

595 E. Colorado Blvd., Suite 623

Pasadena, CA 91101

www.UoPeople.edu

info@uopeople.edu

Tel. +1 626 264 8880

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A LETTER FROM THE PRESIDENT

Welcome to the University of the People Undergraduate Catalog for the 2025-26 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 209 countries. 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 Performance Fact 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

o University of the People is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

o 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).

o University of the People is accredited by the WASC Senior College and University Commission, 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510-748-9001 ("WASC").

o University of the People is a distance education institution and offers all of its programmingentirely 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 inPasadena, 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 inthe 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 aweb site to assist anyone seeking housing in Pasadena at: http://pasadenahousingsearch.com/

o The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov. University of the People and President Shai Reshef in his own right and on behalf of Universityof 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 Open Course Ware Consortium and the Library & Information Resources Network.

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

o University of the People shall not be liable in any manner for any interruption in the operationor 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

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

- 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 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.

- 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.

- 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 2025-2026

Academic Calendar 2025-2026	Term 1	Term 2	Term 3	Term 4	Term 5
First day of the Term	Sept 4, 2025	Nov 13, 2025	Jan 29, 2026	Apr 9, 2026	Jun 18, 2026
Course registration opens	Jul 17, 2025	Oct 2, 2025	Dec 11, 2025	Feb 26, 2026	May 7, 2026
Course registration closes	Aug 6, 2025	Oct 22, 2025	Dec 31, 2025	Mar 18, 2026	May 28, 2026
Late course registration opens	Aug 22, 2025	Nov 7, 2025	Jan 16, 2026	Apr 3, 2026	Jun 12, 2026
Late course registration closes	Aug 24, 2025	Nov 9, 2025	Jan 18, 2026	Apr 5, 2026	Jun 14, 2026
Last day - course drop	Sep 10, 2025	Nov 19, 2025	Feb 4, 2026	Apr 15, 2026	Jun 24, 2026
Last day - course withdrawal	Oct 1, 2025	Dec 10, 2025	Feb 25, 2026	May 6, 2026	Jul 15, 2026
Final exam period starts	Oct 30, 2025	Jan 8, 2026	Mar 26, 2026	Jun 4, 2026	Aug 13, 2026
Final exam period ends	Nov 2, 2025	Jan 11, 2026	Mar 29, 2026	Jun 7, 2026	Aug 16, 2026
Last Day of Term	Nov 5, 2025	Jan 14, 2026	Apr 1, 2026	Jun 10, 2026	Aug 19, 2026
Grades Published By	Nov 12, 2025	Jan 21, 2026	Apr 8, 2026	Jun 17, 2026	Aug 26, 2026

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

[3] Exact registration dates are set according to class standing group and program. Class standing is determined by thenumber of credits earned.

[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 2025-2026

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

UoPeople is a non-profit, tuition-free, online university whose resources are limited. As such, we are unable to take incoming calls and our phone number goes directly to a voice message service. All our communication is handled via email. If you would like to leave us a message, please be sure to provide your email address and your Applicant/Student ID so we can get back to you via email as quickly as possible. If you are seeking more information regarding specific programs, please email admissions@uopeople.edu.

University of the People offices will be closed on the following holidays.

Note that classes will continue as scheduled.

ADMINISTRATIVE HOLIDAYS	
Labor Day	Sep 1, 2025
Veterans Day	Nov 11, 2025
Thanksgiving Day	Nov 27, 2025
Christmas Day	Dec 25, 2025
New Year's Day	Jan 1, 2026
Martin Luther King Day	Jan 19, 2026
Presidents Day	Feb 16, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 3, 2026

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:

A. Utilizing the internet to provide distance education

B. Offering programs at minimal costs

C. Providing a wide range of financial assistance options

D. Promoting the University's programs in underserved regions of the world

To offer quality programs that:

E. Maintain high academic standards

F. Include core components to foster critical thinking, communication, and commitment to lifelong learning

G. Focus on competencies and skills required for success in the global economy

H. Are continually assessed and improved through regular outcome assessment and external reviews

I. Promote a culture of shared learning through collaboration, interaction and peer-to-peer teaching and assessment

J. Are designed around open educational resources (OER)

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

    K. Engaging in a constant process of continual improvement

    L. Utilizing technology and automation to improve service and accuracy

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

    M.   Helping students develop self-knowledge related to career choice and work preferences

    N. Providing educational and occupational information to guide students' career   and educational planning and to develop their understanding of the world of work

    O. 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:

    P. Utilizing volunteers for leadership, academic and administrative work

    Q. Maintaining highly efficient processes

    R. 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 ofpurpose.

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 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's 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.

As of February 2025, University of the People is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001. WSCUC is recognized as an institutional accrediting agency, and reviewed periodically for renewal, by the US Department of Education.

Today, UoPeople has grown to over 150,000 students from more than 200 countries and territories around the world. Headquarters 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 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 Advisors and it will be directed to the Disability Services Committee, that will review the request and make a decision. 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 bylaw, 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:

1. The educational programs offered by UoPeople and the curriculum for each

2. The names and addresses of the members of UoPeople's faculty and records of the educational qualifications of each member of the faculty

3. 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 Student Portal. This request is permanent until a request is otherwise submitted in the Student Portal to unblock the disclosure of Directory Information. This request may take up to 10 business days to take effect. 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 witness 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.

Grievants 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.

Grievants may seek to resolve the matter through mediation. Grievants wishing to have a third party informally resolve the issue consult with Vice Provost for Instructor Quality and Student Success (vice.provost@uopeople.edu) 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, acts impartially and 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 isfinal and cannot be appealed.

If, after 30 days, the Vice Provostdeems 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.

Students in Minnesota may contact the Minnesota Office of Higher Education at 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227 Phone: (651) 642-0567 or (800) 657-3866, Website: ohe.state.mn.us. 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.

Students residing in New Mexico may contact the New Mexico Department of Higher Education at one of the following: Phone: (505) 476-8400, Address: 2044 Galisteo Street, Suite 4 Santa Fe, NM 87505-2100.

Students residing in Washington DC may contact the Higher Education Licensure Commission.

Students residing in Wisconsin may contact the Educational Approval Program (EAP) at one of the following: Phone: (608) 266-1996, P.O. Box 8366 Madison, WI 53708-8366.

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
  o   Formal grievances are submitted to the Grievance Officer at Grievance@uopeople.edu
  o   The complaint must include:
  o   A full description of the problem,
  o   The identity and status of the individual against whom the complaint is being lodged,
  o   A description of what may have been done to try to resolve the matter informally,
  o   A suggested action requested or recommended to resolve the matter, and
  o   Any supporting documents.
  o   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.
  o   If the complaint is not appropriate for the grievance procedure, the grievant is informed.

- and may be referred elsewhere as appropriate.
- The Grievance Officer will dismiss the application if the formal procedure for complaints is not followed.

The Investigation

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

1. 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.
2. Appeals will only be considered in instances where:
   1. the appealing party has new information that was not available at the time of the investigation;
   2. the appealing party has identified procedural irregularities of a magnitude that would change or affect the finding; or,
      3. The appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.
3. The Appeals Committee will then exercise their discretion to determine:
   1. If the process of the Formal Complaint had been fair;
   2. If the decision was reasonable based on the facts; and,
   3. If the sanction was a reasonable one.
4. 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.
5. 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.
6. Access to this data is limited to the Office of the President and authorized staff.

Grievant shall not be subject to any form of retaliation for submitting a grievance. Please see UoPeople's Non-Retaliation policy herein for further information.

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:

I.   No instructional, mentoring or administrative personnel, whether serving as a volunteer or receiving honoraria or compensation, shall have a consensual romantic or sexual relationshipwith any UoPeople student prior to the student's completion of all degrees.

II.   No instructional, mentoring or administrative personnel shall exercise academic or professional authority over any student with whom he or she has previously had a consensualromantic or sexual relationship; these prior or existing relationships should be immediately disclosed.

III.   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, 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. Men, Women, Transgender, Non-binary and other gender identifications 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 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 and substantiation of the complaint, sexual harassment offenders will be subject to disciplinary action which may 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 from the institution for students, or termination of employment or other affiliation for staff and faculty.

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 the Grievance 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;
- Proctored examinations; and
- 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 Leaning Management System and Self Services Portal are responsible for maintaining the security of usernames, passwords and any other assigned access credentials, 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 start of the term when it will be effective. Studentsmust 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.

Course Repeats

Students whose CGPA is not high enough to graduate may request an academic waiver in order to repeat a course. The request must be made in accordance with the academic waiver policy above.

CHAPTER 3: UNDERGRADUATE ADMISSIONS

University of the People is an online institution that offers programs to qualified individuals 16 years old or older from all over the world, both from English-speaking and from non-English-speaking countries. UoPeople's online programs are designed for self-motivated learners, and admissions decisions are based on a rigorous assessment of an applicant's potential for successful completion of the desired degree program.

Because applicants may have had many experiences since graduating from high school, their high school record and the scores they might have earned on college entrance exams may not be the best indicators of their preparedness for college-level work. More important to success in UoPeople's online degree programs is actual performance. Is the person a self-starter? Can they work both independently and in groups? Do they know how to manage their time? Is online education for them? Does UoPeople's pedagogical model with fit their learning style? Will they persist and complete their courses and earn passing grades?

UoPeople has designed a 2-step application pathway that helps the applicant and the institution answer all of these questions. And it does this while allowing applicants to begin taking classes. First, applicants complete a fairly simple, straightforward online application (*described below)*. After meeting these requirements, they can be accepted to begin studying in UoPeople Foundations as early as the very next term. While they are taking their first few courses in UoPeople Foundations, they complete the second part of the admissions process (*described below*). Those who successfully complete their courses may then be accepted to be Degree Students. In general, courses taken can be accepted for credit towards one's degree program after being accepted as a Degree Student (DS), 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.

Admissions Requirements

Applicants to UoPeople must be:

- o 16 years of age or older

- o Able to demonstrate high-school completion or equivalent

Application Process

Notes about the Application Process

- • UoPeople is licensed, authorized, exempted or approved in every U.S. state and the Districtof Columbia.

- • UoPeople accepts for admissions consideration official college and university credentialsthat show graded coursework taken in pursuit of and/or the award of an Associate's, Bachelor's, Master's and/or Doctoral degree.

- • 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 studentswill be responsible for any additional fees required for third-party evaluation.

Individuals who wish to apply for admission follow this 2-step application process:

UoPeople Foundations Application Process – Step 1

Applicants must:

- • Complete the online application that requests information about the individual and his/ hereducational history
- • Pay the $60 non-refundable application fee
- • Show evidence of English Language proficiency depending on language of instruction (*see below*).

Applicants meeting these admission requirements are accepted to take up to a maximum of five (5) courses.

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 availableto answer questions and provides encouragement to applicants as they complete the application requirements.

Demonstrating English Proficiency

Applicants who are not a native English speaker and apply to one of our English programs must demonstrate English proficiency before entering the degree program during Step 1 of the application process. Applicants at the undergraduate level who are interested to prove their English proficiency can do so in one of the following ways:

- 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 "C" (2.00 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
Test of English as a Foreign Language (TOEFL*) Paper-based Test (PBT)	500
TOEFL* Internet-based Test (iBT)	61
International English Language Testing System (IELTS) Academic Test	6.0
Pearson Test of English (PTE) Academic Test	44
EIKEN English Proficiency Exam	Pre-1
College Board Accuplacer ESL Exam Series	ESL Language Use 85 ESL Listening 80 ESL Reading 85

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[6] Only coursework at the 1000-level and above is counted in this maximum

	Sentence Meaning 90 ESL Writeplacer 4
Exams within the Common European Framework of Reference (CEFR)	B2
Duolingo English Proficiency Test	95
4-skill Michigan English Test (MET)	53
Michigan Examination for the Certificate of Competency in English (ECCE)	650
Michigan Examination for the Certificate of Proficiency in English (ECPE)	650

* 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 requirements.

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 (please read more in Chapter 10).

As part of the ESL program, an applicant may:

- choose to be placed into the highest level, level 8

- choose to determine his or her English level by registering and paying for the Duolingo test via the online portal.

- choose to determine his or her English Level by submitting an existing document or test listed above under *Demonstrating English Proficiency*

Every applicant is provided with all 3 choices: submitting documents proving English proficiency, taking English level test, or taking ESL level 8 course. After a decision is made and an applicant is placed into a certain English level (exempt and right into UoPeople Foundations, or one of the ESL course levels).

If a student is placed in one of the ESL courses, he or she needs to complete all required courses, one by one, until they complete course number 8.

A grade of a "C" or better is considered a passing grade for courses 1-7. Students may repeat courses 1-7 up to 3 times each. If unsuccessful in passing courses 1-7 on the third try, students will be dismissed without appeal. A student dismissed for failing an English course may request for reinstatement to the University no sooner than five academic terms later.

Once he or she completes course level 8 and obtains the required grade, the student can begin taking courses in UoPeople Foundations.

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 course level 8 on the second try, students will be dismissed without appeal. A student dismissed for failing an English course may request for reinstatement to the University no sooner than five academic terms later.

Arabic Language Proficiency

Applicants who apply to our Arabic program must be proficient in Arabic and able to study in Arabic.

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.

Students who wish to defer their start date after signing the Introductory (Foundations) Course Agreement may apply for term 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 counts 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 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-seeking 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;
• 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-Seeking Program.

Applying to Be a Degree Student (DS) – Step 2

Minimum Requirements at UoPeople Foundations

Foundations courses are one of the undergraduate degree program admissions criteria. Foundations courses are not applicable to non-degree students in a Certificate Program. In their first term,newly admitted Foundations students will be placed in two courses: UNIV 1001 and an additional course that will be assigned according to the students' major of interest, i.e. BA – BUS 1101, CS – CS 1111, HS – HS 1101. 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.

Newly admitted Foundations students in the Arabic programs will be placed in two courses: UNIVA 1001and BA- BUSA 1101.

More information about these courses can be found under the "Prepare for School" Section on our website. Once students complete their first two Foundation courses, they will be able to select up to 3 more Foundations courses from the list below. For the Arabic programs please check Table 2

Art History	AHIST 1401
Biology 1 for Health Studies Majors	BIOL 1121
Introduction to Biology	BIOL 1301
Basic Accounting	BUS 1102
Microeconomics	BUS 1103
Macroeconomics	BUS 1104
Programming 1	CS 1102
Applied Economics: Theory and Practice	ECON 1580
English Composition 2	ENGL 1102
World Literature	ENGL 1405
Introduction to Environmental Sciences	ENVS 1301
Greek and Roman Civilization	HIST 1421
College Algebra	MATH 1201
Introduction to Statistics	MATH 1280
Globalization	POLS 1503
Introduction to Psychology	PSYC 1504
Introduction to Sociology	SOC 1502

Table 2 : Courses that are available in the Arabic programs only.

Art History	AHISTA 1401
Introduction to Biology	BIOLA 1301
Basic Accounting	BUSA 1102
Microeconomics	BUSA 1103

Macroeconomics	BUSA 1104
Introduction to Economics	ECONA 1580
Greek and Roman Civilization	HISTA 1421
College Algebra	MATHA 1201
Introduction to Statistics	MATHA 1280
Globalization	POLSA 1503
Introduction to Psychology	PSYCA 1504
Arabic Composition 2	ARABC 1102
Introduction to Sociology	SOCA 1502

Once students meet the degree program's admissions criteria, including successfully completing the Foundations courses, they may enroll into their desired degree 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.

- o Students who complete the first two courses with a minimum cumulative grade point average of 2.00 or higher and who have submitted the official documentation may be accepted to begin studying towards a degree as early as the very next term.

- o Students who do not earn a minimum cumulative grade point average of 2.00 or higher in their first two courses may take up toa maximum of five courses in UoPeople Foundations. Individuals in this group must earn a minimum cumulative grade point average of 2.00 or higher and submit the required documentation in order to be accepted to degree study.

- o Students who have completed five (5) courses in UoPeople Foundations and have not earned at a minimum 2.00 CGPA will be dismissed for not having the required CGPA will notbe able to appeal their dismissal. The student will be able to return to UoPeople in accordance with the Reinstatement Policy after five (5) 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. They will be able to return to UoPeople in accordance with the Re-enrollment/Reinstatement Policy and will need to submit the required documents before being allowed to register for additional courses.

Questions about applying to an undergraduate program offered by the University of the People should be directed to admissions@uopeople.edu for the English programs and admissions@ar.uopeople.edu for the Arabic programs.

While studying in UoPeople Foundations, students wishing to be admitted for study towards the degree submit proof of high school completion (*see below*). At their discretion, they may also submit official transcripts of any college work that they may have done.

Submission of Official Documents

Demonstrating High School Completion (or Equivalent)

Applicants must submit a high school diploma or its functional equivalent. This requirement may be satisfied during your first term at UoPeople through the submission of:

- An official diploma (or transcript showing graduation) sent directly to UoPeople (either mailed or submitted online); or

- A color scan/photocopy of the original diploma (or transcript showing graduation)

- A black and white scan/photocopy of the original diploma (or transcript showing graduation)certified by a notary sent directly to UoPeople (either mailed or submitted online).

  Applicants unable to provide either of the documents listed above may be eligible to take an Ability to Benefit (ATB) Test during his or her Foundations studies. Individuals who receive a passing score, of at least 200 on the Verbal Skills section of the test, and at least 210 on the Quantitative Skills section of the test, may become degree students upon completion of all admissions requirements.

Applicants unclear about what qualifies as an official copy of their diploma and/or transcript are asked to email the Office of Admissions at admissions@uopeople.edu regarding the English programs and admissions@ar.uopeople.edu regarding the Arabic programs.

Applicants may also review a list of official functional equivalents that the Office of Admissions may accept for admissions considerations as proof of high school completion at http://uopeople.edu/files/admission_qualifications_equivalence_by_country.pdf.

English program applicants: Diplomas and transcripts must be submitted in English. Diplomas and transcripts that are not in English must be submitted together with an official notarized translation.

Arabic programs applicants: Diplomas and transcripts may be submitted in either English or Arabic. Diplomas and transcripts in any other language must be submitted with an official notarized translation in either English or Arabic.

In certain cases, the Office of Admissions may require applicants to present additional documentation.

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 inthe Admissions Calendar shown below. Documents submitted become the property of University of the People and will not be returned to applicants.

Homeschooled Applicants

University of the People welcomes all individuals who meet the admissions criteria to apply, including homeschooled applicants. Homeschooled applicants must be 16 years old or older, provide notarized/official proof of high school completion, and meet the requirements for English language proficiency. They may also be asked to submit additional information about their academic preparation and high school curriculum.

Additionally, homeschooled applicants who were supervised by their school district or Education Department must send their official diploma or transcripts as part of Step 2 of the admissions pathway. Other homeschooled applicants must send an official GED diploma and transcript or the equivalent.

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 7, 2021.

Those submitting official transcripts and diplomas in order to be accepted as a Degree Student (Step 2) should ensure that their documentation is submitted by the "Deadline for Submission of Official Transcripts 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 7, 2021).

Admissions Calendar AY2025-2026

ADMISSIONS CALENDAR 2025-26	TERM1	TERM2	TERM3	TERM4	TERM5
Early Admissions Deadline	**Jul 24, 2025**	**Oct 2, 2025**	**Dec 18, 2025**	**Feb 26, 2026**	**May 7, 2026**
Application Deadline 7	**Aug 14, 2025**	**Oct 23, 2025**	**Jan 8, 2026**	**Mar 19, 2026**	**May 28, 2026**
Last Day to Save your Spot	**Aug 23, 2025**	**Nov 1, 2025**	**Jan 17, 2026**	**Mar 28, 2026**	**Jun 6, 2026**
First Day of Term	**Sep 4, 2025**	**Nov 13, 2025**	**Jan 29, 2026**	**Apr 9, 2026**	**Jun 18, 2026**

Deadline for Submission of OfficialTranscripts and Diploma² 8	Oct 9, 2025	Dec 18, 2025	March 5, 2026	May 14, 2026	Jul 23, 2026

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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 fortransfer 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS 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, Health Science, and/or Master of Business Administration or Education, is also at the complete discretion of the institution to which 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending University of the People to determine if your credits and/or degree will transfer.

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 oruniversity.

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 memberof NACES or AICE.

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

Internal Transfer Credits (from UoPeople Foundations courses)

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

1) for a maximum of 5 courses in UoPeople Foundations, or 15 semester hours

2) for courses at the 1000-level or above

3) 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 only complete UNIV 1001 with a grade of at least 2.00, rather than completing the above requirements.

UoPeople may award 50 percent of the credits required for an undergraduate degree program (exceptions may be made in special cases to a maximum of 75 percent). Hence, UoPeople will apply no more than 45 transfer credits toward the completion of an Associate degree and no more than 90 credits toward the completion of a Bachelor's 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 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. Note that UNIV 1001 is non- transferable, therefore all applicants <u>must</u> complete this one Foundations course before becoming adegree 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 <u>Transfer.Credit@uopeople.edu</u> for the English programs and transfer.cr<u>edit@ar.uopeople.edu</u> for the Arabic programs.

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 a 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 must be current members of <u>NACES</u> or <u>AICE.</u> The University may also accept evaluations from other credible sources, and students are welcome to check with the Office of Admissions at <u>admissions@uopeople.edu</u> for the English programs and <u>admissions@ar.uopeople.edu</u> for the Arabic programs 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 ap, 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 for the English programs and admissions@ar.uopeople.edu for the Arabic programswith any questions regarding the admissions process.

Statement on Application Fraud

The decision to admit 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 offer of 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 aremaintained 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 willbe 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.

Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

UoPeople Partnerships - Nomination Process

UoPeople is proud to partner with New York University, and University of Edinburgh to identify UoPeople Degree Students who are eligible to apply foradmission and transfer to these institutions. Admission to both programs is highly competitive andselective.

Prospects for nomination by UoPeople for admission to New York University - Abu Dhabi are high-performing UoPeople students who have studied full-time at UoPeople for at least one year, with a preference given to international students. Students admitted to NYU Abu Dhabi move to the United Arab Emirates to begin their undergraduate studies anew; courses from UoPeople are not transferrable. Students are responsible for all tuition payments due to NYU Abu Dhabi; these studentsare eligible to apply to NYU for financial aid.

All questions about eligibility and admissions should be directed to the attention of your Program Advisor. High performing students interested in being nominated by UoPeople may request a UoPeople Partnership Nomination Application; students may submit a nomination application no morethan one time for each program.

Completed UoPeople Partnership Nomination Applications will be reviewed by the Office of Student Affairs, and applicants will be notified as to whether they will continue to the next stage of consideration by the University. Those continuing in the nomination process will work directly with theOffice of Student Affairs, but, at any point, they may be advised that their nomination is no longer under consideration. Appeals are not available.

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 Processing 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 [9]

☐ 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 paid by the applicant along with his or her application for study at all undergraduate levels 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:

☐ A signed declaration testifying to the applicant's inability to pay the requested fee

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[9] The determination of fees and the 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.

□ 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 is 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 transcribed. For applicants and non-degree students, transfer credit does not become official nor is it transcribed 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.

□ All Degree Students and all non-degree students[11] are required to pay an Assessment Fee for every end of course assessment taken at the undergraduate bd See tables below.

□ All applicants and/or students applying for academic renewal, including students who begantheir initial application to University of the People before August 27, 2012, are required to pay Assessment Fees.

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[10] Assessment Fee 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, special or increase 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 that saved their spot on or after June 8, 2025, for 2025-26 Academic Year.

Current students should refer to their student portal for more details.

Program	Application Fee	Assessment Fee (per course)	Number of Courses	Total Estimated Fees
Business Administration – A.S. Degree	$60	$160	20	$3,260
Business Administration – B.S. Degree	$60	$160	40	$6,460
Computer Science – A.S. Degree	$60	$160	20	$3,260
Computer Science – B.S. Degree	$60	$160	40	$6,460
Health Science – A.S. Degree	$60	$160	20	$3,260
Health Science – B.S. Degree	$60	$160	39	$6,300
Certificate Program Courses	$60	$250	Varies	Varies
English Second Language	$60	$150	Varies	Varies

These estimated fees are based on the successful completion of all courses for an undergraduate 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 $150.

- 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. The amount of the Assessment Fee will be reviewed annually, and changes to the fee amount may be made. Students will be notified of any changes to the Assessment Fees in advance.

Payments

Payments methods for any of the fees include online avenues, such as a PayPal account or as a guest for payments via credit card, and offline avenues, such as Convera, Convera Global Pay, or cashier's check. All questions regarding payment options should be directed to payments@uopeople.edu for the English programs and payments@ar.uopeople.edu for the Arabic programs.

- 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.

- Students in Certificate programs must pay the Course Assessment Fee prior to the start of the term.

- 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 their Assessment Fees may request financial aid or 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 paymentsshould be directed to the Payments Office at payments@uopeople.edu for the Englishprograms and payments@ar.uopeople.edu for the Arabic programs.

Refunds

Students who drop or withdraw from a course within the required deadline are not required to pay theAssessment 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 Universityhas 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

UoPeople offers a number of options to help those in need of financial assistance. Students and accepted applicants who anticipate needing financial assistance with Assessment Fees are directed to the Financial Aid Office and may apply for a full or partial Scholarship once accepted to UoPeople as a student, or at a later date during their studies. Scholarships for Assessment Fees are not automatically awarded.

Students are encouraged to familiarize themselves with the scholarships that are available. Note that the availability and conditions of the scholarships may be subject to change and other scholarships may become available throughout the academic year. Students are encouraged to check the UoPeople website for updates on scholarship opportunities. Further information about these opportunities can be found at http://www.uopeople.edu/tuition-free/our-scholarships/.

Scholarships

There are different types of scholarships available at UoPeople; students are eligible to apply for one scholarship at a time and may reapply for a scholarship if previously denied.

Students who accept any of the Scholarship options should refer to the specific terms and conditions pertaining to their scholarship for further information. Preference in awarding financial assistance may be granted to students pursuing an Associate's Degree at UoPeople.

Notes about Scholarships

- ☐ UoPeople does not generally award scholarships to accepted applicants or students who have previously earned a degree from any post-secondary college or university.

- ☐ Students are expected to maintain good academic standing with a minimum Cumulative Grade Point Average (CGPA) of 2.00 in order to retain their scholarship support. Students whose CGPA falls below a 2.00 and are placed on Academic Warning, Academic Probation, or Probation Continued will be allowed to retain their scholarship support.

- ☐ Scholarships will be revoked for students who are suspended from UoPeople, and those students will need to reapply when they return to good standing.

- ☐ Students dismissed from UoPeople forfeit all previously awarded scholarship funds. Those who return to the University at a later date, by requesting reinstatement or applying for academic renewal, and who require financial assistance will be required to reapply for financial assistance.

- ☐ Students who have voluntarily withdrawn from UoPeople relinquish all claims to any scholarship support that had been previously awarded to them.

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 an 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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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 noncollection 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

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 **HERE**

Academic Degree Requirements

All students 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 mayelect instead to complete the requirements in the most recent Catalog.

Associate of Science Degree

To earn an Associate of Science degree from University of the People in both the English programs and the Arabic programs, students pursue a coherent course of study that includes general educationcourses, all courses listed as prerequisites, and course requirements in the major, and:

- Complete a minimum of 60 approved semester hour credits for Business Administration and Computer Science, or at least 62 approved semester hour credits in Health Science.

- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.

- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.

- Complete all requirements for the Associate's Degree in no more than 25 terms of active enrollment excluding any periods of separation from the University.

- Complete the 5 required proctored exams in their chosen program of study.

Bachelor of Science Degree

To earn a Bachelor of Science degree from the University of the People, students pursue a coherent course of study that includes general education courses, all courses listed as prerequisites, and course requirements in the major, and:

- Complete a minimum of 120 approved semester hour credits for Business Administration and Computer Science, or at least 122 approved semester hour credits in Health Science.

- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.

- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.

- Complete all requirements for the Bachelor's Degree in no more than 50 terms of active enrollment excluding any periods of separation from the University.

- Complete the 11 required proctored exams in their chosen program of study.

Part-Time and Full-Time Options

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

- Degree Students who maintain a Cumulative Grade Point Average (CGPA) of ≥ 3.00 may register for up to four (4) courses per term.

- Degree Students on Academic Warning, Academic Probation, and Probation Continuedand/or have a CGPA below 2.00 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.

Course registration regulations for all non-degree students can be found in Chapter 11.

Time to Degree Requirements

University of the People has five terms in its academic year, each ten weeks in length. Students must complete all requirements for the Associate's Degree in no more than 25 terms of active enrollment, excluding any periods of separation from the University; they must complete all requirements for the Bachelor's Degree in no more than 50 terms of active enrollment, excluding any periods of separation from the University. A period of separation includes any time a student is out of residence – that is, not studying at UoPeople/inactive at the University— this includes being 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 students study full-time or part-time and whether the student enrolls for all five terms in every academic year. Students are encouraged to be in contact with their personal Program Advisor to begin developing an academic plan and to begin estimating their time-to-degree based on the factors and limitations listed below:

- Students who enroll full-time for all five terms in the year can complete the A.S. degree in two academic years and the B.S. degree in four years. For example, students who complete two courses a term over the course of five terms in a year would complete ten courses each year; twenty courses are required for completion of the A.S. degree. Forty courses are required for completion of the B.S. degree.

- Students who enroll full-time but follow the more common pattern of postsecondary study and annually take 1 term out of residence can complete the A.S. degree in two and a half academic years and the B.S degree in five years. For example, students who complete two courses a term over the course of four terms in a year would complete eight courses after one year, sixteen courses after two years, twenty courses after two and a half academic years, etc. Twenty courses are required for completion of the A.S. degree, and forty courses are required for completion of the B.S. degree.

- Students who pursue their degree on a part-time basis or who take extended leaves will take longer to graduate.

Notes on Time to Degree Requirements

- Students exceeding the permissible number of terms of active enrollment without completingall their degree requirements will be administratively withdrawn from

the University.

- Extensions to the time to complete a degree will be considered on a case-by-case basis, uponproof of extenuating circumstances, and will be reviewed on a case-by-case basis following submission of an appeal for reinstatement within 30 days of the withdrawal notice.

- There are no special charges or fees associated with making a request for a special review orfor extending enrollment.

Changing Majors

Students may request to change majors by submitting a request in the UoPeople Portal Once the request has been received, they will be contacted by a Program Advisor to support them in this change.   with the

Changing Degree Levels

Students may request to change degree levels by completing an online form in the UoPeople Portal in accord with the following conditions:

- ☐ Students are required to be in good standing with a CGPA of 2.00 or higher to switch degreelevel from the Associate's Degree to the Bachelor's Degree.

- ☐ Students whose CGPA is below a 2.00 may switch degree level from the Bachelor's Degreeto the Associate's Degree.

Changing Language of Instruction
University of the People offers academic programs in two languages: English and Arabic.
Additional UoPeople Degrees

Students graduating with a Bachelor's Degree from UoPeople may not enroll in a second Bachelor's Degree at the University.

Students graduating with an Associate's Degree from UoPeople may not enroll in a second Associate's Degree at the University but may, under certain circumstances, apply to complete the Bachelor's

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[12] Students who began their studies before Term 1 of the 2012-2013 Academic Year are not eligible to elect an Associate or Bachelor's Degree of Science in Health Science.

Degree in the major field of study in which they earned the Associate's Degree. Requests for further information should be sent to the Office of Student Services at student.services@uopeople.edu for the English program and student.services@ar.uopeople.edu for the Arabic programs.

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 objectives in a given 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 inactive academic engagement, with the remaining hours devoted to the 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 15-17 hours 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.

Students who began their studies at UoPeople prior to Term 1 of the 2012-13 academic year are awarded course credit based on the quarter hour system. Since Term 1 of the 2012-13 academic year, credit for student effort has been awarded based on the semester hour system.

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.

Proctored Exams

University of the People students are required to successfully complete the required number of proctored exams 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 proctored exams are successfully completed.

- ☐ Associate's Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least five course final exams under the supervision of an approved proctor (exam monitor).

- ☐ Bachelor's Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least eleven course final exams under the supervision of an approved proctor (exam monitor).

Students who do not take a proctored exam at the end of a course will be issued a 0.00 in the course regardless of the student's prior performance in the course.[13] All University policies, including the Code of Academic Integrity, apply to proctored exams.

Proctor (Exam Monitor) Requirements

It is the student's sole responsibility to choose a proctor (exam monitor), and proctors must meet the following requirements:

- Must be a responsible, respected adult, such as a local official, supervisor at work, librarian, or a religious figure, and be at least 21 years old;

- Must not be married to or related to the student or applicant;

- Is willing to comply with UoPeople policies and procedures to ensure the integrity of the exam process;

- Must have an ongoing Internet connection and be highly responsive to University e-mails during the student's studies, and must be physically present with the student throughout the entire proctored exam.

A student may not act as his/her own proctor (exam monitor), and the proctor cannot be a relative of the student, another student at UoPeople, or an applicant to UoPeople, nor can the proctor have a conflict of interest or have any vested interest in the student's grade or performance on his/her exam. The University reserves the right to verify a proctor at any time, and students who assign proctors that do not meet the requirements will have their registration denied.

The proctor (exam monitor) should be from the same locale as the student since, during the examination, they are required to be physically present in the same room as the student taking the exam. Students are also strictly prohibited from offering the proctor any payment or other benefit in return for the proctor's willingness to supervise the exam.

Students may elect to pay ProctorU directly for its services (available only for the English programs), or they may select an approved third-party individual or organization offering proctoring services. Students should be aware that they will be responsible for any fees incurred for this service. The hiring of a third-party proctor is not required by UoPeople.

Please be informed: ProctorU is a third party and by signing up and using the ProctorU service the student is agreeing to their terms, conditions, and policies.

Regulations for the Exam

☐ Students must identify a proctor (exam monitor) during online registration for courses that require a proctor by entering the proctor's first and last name, email address, telephone number, occupation, and place of residence. It is the student's sole responsibility to inform

the Office of Student Services of any changes to the proctor's contact information.

☐ UoPeople reserves the right to verify a proctor (exam monitor) at any time by contacting the proctor directly in order to validate his/her identity and to assure that the proctor meets all the requirements. If UoPeople rejects a proctor, the student will be notified accordingly, and it will be the student's sole responsibility to provide another proctor. Rejecting a proctor is at the sole discretion of UoPeople, and the University has no obligation to provide reasons for the decision.

☐ It is the student's sole responsibility to coordinate the date, time, and location of the final exam with the proctor (exam monitor). The final exam period starts on Thursday, Week 9 of the term at 12:05 am UoPeople Time (GMT-5 time zone) and ends the following Sunday at 11:55 pm UoPeople Time (GMT-5 time zone). The proctored exam must be taken within this time period. UoPeople will send the proctor a reminder a week before the exam.

☐ Students are advised not to schedule an exam too close to the end of the final exam period in case there are technical problems or other unexpected issues. This will ensure that there is sufficient time to receive support if needed.

☐ A student will not be allowed to start a proctored exam without the presence of the proctor (exam monitor). Prior to starting the proctored exam, students must present to the proctor a government issued ID which will be used to identify the student. The form of identification is required to be in English for the English program students, and in Arabic or English for the Arabic programs students. Once the student is identified, the proctor must enter the exam code in the exam password field after the student has logged into the course area. The code will be provided to the proctor by the Office of Student Services a week prior to the beginning of the exam.

☐ It is the student's sole responsibility to make sure that the proctor (exam monitor) is available during the final exam period. A scheduling problem with the proctor will not be considered a legitimate reason for extending the exam period or requesting a makeup exam.

Proctored Courses (Courses Requiring an Exam Monitor)

The following courses have final examinations that must be taken under the supervision of a proctor (exam monitor).

Proctored Course Required for Demonstrating English Proficiency

ENGL 0101 English Composition 1

Proctored Courses Required for Business Administration Majors[14]in English
MATH 1201   College Algebra
MATH 1280   Introduction to Statistics

BUS 2201   Principles of Marketing
BUS 2202   E-Commerce
BUS 3303   Entrepreneurship 1

BUS 3305   Business Law and Ethics
BUS 3306   Business and Society
BUS 4402   Organizational Behavior
BUS 4403   Business Policy and Strategy
BUS 4405   Leadership

Proctored Courses Required for A.S. Business Administration in Arabic

ARABC 1102   Arabic Composition 2
MATHA 1201   College Algebra
MATHA 1280   Introduction to Statistics
BUSA 2201   Principles of Marketing
BUSA 2202   E-Commerce

Proctored Courses Required for Health Science Majors [15]

MATH 1201   College Algebra
MATH 1280   Introduction to Statistics
HS 2211   Human Anatomy and Physiology
HS 2711   Health Science 1: Health Education and Behavior
HS 3311   Epidemiology
HS 3610   Human Development in a Global Perspective
HS 4212   Genetics
HS 4241   Psychopathology and Mental Health
HS 4510   Biostatistics
HS 4810   Health Policy & Management

Proctored Courses Required for Computer Science Majors [16]

MATH 1201   College Algebra
MATH 1280   Introduction to Statistics
CS 2205   Web Programming 1
CS 2301   Operating Systems 1
CS 3305   Web Programming 2
CS 3306   Databases 2
CS 3303   Data Structures
CS 3307   Operating Systems 2
CS 4407   Data Mining and Machine Learning
CS 4402   Comparative Programming Languages

[14] The list of proctored courses required for Business Administration majors includes courses required for the Bachelor's Degree.

[15] The list of proctored courses required for Health Science majors includes courses required for the Bachelor's Degree

[16] The list of proctored courses required for Computer Science majors includes courses required for the Bachelor's Degree.

CHAPTER 6: THE CURRICULUM

The Liberal Arts Tradition

Degree programs at University of the People reflect the institution's deep commitment to the structure and rigor of a traditional liberal arts education. Each program is constructed to ensure that students acquire intellectual breadth across the major divisions of knowledge, gain depth in at least one area of specialization, and have the opportunity to explore and experiment in other areas of personal and professional interest.

The ability to think critically and communicate effectively, employ appropriate analytical tools and methods, understand one's place in a rapidly changing global world, explore questions from multiple perspectives, and respond creatively to challenges in a range of contexts are the hallmarks of a solid liberal arts education. It is an education that encourages intellectual discipline, unleashes the imagination, fosters a life-long love of learning, and equips one to engage with the growing complexities of today's scientifically and technologically evolving society.

A liberal arts education takes students outside of their comfort zones and established areas of interest. It exposes them to new ways of thinking and knowing. Students are forced to engage with systems different from their own and to examine their prior assumptions and beliefs. It is a journey of personal and intellectual growth impelled by a framing and reframing of one's attitudes, beliefs and behaviors.

More importantly, a liberal education is preparation for life as a responsible citizen. UoPeople graduates possess intellectual resourcefulness and a questioning attitude, a commitment to reason and an openness to alternatives, an appreciation of diversity, and the soundness of judgment necessary to take action and lead others. Graduates of the University of the People have a special obligation to use their education to make the world a safer, more just and humane place in which to live.

Institutional Learning Goals

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 define 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 technique 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 needed to function in today's highly technicalsociety 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 and   to recognize the cultures and beliefs of the world that experience and influenced the way in which people see the world.

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

The Curriculum

Individual courses are the building blocks of each degree program. Course requirements are structured to ensure that student study encompasses a broad range of topics and approaches, with an appropriate balance maintained among the three curricular components that comprise a liberal arts education: General Education, the Major, and Electives. The three components are described below.

General Education

General Education requirements expose students to the breadth of human knowledge and to the methods employed for studying it. Students focus on developing critical thinking, analysis, and communication skills; acquiring quantitative and scientific literacy; and understanding the basic tenets of civic engagement, citizenship, and the ethical dimensions of behavior. These requirements introduce students to the methods and concerns of traditional branches of knowledge — the arts and humanities, the social and behavioral sciences, and the natural sciences — and offer a historical perspective and appreciation of diversity across time, culture and national boundaries. They open

opportunities to make interdisciplinary connections between concepts and ideas and provide an environment to contemplate their meaning and significance. As a common learning experience, general

education requirements foster communication among students and create linkages both with the alumni who went before and with the cohorts of students who will follow. Finally, general education requirements provide an intellectual foundation for both the completion of a major program of study and a lifetime of learning.

General education is intended to impart common knowledge and intellectual concepts to students and to develop in them skills and attitudes that the faculty believe every educated person should possess. Students complete the general education requirement by taking both required and elective courses. Guided electives provide the flexibility to explore areas of interest while ensuring that primary academic skills are being developed. Most students complete their general education courses by the end of their third year of study.

UoPeople has eight general education core competencies: Information Literacy, Quantitative Reasoning, Communication, Values & Ethical Reasoning, Civilization Studies, Culture and Belief, Humanities, Social and Behavioral Sciences, and Natural Sciences. Below are the complete general education core competencies with the student learning outcomes (SLO). SLO is the skills/knowledge that student will be able to do after they finish general education.

1. *Information Literacy*

The objective is to learn to gather, organize and use information from primary and secondary sources; and begin to develop the habits of mind characterized by the ability to identify, gather, and analyze pertinent data from multiple sources using reasoning and forming a logical conclusion. Information literacy is the ability to know when there is a need for information, to be able to identify, find, evaluate, and responsibly use and share that information for the problem at hand.

Student Learning Outcomes

1.1. SLO 1: Students will be able to identify, gather, and analyze data from multiple sources and evaluate information and its sources critically.

1.2. SLO 2: Students will be able to use information effectively to accomplish a specific purpose.

1.3. SLO 3: Students will be able to identify reliable sources for academic works and identify plagiarism.

2. *Quantitative Reasoning*

Students will develop skills in quantitative reasoning. The objective is to recognize the abstract language of mathematics to apply the appropriate principles and tools to the analysis of real-life problems in diverse areas. In today's data-driven world, the ability to gather and interpret masses of

information is critical. Students learn to weigh evidence, see relationships among objects and identify patterns and order, draw conclusions, and communicate their reasoning and conclusions to others. Students learn about the common errors made in quantitative reasoning and develop an understanding that not every question can be answered based on available data.

Student Learning Outcomes

2.1. SLO 1: Students will be able to apply appropriate quantitative reasoning and/or mathematical methods to solve problems.

2.2. SLO 2: Students will be able to interpret mathematical models to support conclusions and evaluate the findings

3.   Communication
The objective is the ability to be able to communicate using well organized arguments and credible supporting evidence.

Student Learning Outcomes

3.1. SLO 1: Students will be able to demonstrate an ability to develop thoughts and ideas in a logical and organized manner.

3.2. SLO 2: Students will be able to produce persuasive ideas using high quality evidence collected from appropriate, and properly cited, academic resources.

3.3. SLO3: Students will be able to execute proper delivery techniques to convey a clear message

4.   Values and Ethical Reasoning
The objective is to possess the ability to examine and the reasoning of moral principles of human behaviors in variety of settings. Through this requirement, students will learn how to reason in a principled manner; understand the way in which value systems develop, spread and change; evaluate claims about ethical issues; and examine competing philosophies and historical definitions of good and bad, right and wrong, justice, equality, liberty, human rights, and diversity

Student Learning Outcomes

4.1. SLO 1: Students will be able to explain ethical dilemmas across various contexts.

4.2. SLO 2: Students will be able to objectively analyze differing perspectives and value systems and relate them to their own beliefs.

5. Civilization Studies, Culture and Belief
The objective is to be able to recognize cultures and beliefs of human culture and how it shapes its social cultures. Cultures and beliefs mediate people's understanding of themselves and the world that they inhabit. Citizenship in today's global world requires the ability to examine how humans see

themselves as members of social, religious, national, and regional groups in current and past historical eras, and how past configurations are supplanted by subsequent ones.

Student Learning Outcomes

5.1. SLO 1: Students will be able to reflect the role of humanities and history shaping the social culture.

5.2.SLO 2: Students will be able to analyze the role of humanities in understanding cultures of the world.

6. Humanities

The objective is to understand on how human experience is expressed in written, visual, aural, and other artistic forms, providing insights into the values and beliefs of others as conveyed through their art, literature, music, film, and/or theatre.

Student Learning Outcomes

6*.1. SLO1: Students will be able to recognize human experience art history art history through human experience as it linked to historical events and cultural trends.*

7. **Social and Behavioral Sciences**

The objective is to understand how humans organize themselves into complex social, political, cultural, and economic groups and institutions that both shape and are shaped by individual and collective behavior. Students will acquire broad knowledge in the geographies, histories, and cultures of the world to develop their ability to become productive global citizens.

 Student Learning Outcomes

7.1. SLO1 : Students will be able to analyze the complexity of social, political, economic, and cultural diversity throughout the world.

8. Natural Sciences

The objective is to introduce students to the foundations of the physical and life sciences and their application to the engineering sciences and to the methods of inquiry and techniques of observation and experimentation used to advance knowledge in this arena. Students will be exposed to scientific reasoning and its applications.

Student Learning Outcomes

8.1. SLO1: Students will be able to describe the methods of inquiry that leads to scientific reasoning

8.2. SLO 2: Students will be able to recognize the foundation of the physical and life sciences and their applications

General Education Requirements

Credit applied to general education requirements may not also be applied toward major or elective requirements.

General Education Requirements for Associate's Degrees

Total credits: 21 credit hours (7 courses)

INFORMATION LITERACY - 3 credits required
- UNIV 1001 - Online Education Strategies

QUANTITATIVE REASONING – 6 credits required
- MATH 1201 – College Algebra
- MATH 1211 - Calculus
- MATH 1280 – Introduction to Statistics

COMMUNICATION – 6 credits required
- ENGL 1102 – Composition 2
- COM 2001 - Professional Communication

VALUES AND ETHICAL REASONING – 3 credits required
- PHIL 1404 – Ethics and Social Responsibility

CIVILIZATION STUDIES, CULTURES, AND BELIEFS – 3 credits required
- HIST 1421 – Greek and Roman Civilization

DISCIPLINARY AREAS OF KNOWLEDGE
- A. HUMANITIES – 3 credits required
- AHIST 1401 – Art History
- PHIL 1402 -– Introduction to Philosophy
- ENGL 1405 - World Literature

- B. SOCIAL AND BEHAVIORAL SCIENCES – 3 credit hours
- ECON 1580 – Applied Economics: Theory and Practice
- POLS 1503 - Globalization
- PSYC 1111 – Introduction to Health Psychology
- PSYC 1205 – Emotional Intelligence
- PSYC 1504 – Introduction to Psychology
- SOC 1502 – Introduction to Sociology

C. NATURAL SCIENCE – 3 credit hours
- BIOL 1301 – Introduction to Biology
- BIOL 1121 – Biology 1 for Health Studies Majors
- ENVS 1301 – Introduction to Environmental Sciences

General Education Requirements for Associate's Degrees in Arabic
Total credits: 18 credit hours (6 courses)

INFORMATION LITERACY - 3 credits required
- UNIVA 1001 Online Education Strategies

QUANTITATIVE REASONING – 6 credits required
- MATHA 1201 – College Algebra
- MATHA 1211 - Calculus
- MATHA 1280 – Introduction to Statistics

COMMUNICATION – 3 credits required
- ARABC 1102 – Arabic Composition

VALUES AND ETHICAL REASONING – 3 credits required
- PHILA 1404 – Ethics and Social Responsibility

CIVILIZATION STUDIES, CULTURES, AND BELIEFS – 3 credits required
- HISTA 1421 – Greek and Roman Civilization

DISCIPLINARY AREAS OF KNOWLEDGE

D. HUMANITIES – 3 credits required
- AHISTA 1401 – Art History
- PHILA 1402 – Introduction to Philosophy
- ARABC 1405 - World Literature

E. SOCIAL AND BEHAVIORAL SCIENCES – 3 credit hours
- ECONA 1580 – Introduction to Economics
- POLSA 1503 – Globalization
- PSYCA 1205 – Emotional Intelligence
- PSYCA 1504 – Introduction to Psychology
- SOCA 1502 – Introduction to Sociology

F. NATURAL SCIENCE – 3 credit hours
- BIOLA 1301 – Introduction to Biology
- ENVSA 1301 – Introduction to Environmental Sciences

General Education Requirements for Bachelor's Degrees
Total: credits 39 credit hours (13 courses)

INFORMATION LITERACY - 3 credits required
- UNIV 1001 or UNIV 3000 Online Education Strategies

QUANTITATIVE REASONING – 6 credits required
- MATH 1201 – College Algebra
- MATH 1211 - Calculus
- MATH 1280 – Introduction to Statistics

COMMUNICATION – 6 credits required
- ENGL 1102 – Composition 2
- COM 2001 - Professional Communication

VALUES AND ETHICAL REASONING – 3 credits required
- PHIL 1404 - Ethics and Social Responsibility

CIVILIZATION STUDIES, CULTURES, AND BELIEFS – 3 credits required
- HIST 1421 – Greek and Roman Civilization

DISCIPLINARY AREAS OF KNOWLEDGE

Humanities (6 credit hours), Social and Behavioral Sciences (6 credit hours), and Natural Science (3 credit hours) and one more course (3 credit hours) from the disciplinary areas of knowledge.

G. HUMANITIES – 6 credits required
- AHIST 1401 – Art History
- PHIL 1402 – Introduction to Philosophy
- ENGL 1405 – World Literature

H. SOCIAL AND BEHAVIORAL SCIENCES – 6 credit hours
- ECON 1580 - Applied Economics: Theory and Practice
- POLS 1503 - Globalization
- PSYC 1111 – Introduction to Health Psychology
- PSYC 1205 – Emotional Intelligence
- PSYC 1504 – Introduction to Psychology
- SOC 1502 – Introduction to Sociology

I. NATURAL SCIENCE – 3 credit hours
- BIOL 1301 – Introduction to Biology
- BIOL 1121 – Biology 1 for Health Studies Majors

- ENVS 1301 – Introduction to Environmental Science

General Education Requirements for Bachelor's Degrees in Arabic
Total: credits 36 credit hours (12 courses)

INFORMATION LITERACY - 3 credits required
- UNIVA A1001 - Online Education Strategies

QUANTITATIVE REASONING – 6 credits required
- MATHA 1201 – College Algebra
- MATHA 1211 - Calculus
- MATHA 1280 – Introduction to Statistics

COMMUNICATION – 3 credits required
- ARABC 1102 – Arabic Composition

VALUES AND ETHICAL REASONING – 3 credits required
- PHILA 1404 - Ethics and Social Responsibility

CIVILIZATION STUDIES, CULTURES, AND BELIEFS – 3 credits required
- HISTA 1421 – Greek and Roman Civilization

DISCIPLINARY AREAS OF KNOWLEDGE
Humanities (6 credit hours), Social and Behavioral Sciences (6 credit hours), and Natural Science (3 credit hours) and one more course (3 credit hours) from the disciplinary areas of knowledge as an elective.

J. HUMANITIES – 6 credits required
- AHISTA 1401 – Art History
- PHILA 1402 – Introduction to Philosophy
- ENGL ARABC 1405 – World Literature

K. SOCIAL AND BEHAVIORAL SCIENCES – 6 credit hours
- ECONA 1580 - Introduction to Economics
- POLSA 1503 - Globalization
- PSYC 1111 – Introduction to Health Psychology
- PSYCA 1205 – Emotional Intelligence
- PSYCA 1504 – Introduction to Psychology
- SOCA 1502 – Introduction to Sociology

L. NATURAL SCIENCE – 3 credit hours
- BIOLA 1301 – Introduction to Biology
- BIOL 1121 – Biology 1 for Health Studies Majors
- ENVSA 1301 – Introduction to Environmental Science

The Major

Majors permit intensive study of a single discipline or cross-cutting area of knowledge and complement the breadth of the General Education component. Coursework in the Major provides a thorough grounding in the field's historical context and the particularized nature of its scholarship. It exposes students to the open questions with which scholars are grappling and the challenges of advancing knowledge in the field and introduces them to the tools and methodologies used to explore those questions. Certain majors may require coursework in cognate disciplines.

Students choose majors consistent with personal goals and interests and move through the subject gaining first an introductory foundation in the field on which is then built an integrated program of advanced study. All students must complete a major area of study, and the majors available at UoPeople are described in detail below.

Degree Students[17] at UoPeople may choose from two-degree levels and three major programs of study:

- Associate of Science in Business Administration (AS-BA)
- Associate of Science in Business Administration in Arabic (AS-BA)
- Associate of Science in Health Science (AS-HS)
- Associate of Science in Computer Science (AS-CS)
- Bachelor of Science in Business Administration (BS-BA)
- Bachelor of Science in Business Administration in Arabic (BS-BA)
- Bachelor of Science in Health Science (BS-HS)
- Bachelor of Science in Computer Science (BS-CS)

Information on program goals and course requirements for each of the majors are provided in the following chapters describing the specific programs of study.

Electives

Electives enable students to select coursework tailored to personal interests and offer the opportunity to acquire breadth beyond that specified in General Education requirements, select introductory courses in other majors, and take additional courses in a student's major that may not be required for the degree. With the appropriate prerequisites and level of preparedness, and within the constraints of course limitations, students can shape this unstructured exploration to satisfy their intellectual curiosity and individual academic needs.

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[17] Students who began their studies before Term 1 of the 2012-13 academic year are not eligible to elect an Associate or Bachelor's Degree of Science in Health Science.

General Education Courses

Courses Offered in Arabic For the Arabic programs

Arabic Composition 2 (Proctored Course)

This course is designed to introduce students to the concept and application of an academic research paper and its components. Students will learn how to use critical thinking to develop and draft a thesis. In addition, this course features genre studies which enables students to analyze, address, and resolve various problems. Students are encouraged to develop creative solutions rooted in their own intellectual strengths to build their academic and personal growth. By the end of the course, students will create a self-exploratory collegiate level research paper.

Course Code: ARABC 1102
Prerequisites: None
Credits: 3

Introduction to Statistics (Proctored course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. It is intended to bring students to a level where they can carry out statistical analyses of simple data. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution and the Central Limit Theorem. The R statistical programming environment is used for computation, graphical presentation, and simulations. The presentation of statistical methods and interpretation of outcomes are emphasized in this course. The philosophy of statistics rather than mathematics is at the center of this course; needed mathematical concepts are demonstrated via simulations rather than abstract proofs.

Course Code in Arabic: MATHA 1280
Prerequisites: None
Credits: 3

Ethics and Social Responsibility

The approach of this course adheres to the scope and sequence of a typical introductory business ethics course that relates ethical theories of philosophy to questions typically found in the economic world. In addition to a comprehensive coverage of key theories of ethics, business situations in which they are regularly applied, and representative case studies that can be found in reading materials, student assignments for this course are organized around engaging questions, discussions that help students apply the ethical theories, and moral issues that advance learners toward the understanding of business ethics in meaningful ways.

Course Code in Arabic: PHILA 1404
Prerequisites: None
Credits: 3

Introduction to Psychology

Psychology is defined as the scientific study of the human mind and its functions, especially those affecting behavior in a given context. Most people associate psychology with clinical issues, such as abnormal psychology, but it encompasses many different aspects of our lives from individual development, social interactions, and physiological aspects of human behavior. This course provides anoverview of the major fields in psychology with an emphasis on empirical evidence on the science of human thought and behavior.

Course Code in Arabic: PSYCA 1504
Prerequisites: None
Credits: 3

Introduction to Sociology

This course is designed to acquaint students with: (1) what sociology is, (2) what sociologists have donein the past, (3) what sociologists are currently doing, (4) how sociologists perceive the social world, and (5) how we can better understand our social world and the social worlds of people from other cultures.

Course Code in Arabic: SOCA 1502
Prerequisites: None
Credits: 3

Courses Offered in English for the English program and Arabic for the Arabic programs.

Online Education Strategies

Offered in English in the English program and Arabic in the Arabic program.

This course is required for all students and is a preparation for a successful journey into the University's online environment. It introduces students to the University of the People library, the resources available to them, our academic methods, and the policies and expectations for student performance. Further, it provides an overview of strategies for student success including time and stress management, effective study skills, and personal ownership of the learning process.
Course Code in English: UNIV 1001 or UNIV 3001 (transfer students)
Course Code in Arabic: UNIVA 1001
Prerequisites: None
Credits: 3

Art History

This survey course in Western Art History will explore art as a cultural production. This introduction to the academic discipline will familiarize students with major movements and styles of art as well as the various media and purposes of artistic production. The relationship of the visual arts and the individual artist to their society and culture will also be explored.

Course Code in English: AHIST 1401
Course Code in Arabic: AHISTA 1401
Prerequisites: None
Credits: 3

Professional Communication

This course introduces students to the principles and practices of professional communication. Students will learn how to communicate effectively in a variety of professional settings, including written communication, oral communication, and interpersonal communication. They will also learn about the ethical dimensions of professional communication.
Course code in English: COM 2001
Course code in Arabic: COMA 2001
Prerequisites: None
Credits: 3

College Algebra (Proctored Course)

This course provides a solid grounding in algebra, trigonometry, and analytic geometry in preparation for further mathematical studies. The course includes an extensive study of linear, quadratic, and rational functions. It also contains an introduction to exponential and logarithmic functions and circles. Finally, the topic of systems of linear equations is covered.

Course Code in English: MATH 1201
Course Code in Arabic: MATHA 1201
Prerequisites: None
Credits: 3

Calculus

This course provides an interdisciplinary introduction to the core concepts of differential calculus, covering a wide range of topics. Content includes both applications and theory of differential calculus leading to an introduction of the Fundamental Theorem of Calculus. Learners will continue to refine independent study skills, problem solving, logically correct and mathematically precise writing and thinking, and their ability to use geometric, symbolic, and analytic formats in presenting solutions to both abstract and real-world applications. Class activities will include lectures/discussions as well as tests and quizzes. All communications shall be delivered in writing.

Course Code in English: MATH 1211
Prerequisites in English: MATH 1201
Course Code in Arabic: MATHA 1211
Prerequisites in Arabic: MATHA 1201
Credits: 3

Greek and Roman Civilization (Proctored course – English)

This course includes selected readings from Homer, Plato's Dialogues, views on the rise of democracy, and a brief description of the rise and fall of the Roman Empire. Students will address the question: in what ways did Greek and Roman civilization provide the foundations for the development of western culture?

Course Code in English: HIST 1421
Course Code in Arabic : HISTA 1421
Prerequisites: None
Credits: 3

Discrete Mathematics

This course is primarily intended for students majoring in Computer Science. It emphasizes the development of technical discrete mathematics skills, rather than rigorous proof. Topics will include number systems, sets, logic, induction, elementary counting techniques, relations, functions, matrices, and Boolean algebra.

Course Code in English: MATH 1302
Course Code in Arabic : MATHA 1302
Prerequisites: None
Credits: 3

Globalization

This course examines changes in national economies over the past half century. Special attention is given to the ways in which globalization impacts citizenship, ethnic and religious issues, migration, public health, poverty, and wealth. The cross-cultural context affords the opportunity to address issues of a global nature which may profoundly influence the conditions under which people live and work.

Course Code in English: POLS 1503
Course Code in Arabic: POLSA 1503
Prerequisites: None
Credits: 3

Introduction to Biology

This introductory course defines biology and its relationship to other sciences. We examine the overarching theories of life from biological research and explore the fundamental concepts and principles of the study of living organisms and their interaction with the environment. We examine how life is organized into hierarchical levels; how living organisms use and produce energy; how life grows, develops, and reproduces; how life responds to the environment to maintain internal stability; and how life evolves and adapts to the environment.

Course Code in English: BIOL 1301
Course Code in Arabic: BIOLA 1301
Prerequisites: None
Credits: 3

Applied Economics: Theory and Practice

This course provides an applied understanding of economic principles as they relate to real-world policy and market dynamics. It examines the roles of government, financial institutions, and international trade in shaping economies, with an emphasis on labor markets, public goods, and sustainable economic growth. By exploring contemporary policy challenges, the course bridges economic theory with practical insights into today's complex economic landscape.

Course Code in English: ECON 1580
Course Code in Arabic: ECONA 1580
Prerequisites: None
Credits: 3

Introduction to Philosophy

This course traces the origins of philosophical thinking from Socrates and Plato in Ancient Greece to great thinkers of modern times. The profound questions they posed about reality, ethics, and knowledge still challenges us today. This course emphasizes how philosophy is a manner of thinking about the most basic problems faced by ordinary people. Students are encouraged to examine the ideas and answer the questions of the philosophers as they impact their own lives.

Course Code in English: PHIL 1402
Course Code in Arabic: PHILA 1402
Prerequisites: None
Credits: 3

Courses Offered in English for the English program

Biology 1 for Health Studies Majors

This course introduces main concepts in biology that are common to most living organisms. It covers topics in biochemistry, cell biology, and genetics, which illustrate how molecules are organized into cells. Cells constitute the basic unit of life, and genes are central to information flow within and between cells. In addition, this course makes use of assignments to introduce experimental methods and research data repositories. Through these activities, students learn how to approach a complex problem and find information relevant to a specific question or method. This course is designed both as a prerequisite to the study of biology at the organism or population level and as a general introduction to how biological knowledge is being produced.

Course Code: BIOL 1121
Prerequisites: None
Credits: 4

Introduction to Statistics (Proctored course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. This course is intended to bring students to a level where they can carry out simple statistical analysis of simple data. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution, and the Central Limit Theorem. The emphasis in the course is on the presentation of statistical methods and on the interpretation of the outcome. The philosophy of statistics, and not its mathematics, is at the center of this course; the mathematical concepts needed are demonstrated via simulations rather than by abstract proofs.

Course Code in English: MATH 1280
Prerequisites: None
Credits: 3

Ethics and Social Responsibility

This course explores Western and non-Western approaches to ethical reasoning, and the social implications of unethical behavior. Current professional ethics as well as cultural values will be analyzed, and students will be asked to reconcile these with personal beliefs in order to prepare them for taking responsibility for their actions in the world.

Course Code in English: PHIL 1404
Prerequisites: None
Credits: 3

Introduction to Psychology

This course covers the basic principles of psychology, its common approaches, and its theoretical underpinnings. As both research and applied discipline, Psychology involves the study of mental processes and behavior and will facilitate better understanding of the relationship between mind and body, and the self and other.

Course Code in English: PSYC 1504
Prerequisites: None
Credits: 3

Introduction to Sociology

This course studies and compares social groups and institutions and their interrelationships. Special topics covered in the course include culture, socialization, deviance, stratification, race, ethnicity, social changes, and collective behavior. As an introduction to the scientific discipline of Sociology, students will have the opportunity to analyze what we know and what we think we know as citizens, individuals, and as novice sociologists.

Course Code in English: SOC 1502
Prerequisites: None
Credits: 3

Emotional Intelligence

This course examines the concepts and practical applications of emotional intelligence. Emotional intelligence is the ability to manage one's own internal emotional environment and one's ability to participate in relationships with others. Through a highly interactive format, the course will focus on how to assess basic skills in emotional intelligence, how to develop strategies to improve and enhance basic skill levels, and how to experiment with techniques that facilitate dealing with others of varying emotional backgrounds and competency levels.

Course Code: PSYC 1205
Prerequisites: None
Credits: 3

English Composition 1 (Proctored Course)

UoPeople offers an alternative route for demonstrating English language proficiency for international students who are not from an English-speaking country and whose high school language of instruction was not English and/or have not demonstrated that they possess the minimum level of required competency. They may be provisionally admitted to take this preparatory course that provides a review of reading, grammar, and writing prior to taking a qualifying examination. Students must successfully pass all aspects of the course, pass the qualifying examination at the end of the course, and earn a comprehensive overall grade of 73% or higher to be eligible to be accepted as a non-degreestudent to take regular courses. Students whose final grade is less than a 73% will not pass the course but will be eligible to take ENGL 0101 English Composition 1 and the qualifying examination one additional time only. Students who do not earn a passing grade on the second try are not eligible for regular admission and are dismissed without appeal.

Course Code: ENGL 0101
Prerequisites: None
Credits: Not applicable. Not a credit earning course.

English Composition 2
This course is designed to foster skills in critical reading and thinking, and in the production and evaluation of purposeful academic writing. Students are introduced to literary genres, rhetorical patterns in writing, and the use and citation of research sources. They gain practice in clear, effective writing, with an emphasis on the academic research paper and its components. By the end of the course students will produce a paper of collegiate quality.

Course Code: ENGL 1102
Prerequisites: None
Credits: 3

Introduction to Environmental Sciences

This is a multidisciplinary course that will bring together data collected from various scientific fields to help students understand the environment, current environmental problems and solutions to these problems. The course will cover topics that include biodiversity conservation, agriculture-related environmental impacts, environmental effects of human populations and urbanization, the consequences of society's dependence on fossil fuel and solutions using alternative energy sources, environmental waste or pollutants affecting land, water and air and lastly environmental economics, ethics, policy and sustainable living.

Course Code: ENVS 1301
Prerequisites: None
Credits: 3

Introduction to Health Psychology

Psychology is defined as the scientific study of the human mind and its functions, especially those affecting behavior in a given context. This course will draw upon health psychology, public health, and community psychology to emphasize how psychology contributes to overall health, as well as the cause, progression, and outcomes of physical illness. This course will highlight the many roles that psychology plays in health and illness including, the role of health behaviors and behavior change; beliefs about illness; symptom perception; help-seeking and communication with health professions; stress, pain and chronic conditions such as obesity, coronary heart disease and HIV; the role of gender on health; and health outcomes in terms of quality of life and life expectancy.

Course Code: PSYC 1111
Prerequisite: None
Crédits: 3

Statistical Inference

This course covers inferential statistics, estimation, and hypothesis testing. The emphasis in the course is on the presentation of statistical methods and on the interpretation of the outcome. The philosophy and practice of statistics and not its mathematics is at the center. Needed mathematical computations are demonstrated via simulations rather than by abstract proofs. The R system for data analysis is used as part of the teaching.

Course Code: MATH 1281
Prerequisites: MATH 1280
Credits: 3

World Literature

This course is designed to introduce students to the structural concepts of world literature and to how to read critically with an emphasis on analysis and synthesis. The course will focus on both verbal and visual literacy via critical reading exercises. By the end of the course, the student will have conducted both practical and practice-based research in the area of world literature. Literary selections from a number of different cultures are introduced.

Course Code: ENGL 1405
Prerequisites: None
Credits: 3

Independent Study

In those rare instances when a student has completed all other degree requirements and needs a particular course to graduate that term, the Office of Academic Affairs may, as its discretion, direct the student to complete an independent study experience. Students assigned to an independent study experience will work one-on-one to fulfill the course requirement, which will typically include additional writing requirements, exams and/or an end-of-term research project. Students must be pre-approved prior to registration by the Office of Academic Affairs.

CHAPTER 7: BUSINESS ADMINISTRATION

The Business Administration degree educates students for success in a dynamic global economy within the context of sustainable business environments. The discipline's foundation covers accounting, economics, finance, entrepreneurship, management, and marketing analytics, cultivating responsible leaders to serve as architects and agents in organizational decision-making, using advanced quantitative approaches for foundations for success in the international business community.

Program Learning Outcomes

Program Learning Outcomes (PLO) are the skills and knowledge students will be able to demonstrate after completing the program.

PLO 1: Students will be able to explain a framework in applying appropriate business models in decision-making situations

- Students will be able to interpret accounting information for efficiency and continuous performance improvement

- Students will be able to apply concepts and principles for marketing resources, goods and services

- Students will be able to explain the basic principles of corporate finance and how capital markets operate

- Students will be able to explain how and when to use basic statistical analysis

- Students will be able to analyze fundamental principles of economics and how they apply to business decisions

PLO 2: Students will be able to identify and analyze business problems and opportunities and formulate recommendations for courses of action (BS)

PLO 3: Students will be able to identify opportunities for new business ventures, and evaluate their potential for success (BS)

PLO 4: Students will be able to demonstrate Covers the knowledge and skills needed to perform effectively within a team environment.

- Students will be able to use team building skills to accomplish group goals apply their knowledge

of basic components and interactions between hardware and software to create programs to solve computing problems

- Students will be able to explain the basic principles of organizational theory and the relationship between employees and organizations

- Students will be able to explain the principles of setting performance goals, and monitoring, mentoring and motivating employees

PLO 5: Student will be able to apply ethical reasoning and legal concerns to business situations, organizational management and human resources.

PLO Outcome 6: Students will be able to communicate using well-organized arguments and credible supporting evidence.

[Note: The Associate of Science degree level has many goals in common with the Bachelor of Science degree level. This reflects the fact that students at the Associate's level complete the same Year 1 and Year 2 program requirements. Because students at the Bachelor's level then complete additional requirements in the major, they are expected to achieve these goals at a higher developmental level.]

Associate of Science in Business Administration (AS-BA)

The Associate of Science in Business Administration (AS-BA) program is built on a strong liberal arts foundation and provides a broad understanding of business and business fundamentals. Students learn how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The Associate's program introduces students to the basic tenets of the field and provides a foundation for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.

Prerequisites

    BUS 1101   Principles of Business Management

Courses Required

    BUS 1102   Basic Accounting
    BUS 1103   Microeconomics
    BUS 1104   Macroeconomics
    COM 2001   Professional Communication

BUS 2201	Principles of Marketing (proctored course)
BUS 2202	E-Commerce (proctored course)
BUS 2203	Principles of Finance 1
BUS 2204	Personal Finance
BUS 2207	Multinational Management

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors and/or take additional courses in a student's major that may not be required for the degree as long as the language of instruction is the same.

University of the People - Arabic Program

University of the People continues to deploy its mission and worldwide network of degree programs to provide higher education to the Arab speaking population, with an emphasis on empowering refugees from diverse backgrounds from across the world. As an extension of the University's backbone, UoPeople offers degree programs in Arabic, but also provides a unique path to integrate into the English-language programs upon completion. The accredited associate degree in the program is a pathway for UoPeople in Arabic students, who fulfill all admissions requirements, to commence courses in English, and complete their bachelor's degree studies at UoPeople.

With a limitless enrollment capacity, UoPeople in Arabic will be the most comprehensive, affordable, scalable, and flexible higher education institution offered to the Arab-speaking population today.

Associate of Science in Business Administration in Arabic (AS-BA)

The Associate of Science in Business Administration in Arabic (AS-BA) program is built on a strong liberal arts foundation and provides a broad understanding of business and business fundamentals. This program is offered in Arabic. Students learn how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The Associate's program introduces students to the basic tenets of the field and provides a foundation for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.

Prerequisites

BUSA 1101 Principles of Business Management

Courses Required

BUSA 1102 Basic Accounting
BUSA 1103 Microeconomics
BUSA 1104 Macroeconomics
BUSA 1105 Business Communications
BUSA 2201 Principles of Marketing (proctored course)
BUSA 2202 E-Commerce (proctored course)
BUSA 2203 Principles of Finance 1
BUSA 2204 Personal Finance
BUSA 2207 Multinational Management

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements and/or take additional courses in a student's major that may not be required for the degree as long as the language of instruction is the same.

Bachelor of Science in Business Administration (BS-BA)

The Bachelor of Science in Business Administration (BS-BA) program provides students with comprehensive knowledge of business theories and models and their application to real-world problems. In particular, leadership, entrepreneurship, and analysis of business problems and opportunities are emphasized. The BS-BA program connects business to the role of work in a global society, offering broad preparation for whatever career pathway a student might elect, as well as providing solid preparation for graduate study in this and related fields.

Students pursuing a Bachelor of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.

Prerequisites

BUS 1101   Principles of Business Management

Courses Required

    BUS 1102   Basic Accounting
    BUS 1103   Microeconomics
    BUS 1104   Macroeconomics
    COM 2001   Professional Communication

    BUS 2201   Principles of Marketing (proctored course)
    BUS 2202   E-Commerce (proctored course)
    BUS 2203   Principles of Finance 1
    BUS 2207   Multinational Management
    BUS 3303   Entrepreneurship 1 (proctored course)
    BUS BUS 3305 Business Law and Ethics (proctored course)
    BUS 3306   Business and Society (proctored course)
    BUS 4402   Organizational Behavior (proctored course)
    BUS 4403   Business Policy and Strategy (proctored course)
    BUS 4405   Leadership (proctored course)
    BUS 4406   Quality Management

Electives

    BUS 2204 Personal Finance
    BUS 3301 Financial Accounting
    BUS 3302 Consumer Behavior
    BUS 3304 Managerial Accounting
    BUS 4401 Entrepreneurship 2
    BUS 4404 Principles of Finance 2
    BUS 4407 Strategic Management

Other Electives: Students pursuing a Bachelor of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

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 Bachelor of Science in Business Administration* program:

1. UNIV 1001 or 3001 Online Education Strategies
2. BUS 1101 Principles of Business Management
3. ENGL 1102 English Composition 2
4. BUS 1102 Basic Accounting
5. General Education – Social and Behavior Science Course
6. BUS 1103 Microeconomics
7. General Education – Social and Behavior Science Course
8. BUS 1104 Macroeconomics
9. General Education – Mathematical Sciences Course
10. BUS 2201 Principles of Marketing
11. General Education – Mathematical Sciences Course
12. Major Elective Course
13. General Education – Values and Ethical Reasoning Course
14. BUS 2203 Principles of Finance 1
15. General Education – Natural Science and Technology Course
16. COM 2001 - Professional Communication
17. General Education – Humanities Course
18. Elective Course
19. General Education – Civilization Studies, Culture, and Belief Course
20. BUS 2207 Multinational Management
21. General Education – Humanities Course
22. Major Elective Course
23. General Elective Course
24. Major Elective Course
25. General Elective Course
26. BUS 3303 Entrepreneurship 1

27. Major Elective Course
28. General Elective Course
29. BUS 3305 Business Law and Ethics
30. General Elective Course
31. BUS 3306 Business and Society
32. General Elective Course
33. Major Elective Course
34. General Elective Course
35. BUS 4402 Organizational Behavior
36. BUS 4403 Business Policy and Strategy
37. Major Elective Course
38. BUS 4405 Leadership
39. BUS 4406 Quality Management
40. Major Elective Course

*For the Associate Degree, courses 1-20 serve as the learning sequence.

Courses in Business Administration

Courses Offered in Arabic for the Arabic programs

Principles of Business Management

All forms of business require the involvement of managers to enable the successful operation of the organization. This course presents a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling. Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management.

Course Code: BUSA 1101
Prerequisite: None
Credits: 3

Microeconomics

This is an introductory course in Microeconomics. In this course, we will learn about basic elements of consumer and firm behavior, different market structures and their effects on welfare, and the direct and indirect role of the government in determining economic outcomes.

Course Code: BUSA 1103
Prerequisites: BUSA 1101
Credits: 3

Courses Offered in English for the English program and Arabic for the Arabic program.

Basic Accounting

The Basic Accounting course introduces students to financial reporting and financial management concepts and practices. The primary focus of this course is the preparation and use/analysis of general-purpose financial statements in support of the capital market decision-making process. In addition, certain financial accounts concepts related to current assets will be covered.

Course Code in English: BUS 1102
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 1102
Prerequisites in Arabic: BUSA 1101
Credits: 3

Macroeconomics

This course provides a solid overview of the field of macroeconomics with the intent to develop a general understanding and appreciation of the factors and methods used to manage macroeconomic policy and the impact of these policies on the global economy. This course helps students understand how a nation's economy works and how macroeconomic policy impacts a nation's economy. It will help you to judge what policies you, as an informed member of society and participant in the economy, will or will not support.

Course Code in English: BUS 1104
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA
1104 Prerequisites in Arabic:
BUSA 1101 Credits: 3

Professional Communication

This course introduces students to the principles and practices of professional communication. Students will learn how to communicate effectively in a variety of professional settings, including written communication, oral communication, and interpersonal communication. They will also learn about the ethical dimensions of professional communication.
Course code in English: COM 2001
Prerequisties: None
Credits: 3

Business Communications

The purpose of this course is to build an understanding of effective uses of English in a business environment and to develop strong core business communication skills. This course will introduce and enhance the varying modes of English communication in the business environment and will also focus on when to use these varying modes, depending on the situation. This course will also give students the tools to function in a cross-cultural, global business environment and will develop an understanding of the best techniques for successful communication in varying business contexts.

 Course Code in Arabic: BUSA 1105
Prerequisites: None
Credits: 3

Principles of Marketing (Proctored course)

This course provides an introduction to the field of marketing where students develop a general understanding and appreciation of the factors and methods involved in marketing a variety of goods and services. Topics include consumer needs, segmentation, target marketing, positioning, pricing, distributing, and promoting goods and services. Emphasis is placed on the integration of marketing principles into an organized approach for decision-making.

Course Code in English: BUS 2201
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 2201
Prerequisites in Arabic: BUSA 1101
Credits: 3

E-Commerce (Proctored course)

This course serves as an introduction to internet-based business models (i.e., e-commerce) in organizations. The study of this field will assist students in recognizing opportunities and overcoming challenges in online business transactions. Topics include e-commerce management, use of information systems and integration with human resources, knowledge management strategies, e-marketing and relationships between the internet, government, and society.

Course Code in English: BUS 2202
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 2202
Prerequisites in Arabic: BUSA 1101
Credits: 3

Principles of Finance 1

This course provides a broad understanding of basic principles in the area of finance. The course introduces techniques for effective financial decision-making and helping managers to maximize shareholders' wealth. The course covers topics related to the operation of financial markets and banking systems and the problems of financing and investment decisions and provides a theoretical background for critical and productive thinking.

Course Code in English: BUS 2203
Prerequisites in English: BUS 1102
Course Code in Arabic: BUSA 2203
Prerequisites in Arabic: BUSA 1102
Credits: 3

Personal Finance

This course provides a practical overview of personal finance management with the intent to provide students with the knowledge and skills to manage their personal finances effectively in order to ultimately attain financial security. Emphasis is placed on the development of personal financial management skills. Areas of study will include financial planning, budgets, basic finance and financial statements, credit management, savings, personal risk management, insurance, retirement planning, and investments.

Course Code in English: BUS 2204
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 2204

Prerequisites in Arabic: BUSA 1101
Credits: 3

Multinational Management

This course provides an examination and analysis of multinational management functions and processes including planning, organizing, leading, and controlling across cultures and borders in globally diverse environments and organizations. Topics include cross-cultural strategic planning, leadership, and human resource management.

Course Code in English: BUS 2207
Prerequisites in English: BUS 2201
Course Code in Arabic: BUSA 2207
Prerequisites in Arabic: BUSA 2201
Credits: 3

Courses Offered in English for the English program

Principles of Business Management

This course is an introduction to the field of business management. Topics include developing mission, vision and values, organizational culture, leadership, decision-making, organizational behavior, motivation, and human resource management. This course will present a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling. Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management.

Course Code: BUS 1101
Prerequisite: None
Credits: 3

Microeconomics

This course introduces the economic analysis of the interactions between households, businesses, and government with regard to allocation of goods, services and resources. In this course, we will learn about basic elements of consumer and firm behavior, different market structures and their effects on

welfare, and the direct and indirect role of the government in determining economic outcomes. Topics include theory of consumer behavior, production, and cost determination.

Course Code: BUS 1103
Prerequisites: BUS 1101
Credits: 3

Financial Accounting

This course continues the study of accounting begun by the students during their Basic Accounting course. This course emphasizes accounting for liabilities, accounting for equity, and corporate forms of ownership. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and analysis of variances. Obtaining familiarity of these topics and tools is intended to highlight the importance of management reporting and decision making.

Course Code: BUS 3301
Prerequisites: BUS 2203
Credits: 3

Consumer Behavior

This course provides the student with a comprehensive theoretical and practical foundation of knowledge regarding the forces (such as economic, social, psychological, and cultural factors) that shape the attitudes and behaviors of consumers of products and services.

Course Code: BUS 3302
Prerequisites: BUS 2201
Credits: 3

Entrepreneurship 1 (Proctored course)
This course provides an introduction to entrepreneurship and the dynamics of starting/owning a business. This course is designed to assist students with the knowledge and skills entrepreneurs need to start and/or manage a small business. It will help you understand the steps involved in the process of the creation/development of business ideas and turning those ideas into a successful business model. The course will focus on the feasibility, planning, and implementation of a new business venture.

Course Code: BUS 3303
Prerequisites: BUS 2201
Credits: 3

Managerial Accounting

This course is a continuation of Financial Accounting with the focus shifted to the internal needs of managers. The course offers students an understanding of managerial accounting techniques used in today's modern business world.

Course Code: BUS 3304
Prerequisites: BUS 2203
Credits: 3

Business Law and Ethics (Proctored course)

This course introduces the student to law and ethics as they apply in a business environment. The intent of this course is to develop in the student a general understanding of basic legal principles and how they affect the conduct of business on a practical level. While common law legal systems and that of the United States in particular are used to demonstrate the interaction of law and business, the principles introduced here assist in developing a general approach to business law and ethics. Topics include an introduction to law in general, litigation and alternatives to litigation, criminal law, torts and contracts, property law, employment law and business ethics. The interaction of law and business disciplines, such as management, finance, human resources, accounting, sales, and marketing is emphasized.

Course Code: BUS 3305
Prerequisites: BUS 2201
Credits: 3

Business and Society (Proctored Course)

This course explores the inter-relationships between business and society, including the tensions between various stakeholders and the growing pressures to approach business with corporate responsibility and sustainability as primary underlying influences. With rapidly changing technology and globalization, we must strategize our business decisions with far greater insight and on scientiousness than ever before. This course examines business and society relationships from various global perspectives, including developing countries and societies, and different cultural norms and beliefs. It provides students with insights into the issues surrounding business from both macro and micro level perspectives.

Course Code: BUS 3306
Prerequisites: BUS 2207
Credits: 3

Entrepreneurship 2

This course continues where Entrepreneurship 1 ended and addresses entrepreneurship in international markets. The key success factors in creating a new internationally oriented business venture will be examined from the perspective of the entrepreneur.

Course Code: BUS 4401
Prerequisites: BUS 3303
Credits: 3

Organizational Behavior (Proctored course)

This course focuses on the examination of research and theory of factors that influence the way members of an organization behave. Topics include the behavior of employees, work groups and supervisors, effective organizational communication, handling of change in the organization, and the goals and structure of an organization.

Course Code: BUS 4402
Prerequisites: BUS 3306
Credits: 3

Business Policy & Strategy (Proctored course)

This course addresses the formulation, implementation, monitoring and control of business strategies and supporting organizational policies. Students learn to evaluate the comprehensive business enterprise through an integrated view of the various functional disciplines. This course attempts to develop the conceptual and abstract skills required by leaders of businesses in a competitive environment in order to understand business issues and challenges from the perspective of all functional managers.

Course Code: BUS 4403
Prerequisites: BUS 3306 and BUS 2207
Credits: 3

Principles of Finance 2

This course expands on concepts from Principles of Finance 1 to provide greater depth of core issues including valuation, cost of capital, capital budgeting, estimating cash flows, capital structure, dividends, forecasting, and working capital management. Case studies and information resources will be utilized to explain how financial theory is applied in real-life situations.

Course Code: BUS 4404
Prerequisites: BUS 2203
Credits: 3

Leadership (Proctored course)

In this course, students will explore organizational leadership theories as well as examine how to strategically lead self and others while fostering a culture of performance. Students will use tools that leverage organizational and individual development. Through an integration of a variety of these tools, strategies, and theories, the students will develop knowledge, skills and attitudes (KSA) necessary in contemporary leadership development.

Course Code: BUS 4405
Prerequisites: BUS 3303
Credits: 3

Quality Management

This course investigates the concept of "quality" in organizational culture, and how it has developed over time. A number of quality-improvement techniques will be explored, such as employee empowerment, quality-improvement tools, cross-functional teams, leadership for quality, continuous leaning, process management, Taguchi methods, ISO 9000 standards, and the role of inspection in quality management. Issues concerning the implementation of methods such as Total Quality Management (TQM) will also be studied.

Course Code: BUS 4406
Prerequisites: BUS 4402
Credits: 3

Strategic Management

This course explores the relationships between organizations and their environments from a corporate policy perspective. Topics to be discussed include organizational structure and development, competition analysis, long and short-range planning, creating mission and vision statements, implementing goals, performance indicators and evaluation.

Course Code: BUS 4407
Prerequisites: BUS 4402
Credits: 3

Bachelor of Science in Business Administration in Arabic (BS-BA)

The Bachelor of Science in Business Administration in Arabic (BS-BA) program provides students with comprehensive knowledge of business theories and models and their application to real-world problems. This program is offered in Arabic. In particular, leadership, entrepreneurship, and analysis of business problems and opportunities are emphasized. The BS-BA program connects business to the role of work in a global society, offering broad preparation for whatever career pathway a student might elect, as well as providing solid preparation for graduate study in this and related fields.

Program Learning Outcomes

Program student learning outcomes (PLO) are the skills and knowledge students will be able to demonstrate after completing the program

PLO 1: Students will be able to explain a framework in applying appropriate business models in decision-making situations

- Students will be able to interpret accounting information for efficiency and continuous performance improvement

- Students will be able to apply concepts and principles for marketing resources, goods and services

- Students will be able to explain the basic principles of corporate finance and how capital markets operate

- Students will be able to explain how and when to use basic statistical analysis

- Students will be able to analyze fundamental principles of economics and how they apply to business decisions

PLO 2: Students will be able to identify and analyze business problems and opportunities and formulate recommendations for courses of action (BS)

PLO 3: Students will be able to identify opportunities for new business ventures, and evaluate their potential for success (BS)

PLO 4: Students will be able to demonstrate Covers the knowledge and skills needed to perform effectively within a team environment.

- Students will be able to use team building skills to accomplish group goals apply their knowledge of basic components and interactions between hardware and software to create programs to solve computing problems
- Students will be able to explain the basic principles of organizational theory and the relationship between employees and organizations
- Students will be able to explain the principles of setting performance goals, and monitoring, mentoring and motivating employees

PLO 5: Student will be able to apply ethical reasoning and legal concerns to business situations, organizational management and human resources.

PLO 6: Students will be able to communicate using well-organized arguments and credible supporting evidence.

[Note: The Associate of Science degree level has many goals in common with the Bachelor of Science degree level. This reflects the fact that students at the Associate's level complete the same Year 1 and Year 2 program requirements. Because students at the Bachelor's level then complete additional requirements in the major, they are expected to achieve these goals at a higher developmental level.]

Prerequisites

    BUSA 1101   Principles of Business Management

Courses Required

BUSA 1102	Basic Accounting
BUSA 1103	Microeconomics
BUSA 1104	Macroeconomics
BUSA 1105	Business Communications
BUSA 2201	Principles of Marketing (proctored course)
BUSA 2202	E-Commerce (proctored course)
BUSA 2203	Principles of Finance 1
BUSA 2204	Personal Finance
BUSA 2207	Multinational Management
BUSA 3303	Entrepreneurship 1 (proctored course)
BUSA 3305	Business Law and Ethics (proctored course)
BUSA 3306	Business and Society (proctored course)
BUSA 4402	Organizational Behavior (proctored course)
BUSA 4403	Business Policy and Strategy (proctored course)
BUSA 4405	Leadership (proctored course)
BUSA 4406	Quality Management

Electives

BUSA 2204	Personal Finance
BUSA 3301	Financial Accounting
BUSA 3302	Consumer Behavior
BUSA 3304	Managerial Accounting
BUSA 4401	Entrepreneurship 2
BUSA 4404	Principles of Finance 2
BUSA 4407	Strategic Management

Other Electives: Students pursuing a Bachelor of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or take additional courses in a student's major that may not be required for the degree.

Courses in Business Administration

Principles of Business Management

All forms of business require the involvement of managers to enable the successful operation of the organization. This course presents a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling. Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management.

Course Code: BUSA 1101
Prerequisite: None
Credits: 3

Basic Accounting

The Basic Accounting course introduces students to financial reporting and financial management concepts and practices. The primary focus of this course is the preparation and use/analysis of general-purpose financial statements in support of the capital market decision-making process. In addition, certain financial accounts concepts related to current assets will be covered.

Course Code in Arabic: BUSA 1102
Prerequisites in Arabic: BUSA 1101
Credits: 3

Macroeconomics

This course provides a solid overview of the field of macroeconomics with the intent to develop a general understanding and appreciation of the factors and methods used to manage macroeconomic policy and the impact of these policies on the global economy. This course helps students understand how a nation's economy works and how macroeconomic policy impacts a nation's economy. It will help you to judge what policies you, as an informed member of society and participant in the economy, will or will not support.

Course Code in Arabic: BUSA 1104
Prerequisites in Arabic: BUSA 1101
Credits: 3

Business Communications

The purpose of this course is to build an understanding of effective uses of English in a business environment and to develop strong core business communication skills. This course will introduce and enhance the varying modes of English communication in the business environment and will also focus on when to use these varying modes, depending on the situation. This course will also give students the tools to function in a cross-cultural, global business environment and will develop an understanding of the best techniques for successful communication in varying business contexts.

Course Code in Arabic: BUSA 1105
Prerequisites: None
Credits: 3

Principles of Marketing (Proctored course)

This course provides an introduction to the field of marketing where students develop a general understanding and appreciation of the factors and methods involved in marketing a variety of goods and services. Topics include consumer needs, segmentation, target marketing, positioning, pricing, distributing, and promoting goods and services. Emphasis is placed on the integration of marketing principles into an organized approach for decision-making.

Course Code in Arabic: BUSA 2201
Prerequisites in Arabic: BUSA 1101
Credits: 3

E-Commerce (Proctored course)

This course serves as an introduction to internet-based business models (i.e., e-commerce) in organizations. The study of this field will assist students in recognizing opportunities and overcoming challenges in online business transactions. Topics include e-commerce management, use of information systems and integration with human resources, knowledge management strategies, e-marketing and relationships between the internet, government, and society.

Course Code in Arabic: BUSA 2202
Prerequisites in Arabic: BUSA 1101
Credits: 3

Principles of Finance 1

This course provides a broad understanding of basic principles in the area of finance. The course introduces techniques for effective financial decision-making and helping managers to maximize shareholders' wealth. The course covers topics related to the operation of financial markets and banking systems and the problems of financing and investment decisions and provides a theoreticalbackground for critical and productive thinking.

Course Code in Arabic: BUSA 2203
Prerequisites in Arabic: BUSA 1102
Credits: 3

Personal Finance

This course provides a practical overview of personal finance management with the intent to provide students with the knowledge and skills to manage their personal finances effectively in order to ultimately attain financial security. Emphasis is placed on the development of personal financial management skills. Areas of study will include financial planning, budgets, basic finance and financial statements, credit management, savings, personal risk management, insurance, retirement planning, and investments.

Course Code in Arabic: BUSA 2204
Prerequisites in Arabic: BUSA 1101
Credits: 3

Multinational Management

This course provides an examination and analysis of multinational management functions and processes including planning, organizing, leading, and controlling across cultures and borders in globally diverse environments and organizations. Topics include cross-cultural strategic planning, leadership, and human resource management.

Course Code in Arabic: BUSA 2207
Prerequisites in Arabic: BUSA 2201
Credits: 3

Principles of Business Management

This course is an introduction to the field of business management. Topics include developing mission, vision and values, organizational culture, leadership, decision-making, organizational behavior, motivation, and human resource management. This course will present a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling.

Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management.

Course Code: BUSA
1101 Prerequisite:
None Credits: 3

Microeconomics

This course introduces the economic analysis of the interactions between households, businesses and government with regard to allocation of goods, services and resources. In this course, we will learn about basic elements of consumer and firm behavior, different market structures and their effects on welfare, and the direct and indirect role of the government in determining economic outcomes. Topics include theory of consumer behavior, production, and cost determination.

Course Code: BUSA
1103 Prerequisites:
BUSA 1101
Credits: 3

Financial Accounting

This course continues the study of accounting begun by the students during their Basic Accounting course. This course emphasizes accounting for liabilities, accounting for equity, and corporate forms of ownership. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and analysis of variances. Obtaining familiarity of these topics and tools is intended to highlight the importance of management reporting and decision making.

Course Code: BUSA
3301 Prerequisites:
BUSA 2203
Credits: 3

Consumer Behavior

This course provides the student with a comprehensive theoretical and practical foundation of knowledge regarding the forces (such as economic, social, psychological, and cultural factors) that shape the attitudes andbehaviors of consumers of products and services.

Course Code: BUSA
3302Prerequisites:
BUSA 2201
Credits: 3

Entrepreneurship 1 (Proctored course)

This course provides an introduction to entrepreneurship and the dynamics of starting/owning a business. This course is designed to assist students with the knowledge and skills entrepreneurs need to start and/or manage asmall business. It will help you understand the steps involved in the process of the creation/development of business ideas and turning those ideas into a successful business model. The course will focus on the feasibility, planning, and implementation of a new business venture.

Course Code: BUSA
3303Prerequisites:
BUSA 2201
Credits: 3

Managerial Accounting

This course is a continuation of Financial Accounting with the focus shifted to the internal needs of managers. The course offers students an understanding of managerial accounting techniques used in today's modern business world.

Course Code: BUSA
3304Prerequisites:
BUSA 2203
Credits: 3

Business Law and Ethics (Proctored course)

This course introduces the student to law and ethics as they apply in a business environment. The intent of this course is to develop in the student a general understanding of basic legal principles and how they affect the conduct of business on a practical level. While common law legal systems and that of the United States in particular are used to demonstrate the interaction of law and business, the principles introduced here assist in developing a general approach to business law and ethics. Topics include an introduction to law in general, litigation and alternatives to litigation, criminal law, torts and contracts, property law, employment law and business ethics. The interaction of law and business disciplines, such as management, finance, human resources, accounting, sales, and marketing is emphasized.

Course Code: BUSA
3305 Prerequisites:
BUSA 2201
Credits: 3

Business and Society (Proctored Course)

This course explores the inter-relationships between business and society, including the tensions between various stakeholders and the growing pressures to approach business with corporate responsibility and sustainability as primary underlying influences. With rapidly changing technology and globalization, we must strategize our business decisions with far greater insight and conscientiousness than ever before. This course examines business and society relationships from various global perspectives, including developing countries and societies, and different cultural norms and beliefs. It provides students with insights into the issues surrounding business from both macro and micro level perspectives.

Course Code: BUSA
3306 Prerequisites:
BUSA 2207
Credits: 3

Entrepreneurship 2

This course continues where Entrepreneurship 1 ended and addresses entrepreneurship in international markets. The key success factors in creating a new internationally oriented business venture will be examinedfrom the perspective of the entrepreneur.
Course Code: BUSA 4401
Prerequisites: BUSA 3303
Credits: 3

Organizational Behavior (Proctored course)

This course focuses on the examination of research and theory of factors that influence the way members of anorganization behave. Topics include the behavior of employees, work groups and supervisors, effective organizational communication, handling of change in the organization, and the goals and structure of an organization.

Course Code: BUSA
4402 Prerequisites:
BUSA 3306
Credits: 3

Business Policy & Strategy (Proctored course)

This course addresses the formulation, implementation, monitoring and control of business strategies and supporting organizational policies. Students learn to evaluate the comprehensive business enterprise through an integrated view of the various functional disciplines. This course attempts to develop the conceptual and abstract skills required by leaders of businesses in a competitive environment in order to understand business issues and challenges from the perspective of all functional managers.

Course Code: BUSA 4403
Prerequisites: BUSA 3306 and BUS 2207
Credits: 3

Principles of Finance 2

This course expands on concepts from Principles of Finance 1 to provide greater depth of core issues including valuation, cost of capital, capital budgeting, estimating cash flows, capital structure, dividends, forecasting, and working capital management. Case studies and information resources will be utilized to explain how financial theory is applied in real-life situations.

Course Code: BUSA
4404 Prerequisites:
BUSA 2203
Credits: 3

Leadership (Proctored course)

In this course, students will explore organizational leadership theories as well as examine how to strategically lead self and others while fostering a culture of performance. Students will use tools that leverage organizational and individual development. Through an integration of a variety of these tools, strategies, and theories, the students will develop knowledge, skills and attitudes (KSA) necessary in contemporary leadership development.

Course Code: BUSA 4405
Prerequisites: BUSA 3303
Credits: 3

Quality Management

This course investigates the concept of "quality" in organizational culture, and how it has developed over time. A number of quality-improvement techniques will be explored, such as employee empowerment, quality- improvement tools, cross-functional teams, leadership for quality, continuous leaning, process management, Taguchi methods, ISO 9000 standards, and the role of inspection in quality management. Issues concerning the implementation of methods such as Total Quality Management (TQM) will also be studied.

Course Code: BUSA
4406 Prerequisites:
BUSA 4402
Credits: 3

Strategic Management

This course explores the relationships between organizations and their environments from a corporate policy perspective. Topics to be discussed include organizational structure and development, competition analysis, long and short-range planning, creating mission and vision statements, implementing goals, performance indicators and evaluation.

Course Code: BUSA
4407Prerequisites:
BUSA 4402
Credits: 3

CHAPTER 8: COMPUTER SCIENCE

The Computer Science degree meets the growing demands of the regional and national economy by preparing students to approach and solve the important scientific, global, and societal challenges of the 21st century. The discipline studies phenomena and concepts arising from the use of logic, mathematics, engineering and other sciences in understanding and manipulating information; the degree provides a firm foundation in both hardware/architecture and software, as well as an understanding of a variety of applications of these fundamental ideas and techniques.

Program Learning Outcomes

Program student learning outcomes (PLO) are the skills and knowledge students will be able to demonstrate after completing the program.

PLO 1: Students will be able to Provides a framework in applying strategies for the effective design of computing systems.

- Students will be able to explain the use and structure of the common mechanisms for describing and designing software and hardware structures

- Students will be able to explain the use of abstraction in the design, implementation, and use of databases

- Students will be able to demonstrate proficiency in core programming skills to code, debug, and test programming solutions

PLO 2: Students will be able to explain apply appropriate methods in the planning, development, and management of design projects (B.S. level)

PLO 3: Students will be able to covers the knowledge and skills needed to analyze problems from multiple perspectives and seek resolution through multiple methods and tools.

- Students will be able to explain the scientific principles that underlie the physical characteristics of computers and be able to build conceptual models relating to this

- Students will be able to apply their knowledge of basic components and interactions between hardware and software to create programs to solve computing problems

- Students will be able to recognize the need, and demonstrate their willingness, to expand their knowledge of beyond the classroom

PLO 4: Students will be able to apply mathematics methods effectively to analyze and resolve problems (B.S. level)

PLO 5: Students will be able to communicate effectively using well organized arguments and credible supporting evidence (BS)

PLO 6: Students will be able to enhance a command of critical thinking with respect to computer ethics, privacy, and security.

- Students will be able to explain the potential tensions between society and the constraints and opportunities of computing affected

- Students will be able to explain local and global impact of computing on individuals, organizations, and society

- Students will be able to recognize the potential ethical and social impact in the use and creation of technology

[Note: The Associate of Science degree level has many goals in common with the Bachelor of Science degree level. This reflects the fact that students at the Associate's level complete the same Year 1 and Year 2 program requirements. Because students at the Bachelor's level then complete additional requirements in the major, they are expected to achieve these goals at a higher developmental level.]

Associate of Science in Computer Science (AS-CS)

The Associate of Science in Computer Science (AS-CS) program is built on a strong liberal arts base and enables students to explore the field from a range of perspectives, gaining a fundamental understanding of the mathematical and scientific principles underlying computing and information technology and of their application in the field. Students learn how to apply strategies for the effectivedesign of computing systems; analyze problems using multiple perspectives, methods, and tools; and develop their critical thinking in respect to computer ethics. The Associate's program introduces students to the field, grounds them in the techniques of computing, and equips them for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Computer Science must complete all required courses in their chosen major as outlined below.

Prerequisites

Students must pass the following prerequisites before they can begin taking courses in the major:

MATH 1201	College Algebra
MATH 1280	Introduction to Statistics
CS 1111	Introduction to Computer Science
CS 1101	Programming Fundamentals
CS 1102	Programming 1

Courses Required

CS 1103	Programming 2
CS 1105	Digital Electronics & Computer Architecture
CS 2203	Databases 1
CS 2204	Communications and Networking
CS 2205	Web Programming 1 (proctored course)
CS 2301	Operating Systems 1 (proctored course)
CS 2401	Software Engineering 1

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree as long as the language of instruction is the same.

Bachelor of Science in Computer Science (BS-CS)

The Bachelor of Science in Computer Science (BS-CS) program provides students with in-depth knowledge and analytical skills associated with the design, development, testing and documentation of a range of operating systems; database management; and programming languages. With computers found in every aspect of today's society, students completing the Bachelor of Science Degree are prepared for a range of options, including continued study in the field at the graduate level.

Students pursuing a Bachelor of Science degree in Computer Science must complete all required courses in their chosen major as outlined below.

Prerequisites

Students must pass the following prerequisites before they can begin taking courses in the major:

MATH 1201	College Algebra
MATH 1280	Introduction to Statistics
CS 1111	Introduction to Computer Science
CS 1101	Programming Fundamentals
CS 1102	Programming 1

Courses Required

CS 1103	Programming 2
CS 1105	Digital Electronics & Computer Architecture
CS 2203	Databases 1
CS 2204	Communications and Networking

CS 2205	Web Programming 1 (proctored course)
CS 2301	Operating Systems 1 (proctored course)
CS 2401	Software Engineering 1
CS 3303	Data Structures (Proctored course)
CS 3305	Web Programming 2 (Proctored course)
CS 3306	Databases 2 (proctored course)
CS 3307	Operating Systems 2 (proctored course)
CS 4402	Comparative Programming Languages (proctored course)
CS 4407	Data Mining and Machine Learning (proctored course)
MATH 1302	Discrete Mathematics
MATH 1211	Calculus

Electives

CS 3304	Analysis of Algorithms
CS 3308	Information Retrieval
CS 3340	Systems & Applications Security
CS 3440	Big Data
CS 4403	Software Engineering 2
CS 4404	Advanced Networking and Data Security
CS 4405	Mobile Applications
CS 4406	Computer Graphics
CS 4408	Artificiel Intelligence

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

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 Bachelor of Science in Computer Science* program:

1. UNIV 1001 or UNIV 3001 Online Education Strategies

2. CS 1111 Introduction to Computer Science

3. ENGL 1102 English Composition 2

4. CS 1101 Programming Fundamentals

5. General Education – Social and Behavior Science Course (pick one)

6. CS 1102 Programming 1

7. Math 1201 College Algebra

8. CS 1103 Programming 2

9. General Education – Value and Ethical Reasoning Course

10. CS 1105 Digital Electronics & Computer Architecture

11. Math 1280 Introduction to Statistics

12. CS 2203 Databases 1

13. CS 2204 Communications and Networking

14. General Education - Natural Science and Technology Course (pick one)

15. CS 2205 Web Programming 1

16. COM 2001 - Professional Communication

17. General Education – Humanities Course (pick one)

18. CS 2301 Operating Systems 1

19. General Education – Civilization Studies, Culture, and Belief Course

20. CS 2401 Software Engineering 1

21. General Education – Humanities Course (pick one)

22. CS 3303 Data Structures

23. General Education – Social and Behavior Science Course (pick one)

24. Major Elective Course

25. General Elective Course

26. CS 3305 Web Programming 2

27. MATH 1211 Calculus

28. CS 3306 Databases 2

29. MATH 1302 Discrete Mathematics

30. CS 3307 Operating Systems 2

31. Major Elective Course

32. Major Elective Course

33. Major Elective Course

34. CS 4402 Comparative Programming Languages

35. Major Elective Course

36. Major Elective Course

37. Major Elective Course

38. Major Elective Course

39. CS 4407 Data Mining and Machine Learning

40. Major Elective Course

*For the Associate Degree, courses 1-20 serve as the learning sequence.

Courses in Computer Science

Introduction to Computer Science

This course is designed to provide students with a foundational understanding of key computer science principles such as an exploration of diverse topics including number systems, logic gates, operating systems, computer networks, security, programming fundamentals, and different aspects of the field of computer science. With a structured approach and a balanced blend of theory and practical insights, this course endeavors to lay robust groundwork for aspiring computer scientists, fostering their proficiency and insight across this dynamic discipline.
Course Code: CS 1111
Prerequisites: None
Credits: 3

Programming Fundamentals

This course covers the basics of computer programming and provides a foundation for further learning in this area. No previous computer programming knowledge is required to finish this course. The course uses the Python programming language which is very simple and straightforward. The course also covers abstract concepts which can be applied to almost any programming language, and students are encouraged to pay attention to these, since the way of thinking like a programmer is the most valuable lesson they will learn. (Students with formal training in the Python language may petition to waive this requirement.)

Course Code: CS 1101
Prerequisites: None
Credits: 3

Programming 1

This introductory course teaches the fundamental concepts of programming languages by use of the popular Java language. The topics cover fundamental principles of programming, including data types, program control and decisions, loops, string manipulations, procedures, arrays, software testing, and debugging.

Course Code: CS 1102
Prerequisites: CS 1101
Credits: 3

Programming 2

This course builds on the Introduction to Programming 1 course and teaches a more highly developed Java programming language with features beyond the basic concepts covered in the first programming course. A large part of the course will be devoted to more advanced building blocks such as recursion, linked data structures, and Java's Collection Framework. In addition to this, students learn about designing and coding complex, robust, and efficient programs, and are introduced to a professional programming tool: the Eclipse Integrated Development Environment.

Course Code: CS 1103
Prerequisites: CS 1102
Credits: 3

Digital Electronics & Computer Architecture

This comprehensive course covers digital electronics, logic design, computer arithmetic, memory systems, programmable logic devices, and computer architecture. Students will be able to explain the principles of digital circuits and logic. We will use an online hardware simulator to actually "build" a computer and develop an assembler from the ground using concepts we will learn in class. Topics include number systems, Boolean logic, combinational and sequential circuits, computer arithmetic, memory hierarchies, and CPU (Central processing unit) design. By course completion, students will be equipped to contribute to the field of digital design, with skills in circuit design and microprocessor understanding.

Course Code: CS 1105
Prerequisites: None
Credits: 3

Databases 1

This course introduces the fundamental concepts necessary for designing, using and implementing database systems. We stress the fundamentals of database modeling and design, relational theory, and the Structured Query Language.

Course Code: CS 2203
Prerequisites: None
Credits: 3

Communications and Networking

This course will introduce the basic concepts of communication networks, including the OSI model and different types of communication protocols, including the Internet Protocol (TCP/IP protocol). The course will also cover the key concepts and structures of the Internet. Throughout the course, we will mainly be focusing on the two most prevalent reference models of network definition, OSI and TCP/IP.
Course Code: CS 2204
Prerequisites: None
Credits: 3

Web Programming 1 (Proctored course)

This course introduces students to fundamental concepts and issues surrounding software development for programs that operate on the web and the internet such as static and dynamic content, dynamically served content, web development processes, and security.

Course Code: CS 2205
Prerequisites: CS 1103
Credits: 3

Operating Systems 1 (Proctored course)

This course provides an applied introduction to commercial operating systems. It is intended for intermediate students who have basic programming skills. Key concepts of computer systems and operating systems are introduced, as well as the communications and linkages associated with computer systems. Operating systems that are introduced include Microsoft Windows and UNIX/Linux.

Course Code: CS 2301
Prerequisites: CS 1103
Credits: 3

Software Engineering 1

This course focuses on the engineering process requirements, including identification of stakeholders, requirements elicitation techniques such as interviews and prototyping, analysis fundamentals, requirements specification, and validation. Course topics will include the use of models (State-oriented, Function-oriented, and Object-oriented), documentation for Software Requirements (Informal, semi-formal, and formal representations), structural, informational, and behavioral requirements; non-functional requirements, and the use of requirements repositories to manage and track requirements through the life cycle.

Course Code: CS 2401
Prerequisites: CS 1103
Credits: 3

Data Structures (Proctored course)

This course introduces the fundamental concepts of data structures and the algorithms that proceed from them. Although this course has a greater focus on theory than application, the assignments, examples, and cases introduced throughout the course help to bridge the gap between theoretical concepts and real-world problem solving. We will be using a software tool that will enhance our understanding of the operation and function of the data structures and algorithms explored throughout the course by visually animating examples of data structures and algorithms so that we can understand their operation. Key topics within this course will include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, tress, and graphs), and the basics of algorithmic analysis.

Course Code: CS 3303
Prerequisites: CS 1103
Credits: 3

Analysis of Algorithms

This course builds on knowledge of elementary algorithm analysis gained in Data Structures to further analyze the efficiency of algorithms for sorting, searching, and selection. The course will also introduce algorithm design techniques.

Course Code: CS 3304
Prerequisites: CS 3303
Credits: 3

Web Programming 2 (Proctored course)

This course builds on the concepts and issues discussed in Web Programming 1 surrounding software development for programs that operate on the web and the Internet. Existing and emerging web development topics to be covered include web applications, web services, enterprise web development, markup languages, and server-side programming.

Course Code: CS 3305
Prerequisites: CS 2205
Credits: 3

Databases 2 (Proctored course)

This course will cover server database management, configuration and administration, security mechanisms, backup and recovery, transact SQL Programming, and an introduction to database web-application development.

Course Code: CS 3306
Prerequisites: CS 2203
Credits: 3

Operating Systems 2 (Proctored Course)

This course builds on principles learned in Operating Systems 1 to approach complex computer operating system topics such as networks, parallel computing, remote procedure call, concurrency, transactions, shared memory, message passing, scale, naming, and security.

Course Code: CS 3307
Prerequisites: CS 2301
Credits: 3

Information Retrieval

This course covers the storage and retrieval of unstructured digital information. Topics include automatic index construction, retrieval models, textual representations, efficiency issues, search engines, text classification, and multilingual retrieval.

Course Code: CS 3308
Prerequisites: CS 3303
Credits: 3

Systems and Application Security

This course introduces students to various information security concepts for computer networks and information systems. Students will learn how to recognize cybersecurity threats, vulnerabilities of computer networks and information systems, and select appropriate cybersecurity models to mitigate and/or prevent security breaches to ensure continuous business operations.
Course Code: CS 3340
Prerequisites: CS 2204
Credits: 3

Big Data

This course introduces students to the fundamental concepts of Big Data through hands-on exercises and the use of various tools. The course focuses on practice over theory and the fundamental concepts of Big Data, including components of the big data ecosystem, distributed batch processing, distributed databases, and real-time processing.

Course Code: CS 3440
Prerequisites: CS 3303
Credits: 3

Comparative Programming Languages

This course focuses on the organization of programming languages, emphasizing language design concepts and semantics. This course will explore the study of language features and major programming paradigms, with a special emphasis on functional programming.

Course Code: CS 4402
Prerequisites: CS 1103
Credits: 3

Software Engineering 2

This course addresses more advanced topics in software engineering. Topics include the study of project planning, techniques for data-oriented design, object-oriented design, testing and quality assurance, and computer-aided software engineering.

Course Code: CS 4403
Prerequisites: CS 2401
Credits: 3

Advanced Networking and Data Security

This course explores the basic components and design principles of advanced broadband networks (wireline and wireless), exploring how they enable essential services such as mobility, and secure data storage, processing and transmission. This course will also introduce the student to emerging issues facing organizations considering implementing cloud computing services and mobility to enabling worker productivity. Students will also be exposed to the basic pillars of network security (IA) and protecting individual privacy.

Course Code: CS 4404
Prerequisites: CS 2204
Credits: 3

Mobile Applications

The course explores concepts and issues surrounding information system applications to real-time operating systems and wireless networking systems.

Course Code: CS 4405
Prerequisites: CS 2205
Credits: 3

Computer Graphics

This course explores graphics applications and systems. Topics to be covered include the basic structure of interactive systems, implementation of packages, distributed architectures for graphics, and the representation of surfaces.

Course Code: CS 4406
Prerequisites: CS 1103
Credits: 3

Data Mining and Machine Learning (Proctored course)

This course presents an introduction to current concepts in machine learning, knowledge discovery, and data mining. Approaches to the analysis of learning algorithm performance will also be discussed and applied.

Course Code: CS 4407
Prerequisites: CS 3303
Credits: 3

Artificial Intelligence (Proctored course)

This course will cover current concepts and techniques in artificial intelligence, including "reasoning", problem solving, and search optimization.

Course Code: CS 4408
Prerequisites: CS 4407
Credits: 3

CHAPTER 9: HEALTH SCIENCE

Data from the World Health Organization show to what extent gains in global health and well-being are being made, the great distance there is yet to travel, and the inequalities that exist among and within countries with respect to life expectancy and access to services. Programs in the Health Sciences seek to address these challenges. Interdisciplinary in nature, they apply the principles and practices of mathematics and the natural sciences, engineering and technology, and the social and behavioral sciences to the improvement of human and animal health. The Health Sciences encompass a variety of fields and include programming for those engaged in the delivery of health care (e.g., nursing, dentistry, pharmacy, veterinary medicine); those doing research on the causes and treatment of illness (e.g., physiologists, pharmacologists); and those working to prevent disease and promote societal health and well-being (e.g., public health).

UoPeople has chosen to make Health Science its first offering in the area of the Health Sciences because the world-wide need is so great. The U.S. Bureau of Labor Statistics projects that health- related programs will be the fastest growing employment sector in the coming decade due to an aging population and changes in the health care market. In other parts of the globe affected by war, famine and limited resources, the demand for health care prevention and education is enormous.

The Health Science degree offers a uniquely interdisciplinary approach to studying health behavior at both the global and local levels. The discipline's foundation covers public health policy and practices impacting human health infrastructures contributing to health disparities. The degree emphasizes research, planning, development, and implementation in health education, disease prevention, and community programming.

Program Learning Outcomes
Program student learning outcomes (PLO) are the skills and knowledge students will be able to demonstrate after completing the program

PLO 1: Students will be able to explain the social and biological causes of health and illness.

- Students will be able to explain human anatomy and physiology

- Students will be able to categorize the most commons forms of morbidity (i.e., illness or other health disability), their prevalence, causes and treatments

- Students will be able to read, analyze and interpret health data

- Students will be able to characterize the social and behavioral determinants of physical health

- Students will be able to describe the microbiological and molecular bases of human disease and its transmission

- Students will be able to explain human development in context

PLO 2: Students will be able to articulate a holistic view of the determinants of mental health and psychopathology (B.S. level)

PLO 3: Students will be able to cover the knowledge and skills needed to perform effectively within the context of disease prevention and the promotion of health.

- Students will be able to explain the principles of goal setting and of monitoring, mentoring and motivating patients and communities, in general

- Students will be able to identify and analyze health problems and challenges and opportunities in their communities and formulate recommendations for courses of action

PLO 4: Students will be able to utilize team building skills to lead and/or co-lead collaborative projects to accomplish group goals (B.S. level)

PLO 5: Students will be able to apply the basic principles of organizational theory to the relationship between health care and health (B.S. level)

PLO 6: Students will be able to develops an understanding of the role of policy, ethics and resources in the management of prevention programming and health service delivery.

- Students will be able to demonstrate how health policies can leave a lasting effect on society and how some portions of society may be differentially affected

- Students will be able to design ways to overcome stigma related to health conditions

PLO 7: Students will be able to analyze ethical issues encountered in fostering disease prevention and the promotion of health as they can affect individuals as well as communities (B.S. level)

PLO 8: Students will be able to formulate responses to ethical and legal concerns relating to health service provision as well as health and medical research (B.S. level)

PLO 9: Students will be able to communicate using well-organized arguments and credible supporting evidence.

[Note: The Associate of Science degree level has many goals in common with the Bachelor of Science degree level. This reflects the fact that students at the Associate's level complete the same Year 1 and Year 2 program requirements. Because students at the Bachelor's level then complete additional requirements in the major, they are expected to achieve these goals at a higher developmental level.]

HEALTH SCIENCE
Associate of Science in Health Science (AS-HS)

The Associate of Science in Health Science (AS-HS) is built on a strong liberal arts foundation and provides students with a broad understanding of Health Science theories and models and their application to real-world situations. It introduces them to the biological, behavioral, social and cultural dimensions of promoting and protecting individual and societal health and well-being. The program is appropriate for those considering entry-level opportunities in government, private and non-profit organizations as well as for those considering study towards a Bachelor of Science Degree.

The program requires a minimum of 62 semester hour credits. Students must complete a minimum of 20 courses. Each course is 9 weeks in length. Students earn 3 credit hours in all courses with two exceptions: BIOL 1121 Biology 1 for Health Studies Majors and BIOL 1122 Biology 2 for Health Studies Majors carry 4 credit hours each.

Students pursuing an Associate of Science in Health Science degree must complete all required courses in their chosen major as outlined below.

Prerequisites

Students must pass the following three prerequisites before they can begin taking courses in the major:

> BIOL 1121 Biology 1 for Health Studies Majors
>
> HS 1101 Introduction to Health Science
>
> SOC 1502 Introduction to Sociology

Required Courses in the Major

BIOL 1122	Biology 2 for Health Studies Majors
HS 2211	Human Anatomy & Physiology (proctored course)
HS 2212	Infectious Diseases
HS 2611	Nutrition
HS 2711	Health Science 1 (proctored course)
HS 2712	Health Science 2
PSYC 1111	Introduction to Health Psychology

Program Electives

HS 3210	Human Diseases
HS 3814	Community Health
HS 2720	Oral Health

Other Electives: Students pursuing an Associate of Science in Health Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

Bachelor of Science in Health Science (BS-HS)

The Bachelor of Science in Health Science (BS- HS) is a rigorous program of study that provides a multi-disciplinary grounding in factors influencing the prevention of disease and the improvement of societal health. It provides an understanding of the social and biological causes of health and illness; covers the knowledge and skills needed to work in areas of disease prevention and promotion of health; and explores the role of policy, ethics and resources in the management of prevention programming and health service delivery. Opportunities for employment in this field are expanding, and graduates will also be equipped for continued study at the graduate level.

The program requires 122 semester hour credits. Students must complete a minimum of 39 courses. Each course is 9 weeks in length. Students earn 3 credit hours in all courses with three exceptions. BIOL 1121 Biology 1 for Health Studies Majors and BIOL 1122 Biology 2 for Health Studies Majors carry 4 credit hours each; the Internship (HS 3995) is 6 credit hours.

Students pursuing a Bachelor of Science Health Science degree must complete all required courses in their chosen major as outlined below.

Prerequisites

Students must pass the following three prerequisites before they can begin taking courses in the major:

BIOL 1121	Biology 1 for Health Studies Majors
HS 1101 Introduction to Health Science	SOC 1502
	Introduction to Sociology

Required Courses in the Major

BIOL 1122	Biology 2 for Health Studies Majors
HS 2211	Human Anatomy & Physiology (proctored course)
HS 2212	Infectious Diseases
HS 2611	Nutrition
HS 2711	Health Science 1 (proctored course)
HS 2712	Health Science 2
HS 3311	Epidemiology (proctored course)
HS 3610	Human Development in a Global Perspective (proctored course)
HS 4212	Genetics (proctored course)

HS 4241   Psychopathology and Mental Health (proctored course)
HS 4510   Biostatistics (proctored course)
HS 4810   Health Policy and Management (proctored course)
PSYC 1111   Introduction to Health Psychology

Program Electives

HS 2720   Oral Health
HS 3210   Human Diseases
CHEM 3212   Biochemistry
HS 3810   Health Systems and Structures
HS 3814   Community Health
HS 4812   Bioethics

Capstone Courses (6 credits required)

HS 3995   Internship (6 credits)
HS 4990   Research Capstone 1 (3 credits)
HS 4991   Health Science Capstone (3 credits)

Other Electives: Students pursuing a Bachelor of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

Health Science Capstone Requirements

Students pursuing a Bachelor of Science degree in Health Science must complete at least six credit hours in capstone courses. This can be through either HS 3995 Internship, or HS 4990 & HS 4991 Research and Capstone.
In order to meet proficiency in the capstone experience, a student must earn at least a C- 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.

HS 3995 Internship

Students who have completed at least 80 semester hours including the following 10 courses in the Health Science major are eligible to apply for the internship.

BIOL 1122 Biology 2 for Health Studies Majors

HS 2211 Human Anatomy & Physiology

HS 2212 Infectious Diseases

HS 2611 Nutrition

HS 2711 Health Science 1

HS 2712 Health Science 2

HS 3311 Epidemiology

HS 3610 Human Development in a Global Perspective

HS 4510 Biostatistics

HS 4810 Health Policy and Management

The internship experience comprises 270 hours of meaningful, supervised internship experience aspart of the program of study for the Bachelor of Science in Health Science, and students are encouraged to begin planning for it at least two terms in advance.

The internship should be completed over one term. Students engage in the onsite internshipactivities and complete the associated academic course requirements according to the following schedule:

- Internship completed in one term — 30 hours per week for 9 weeks

I. Submit the Application for Internship Experience at the beginning of the term immediately preceding the term in which the internship is expected to begin, no later than the end of Week 1.

II. Register for HS 3995 for 6 semester credits for the term when the internship will take place.

III. Submit weekly assignments and log of internship hours.

IV. Submit the final paper no later than the end Week 8 ofthe term.

Students must submit an Application for Internship Experience to their Program Advisor by the end of Week 1 of the term before the beginning of the term in which they intend to start their internship. The Application for Internship Experience must include the signed approval of the client organization where the experience will occur and the signed agreement of the contact person who agrees to serve as an onsite advisor for the internship. Note: Internship proposals containing any clinical activities will be automatically denied as out of scope.

In order to receive credit for the internship, all steps in the application process must be completed and approved by the Department of Health Science before starting the internship.

HS 4990 & 4991 Capstone Series

Students who have completed at least 80 semester hours including the following 10 courses in the Health Science major are eligible to register for the Capstone.

BIOL 1122 Biology 2 for Health Studies Majors

HS 2211 Human Anatomy & Physiology

HS 2212 Infectious Diseases

HS 2611 Nutrition

HS 2711 Health Science 1

HS 2712 Health Science 2

HS 3311 Epidemiology

HS 3610 Human Development in a Global Perspective

HS 4510 Biostatistics

HS 4810 Health Policy and Management

The Capstone two-course sequence allows students to plan and conduct a small project in health sciences.

Proctored Courses for Health Science

The following courses have final examinations that must be taken under the supervision of a proctor (exam monitor). [18]

MATH 1201 College Algebra
MATH 1280 Introduction to Statistics
HS 2211 Human Anatomy and Physiology
HS 2711 Health Science 1: Health Education and Behavior
HS 3311 Epidemiology
HS 3610 Human Development in a Global Perspective
HS 4212 Genetics
HS 4241 Psychopathology and Mental Health
HS 4510 Biostatistics
HS 4810 Health Policy & Management

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 outcome.

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 Bachelor of Science in Health Science* program:

1. UNIV 1001or UNIV 3001 Online Education Strategies
2. HS 1101 Introduction to Health Science
3. ENGL 1102 English Composition 2
4. PSYC 1111 Introduction to Health Psychology
5. General Education – Social and Behavior Science Course
6. SOC 1502 Introduction to Sociology
7. General Education – Social and Behavior Science Course
8. BIOL 1121 Biology 1 for Health Studies Majors
9. General Education – Mathematical Sciences Course
10. BIOL 1122 Biology 2 for Health Studies Majors
11. General Education – Mathematical Sciences Course
12. HS 2611 Nutrition
13. General Education – Values and Ethical Reasoning Course
14. HS 2711 Health Science 1
15. General Education – Natural Science and Technology Course
16. HS 2712 Health Science 2
17. General Education – Humanities Course
18. COM 2001 Professional Communication
19. General Education – Civilization Studies, Culture, and Belief Course
20. HS 2211 Anatomy and Physiology
21. General Education – Humanities Course
22. HS 2212 Infectious Diseases
23. General Elective Course
24. Major Elective Course
25. General Elective Course
26. HS 3311 Epidemiology

27. Major Elective Course
28. General Elective Course
29. HS 3610 Human Development in a Global Perspective
30. General Elective Course
31. Major Elective Course
32. General Elective Course
33. HS 4212 Genetics
34. HS 4241 Psychopathology and Mental Health
35. HS 4510 Biostatistics
36. HS 4810 Health Policy and Management
37. Major Elective Course
38. HS 4990 Research Methods in Health Science
39. Major Elective Course
40. HS 4991 Health Science Capstone (replaced HS 4995)

*For the Associate Degree, courses 1-20 serve as the learning sequence.

Courses in Health Science

Biology 2 for Health Studies Majors

This course is the second in a series of two biology courses and follows Biology 1 for Health Studies Majors. In Biology 2, students study biology at the organism, population and ecosystem level of organization. Topics covered include evolution, biodiversity, plant and animal structure and function, and ecology. This course includes a virtual laboratory component which compliments topics covered in the assigned readings.

Course Code: BIOL 1122
Prerequisites: BIOL 1121, HS 1101, and SOC 1502
Credits: 4

Introduction to Health Science

Health Science is a broad field with numerous subdisciplines. Introduction to Health Science is a foundational course that provides students with a broad overview of the health sciences field, including its history, major concepts, and career opportunities. This course provides a basic introduction to biology, psychology, public health, and the social determinants of health. Students will explore career options in the health sciences as they learn about the field and the skills they will learn as they progress through the program.

Course Code: HS 1101
Prerequisites: none
Credits: 3

Human Anatomy & Physiology (Proctored course)

This course serves as an introduction to the global structure and function of the human body, as well as its systems and physiological processes that supports the functioning of the systems. Topics to be addressed include musculoskeletal, nervous, cardiovascular, endocrine and respiratory organ systems. The class will introduce students to the concept of connecting form to function and to evolutionary history. Students will gain a primary understanding of anatomical and physiological terminology; cell and tissue types; and basic biochemistry as it relates to human organ differentiation. Students will also learn how to search and find the most up to date and freely accessible research in the field of physiology/anatomy. They will be introduced to the basic study designs employed in physiological/anatomical and medical research.

Course Code: HS 2211
Prerequisites: BIOL 1122
Credits: 3

Oral Health

This course introduces the student to the general principles of oral public health and epidemiology. It will focus on some of the most common connections between oral health and overall health, while also reviewing a potential connection with COVID-19. This course also demonstrates techniques of oral disease prevention and control, and how community based oral health programs can make a difference.

Course Code: HS 2720
Prerequisites: HS 2211
Credits: 3

Infectious Diseases

This course provides an overview of the process by which disease is transmitted. Topics to be covered include the microbiology of viruses, bacteria and other infectious agents; host-parasite relations and coevolution; vectors of transmission; and social network models of transmission. These concepts are applied to real world case studies where students learn how to prevent the spread of disease, handle highly infectious patients, and deal with the social ramifications of interventions such as quarantines.

Course Code: HS 2212
Prerequisites: BIOL 1122
Credits: 3

Nutrition

This course provides a general background introducing the history of food, food preparation and food storage/preservation. Basic knowledge about food chemistry will be presented with respect to human energy balance and metabolism, macro- and micronutrient needs and food group functions, and the diseases of nutrient deficiency and excess intake. Particular emphasis will be placed on the role of diet in metabolic syndrome, the obesity epidemic in some societies, and the political and geophysical causes of famine in other contexts.

Course Code: HS 2611
Prerequisites: BIOL 1122
Credits: 3

Health Science 1: Health Education and Behavior (Proctored course)

Health is a multidimensional concept with both a concrete and a social definition. In this course concepts of health and illness are explored to examine the ways in which the environmental surroundings, as well as the conditions under which we are born, grow, work, play, and age, shape our personal, community and population health. The course also investigates the structural and intermediary determinants of health such as social environment, social capital, behavior, and biology.

Course Code: HS 2711
Prerequisites: BIOL 1122
Credits: 3

Health Science 2: Preventive Medicine & Social Determinants of Health

This course provides an opportunity for students to delve further into key topics including social inequalities and their potential impact on health, with emphasis on marginalized and stigmatized populations; the role of resource allocation in health care; public health programing and the role of the State in public health; the health care system as a social institution; and how the health care system interfaces with populations, communities, and individuals through key decision making processes and communications.

Course Code: HS 2712
Prerequisites: HS 2711
Credits: 3

Human Diseases

This course examines current understanding of human health and disease. Students will explore etiology, pathogenesis, diagnosis, treatment, outlook, and prevention of select diseases. Topics include conditions resulting from trauma; developmental, congenital, and childhood diseases; and diseases and conditions from each system in the human body.

Course Code: HS 3210
Prerequisites: HS 2211
Credits: 3

Biochemistry

This course provides an introduction to the biochemistry of the central dogma as it relates to health science. Structure function relationships of macro and macromolecules will be explored as they relate principles of metabolism, enzymology, system response to environmental stimuli, and health and disease.

Course Code: CHEM
3212

Prerequisites: HS 2212
Credits: 3

Epidemiology (Proctored course)

This course introduces student to basic concepts and methods of epidemiology and population health. In this course, students learn how to measure disease incidence, prevalence, risk, relative risk and related concepts. Students also learn how to design, analyze and interpret studies that deploy methodologies ranging from case-control, cohort and randomized control trials (RCTs). Problems that plague such studies are explored including attrition, censoring, biased sampling, model misspecification, confounding or lurking variables. Finally, disease transmission dynamics are addressed along with network models that attempt to describe them.

Course Code: HS 3311
Prerequisites: HS 2211
Credits: 3

Human Development in a Global Perspective (Proctored course)

This course provides a comparative analysis of the life course and stages from infancy through adolescence and adulthood, to old age and death. Various developmental processes are addressed, including socio-emotional, cognitive, and physical. Various perspectives are explored from the social scientific including an analysis of rituals and rites of passage and roles at various life states, to the biological where students study predictors of menarche, fertility, brain development as well as stages of physical and mental decline. Special emphasis on cross-cultural differences in human development are explored throughout the course.

Course Code: HS 3610
Prerequisites: HS 2712
Credits: 3

Health Systems and Structures

Globally, the world is moving towards Universal Health Coverage, a concept built around the practical attainment of the basic human rights of health for all. At the most basic level, a Healthcare System is the organization of both human and monetary resources, institutions, and service delivery outlets in order to meet the health needs of a population. These systems come in a variety of models which are influenced by the economic context, the values upon which the system is built and guided, and the socio-cultural context at the national and local levels. This course provides a comprehensive overviewof the different models of Health Systems and Service Delivery Organization employed in various contexts around the world as a means of providing a holistic and balanced understanding of how health systems can and do function in different contexts.

Course Code: HS 3810
Prerequisites: HS 2712
Credits: 3

Community Health

Community Health is an evidence-based practice for preventing and reducing population-wide levels of public health problems such as crime, disease, and poverty (CDP). CDP are responsible for the rates of morbidity and mortality in every community in the world. The CH uses a public health approach to address community-wide health and behavioral issues and this course provides students with the basic knowledge needed to help create and sustain CH awareness. The course also examines the functions and structures of the communities and covers the five implementation phases of the CH model which involves understanding the concept and role of key leaders and community workgroups.
Course Code: HS 3814
Prerequisites: HS 2712
Credits: 3

Internship

Students complete a formal, supervised internship in a government, private or nonprofit organization in which they gain real-world experience in one or more of the following areas: prevention of sickness and injury; detection and control of diseases; education of individuals, groups and communities to promote health and healthy lifestyles; policy and/or program development; advocacy for quality healthcare that is equitable and geographically accessible; research in any of these areas. Students complete and are graded on a written project paper due at the end of the internship experience.
Course Code: HS 3995
Prerequisites: 80 credits including the following 10 courses in the Health Science major are eligible to apply for the internship: BIOL 1122 Biology 2 for Health Studies Majors, HS 2211 Human Anatomy & Physiology, HS 2212 Infectious Diseases, HS 2611 Nutrition, HS 2711 Health Science 1, HS 2712 Health Science 2, HS 3311 Epidemiology, HS 3610 Human Development in a Global Perspective, HS 4510 Biostatistics and HS 4810Health Policy and Management
Credits: 6

Genetics (Proctored Course)

This course introduces students to a wide range of topics in the burgeoning field of genetics and evolutionary biology. Topics to be covered include the structure and function of DNA; Mendelian inheritance and deviations from this assumption; aspects of evolution including the neutral theory; selection; drift; and evolutionarily stable strategies; sexual versus asexual reproduction; behavioral genetics and the concept of heritability; and gene-by-environment effects. Through the use of educational technology, students explore their own analyses of these areas throughout the course.
Course Code: HS 4212
Prerequisites: HS 3311
Credits: 3

Psychopathology and Mental Health (Proctored course)

This course serves as an introduction to a wide range of mental health topics beginning with definitions of normality and abnormality with respect to human behavior and including the concepts of stigma and othering. The social and genetic bases for major mental illnesses such as schizophrenia, bipolar disorder, and major depression are also explored in depth. Students explore definitions of mental illness and how the existence of certain disorders remains a source of debate. Various perspectives and treatments are included such as Freudian/psychoanalytic, cognitive behavioral and psychopharmacology; mental health as a neglected global public health issue will also be covered with an emphasis on application of concepts to real world challenges at the individual, community and population levels.

Course Code: HS 4241
Prerequisites: HS 2211 and PSYC 1111
Credits: 3

Biostatistics (Proctored course)

Biostatistics provides an introduction to selected topics in statistics as they apply to biological and health issues. In discussing different forms of biological/medical/health data and the tools used to analyze them, students learn how to describe the central tendency and variation in data. They also unpack the relationship between sample statistics and population values (i.e., inference) and are introduced to concepts such as hypothesis testing, power analysis and study design, and sampling approaches.

Course Code: HS 4510
Prerequisites: MATH 1280 and HS 3311
Credits: 3

Health Policy & Management (Proctored course)

Health Policy today is determined by the goals and actions of health-related decisions in a given society. As such, health policy can define the vision for the future by identifying priorities, roles and responsibilities, and affecting change, preferably towards the betterment of health for the population. This course examines the development and the use of health policy with specific emphasis on management, economics of care, the development of health systems and services, and health politics. In understanding constructions of health policy, students explore key aspects of health management, and gain a practical skillset for the integration and implementation of policy at various levels of health provision, care, and leadership.

Course Code: HS 4810
Prerequisites: HS 2712
Credits: 3

Bioethics

Bioethics focuses on the 'reasonableness' of human choices and actions that typically occur in health sciences practice, such as end-of-life decision-making, artificial reproduction / genetic manipulation, medical research practices and population-level allocation of health resources. The course begins with a general consideration of ethics before delving into medical practice and bioethics in particular. Students learn to debate ethical issues such as conflicts in honoring patient requests, when randomized trials are acceptable, how to think about rationing limited health or nutritional resources, and appropriate responses to patient requests to be informed about health and longevity prospects. One goal of this course is to raise awareness and inform students about the moral choices and decisions that are a part of health care careers.

Course Code: HS 4812
Prerequisites: HS 2712
Credits: 3

Research Methods in Health Science Part I

Research and data are ubiquitous in healthcare, touching every field and every specialization. From the clinic to the boardroom, decisions are driven by evidence. Thus, every healthcare worker needs to be able to read and understand how

data is gathered and how to interpret it. In this course, students learn the basics of planning and conducting research in the health sciences. Building on previous coursework, students will review research design, sampling techniques, and the ethics of health and medical research using human subjects.

Course Code: HS 4990

Prerequisites: 80 credits including the following 10 courses in the Health Science major are eligible to apply for the internship: BIOL 1122 Biology 2 for Health Studies Majors, HS 2211 Human Anatomy & Physiology, HS 2212 Infectious Diseases, HS 2611 Nutrition, HS 2711 Health Science 1, HS 2712 Health Science 2, HS 3311 Epidemiology, HS 3610 Human Development in a Global Perspective, HS 4510 Biostatistics and HS 4810 Health Policy and Management

Credits: 3

Health Science Capstone

This course is the second of a two-course capstone sequence intended to allow students to demonstrate what they have learned throughout the Health Science program in an applied context. In this course, students will use the knowledge gained during their coursework across the areas of the social and biological causes of illness, determinants of mental health and psychopathology, and disease prevention and health promotion to identify a topic in the health sciences. Using the identified topic, students will develop and pilot a research proposal that frames the research question(s), discusses the rationale for the question(s), includes a review of the literature on the topic, and describe the planned data collection and analysis activities.

Note: This class replaced HS 4995 Research Methods in Health Science 2.
Course Code: HS 4991
Prerequisites: HS 4990
Credits: 3

CHAPTER 10: ENGLISH SECOND LANGUAGE (ESL)

As part of the University's mission to offer affordable, quality, online higher education, we offer the English Second Language (ESL) program. This program aims to help students improve their English language abilities and to equip them with English proficiency at an academic level,

This is a non-degree, non-credit bearing program that is designed to improve English-language all the way to an academic level.

Program Goals

The goal of the ESL program is to provide non-native English speakers with a series of language courses that lead to the development of academic English proficiency skills necessary for admission to higher education programs.

Admissions

Students who need to prove their English proficiency as part of their admissions pathway towards a degree program, please refer to admissions requirements in Chapter 3.

The ESL program is also offered as a non-degree program to students in the UoPeople Arabic program, or other students who simply wish to improve their English language skills for any purpose, and not only for the sake of studying at UoPeople. Those who are unable to provide a recent English test score are required to take an online English placement test with Duolingo as part of the application process, which costs $49 USD. An additional cost may be required to cover the application processing fee that includes the test option.

Program Structure

The ESL program contains eight courses with graduated levels of difficulty in English language proficiency. The first two levels of the program are designed for Arabic speaking students just beginning to study the English language.

Once students provide their English test score, or take the Duolingo placement test, UoPeople will determine the appropriate English proficiency level for each student. Depending on placement, students may or may not need to go through all levels of the program.

This program was designed specifically for non-English speakers to equip them with the skills necessary to study at a university level in English. This means that, upon the completion of the program, you may be able apply to any UoPeople English program and continue your studies towards a higher degree.

Curriculum

ENGL 0001 Beginner English 1 (UoPeople Arabic students only)

ENGL 0002 Beginner English 2 (UoPeople Arabic students only)

ENGL 0003 Elementary English 1

ENGL 0004 Elementary English

ENGL 0005 Pre-Intermediate English 1

ENGL 0006 Pre-Intermediate English 2

ENGL 0007 Intermediate English 1 (EAP)

ENGL 0008 Intermediate English 2 (EAP)

Policies & Processes

Students in UoPeople Arabic programs are permitted to take ESL courses in addition to the course load allowed for other UoPeople programs

Students may repeat each course up to 3 times, with the exception of course number 8 (ENGL 0008 Intermediate English 2 (EAP)) which may be repeated twice.

A grade of a "C" or better is considered a passing grade for courses 1-7. A grade of a "C" or better and at least a 50% on the final exam isconsidered a passing grade for course 8. Both conditions must be met to achieve proficiency in course 8.

Given that the ESL program is a non-accredited, non-degree program, it is excluded from the student recognition for GPA achievements (i.e., President's List, Dean's List, Honor's List).

As a non-degree program graduation documents, including diplomas and certificates are not issued. However, students will be able to download a letter of completionfor each completed course in the UoPeople Portal, for their personal records, including a test score of the program final exam which may be used as English proficiency evidence for other institutions

ESL COURSES

Beginner English 1

This course will introduce you to the English alphabet and the basics of reading and writing in English. You will learn about the different sounds that the letters of the alphabet make, and you will practice reading and writing simple words and phrases. You will also learn about English numerals and how to read and write numbers from 1 to 20. Finally, you will learn how to introduce yourself using simple phrases. There will be no peer assessment in this course.

Course Code: ENGL 0001
Prerequisites: none
Credits: none

Beginner English 2

This course is designed for learners with a basic understanding of English. Upon completion of this course, students will be able to read simple instructions, introduce themselves, provide short biographical data, and understand basic phrases needed for daily communication in English.

Course Code: ENGL 0002
Prerequisites: ENGL 0001
Credits: none

Elementary English 1

This course focuses on basic grammar and simple sentence structures. Students will be able to explain their background and   give information for everyday conversation. This course also includes peer assessment, which involves providing short and direct answers.

Course Code: ENGL 0003
Prerequisites: ENGL 0002
Credits: none

Elementary English 2

This course concludes the foundation of simple applied grammar and composition. Students will be able to participate in a simple exchange of information and understand expressions commonly used in everyday life, including simple employment phrases. They will also begin to formulate simple paragraphs. Additionally, students will learn the academic skill of editing and revising their works.

Course Code: ENGL 0004
Prerequisites: ENGL 0003
Credits: none

Pre-Intermediate English 1

In this course, students will be introduced to reading strategies with an emphasis on short readings on argumentative topics (e.g., agree/disagree format). They will give short answer feedback in the form of a short cohesive paragraph, create mixed-length sentences and start formulating paragraphs on personal experience. Students will also learn about applied grammar and paraphrasing. This course is entirely in English.

Course Code: ENGL 0005
Prerequisites: ENGL 0004
Credits: none

Pre-Intermediate English 2

In this course, students will learn the academic uses of grammar and begin to perform basic research. They will also learn about applied grammar and paraphrasing. By the end of the course, students will be able to present their knowledge of subjects in their field of study through informative essays. Peer assessment will be conducted in the form of review and editing feedback.

Course Code: ENGL 0006
Prerequisites: ENGL 0005
Credits: none

Intermediate English 1 (EAP)

In this course, students expand their academic English skills as they are introduced to complex texts and discussions in their field. They will also be able to express their opinions clearly and persuasively through argumentative essays. There is an additional focus on refining grammar and increasing vocabulary. Students will be able to write a short academic review of a journal article. There is peer assessment in the form of review and editing feedback.

Course Code: ENGL 0007
Prerequisites: ENGL 0006
Credits: none

Intermediate English 2 (EAP)

Students will learn how to write a compare/contrast essay. There is peer assessment in the form of review and editing feedback. This final exam is proctored. Furthermore, students will be able to take a standardized English exam at an intermediate level. Proctored.

Course Code: ENGL 0008
Prerequisites: ENGL 0007
Credits: none

CHAPTER 11: CERTIFICATE PROGRAMS IN HEALTH SCIENCE, BUSINESS ADMINISTRATION and COMPUTER SCIENCE

UoPeople's fully online certificate programs offer specialized education that provides students with valuable skills for work and career aspirations. We offer nine certificate programs, with each program providing specific skills to help advance your career, from Marketing to Public Health, Biology to Accounting to Computer Science. The language of instruction for these programs is English.

Certificate programs can be taken as standalone learning experiences or can be taken as part of a relevant degree program at the University.

Please see the Undergraduate Admissions Section of this Catalog in Chapter 3 for the admissions requirements for our Certificate Programs. All certificate program courses are offered in 9-week terms.

Policies and Processes
Completed certificate courses can be applied to a related degree program at UoPeople.

Students who successfully pass all courses in the certificate program will be able to download a digital certificate of completion and may choose to order a physical certificate at a cost of $15.

Certificate Programs and Courses

All certificate program courses are offered in 9-week terms.

Health Science Certificates

Certificate in Public Health and Health Services
CNHS 2711 Health Science 1
CNHS 2712 Health Science 2
CNHS 3810 Health Systems and Structures
CNHS 3814 Community Health

Certificate in Human Biology
CNBIOL 1121 Biology 1 for Health Studies Majors
CNBIOL 1122 Biology 2 for Health Studies Majors
CNHS 2211 Human Anatomy & Physiology
CNHS 2611 Nutrition

Certificate in Epidemiology
CNHS 3311 Epidemiology
CNHS 4510 Biostatistics
CNBIOL 1121 Biology 1
CNHS 3210 Human Diseases

Certificate in Behavioral Health
CNHS 3610 Human Development in a Global Perspective
CNHS 4241 Psychopathology and Mental Health
CNBIOL 1121 Biology 1 for Health Studies Majors
CNHS 3814 Community Health

Business Administration Certificates

Certificate in Finance
CNBUS 2203 Principles of Finance
CNBUS 2204 Personal Finance
CNBUS 4404 Principles of Finance II

Certificate in Marketing
CNBUS 2201 Principles of Marketing
CNBUS 2202 E-commerce
CNBUS 3302 Consumer Behavior

Certificate in Strategy
CNBUS 2207 Multinational Management
CNBUS 3306 Business and Society
CNBUS 4407 Strategic Management

Certificate in Accounting
CNBUS 1102 Basic Accounting
CNBUS 3301 Financial Accounting
CNBUS 3304 Managerial Accounting

Certificate in Entrepreneurship
CNBUS 3301 Financial Accounting
CNBUS 3303 Entrepreneurship I
CNBUS 4401 Entrepreneurship II

Computer Science Certificates

Certificate in Network and Application Security
CMATH 1201 College Algebra
CMATH 1280 Introduction to Statistics
CCS 1101 Programming Fundamentals
CCS 2203 Databases 1
CCS 1104 Computer Systems
CCS 2204 Communications and Networking
CCS 3340 Systems and Application Security
CCS 4404 Advanced Networking and Data Security

Certificate in Data Science
CMATH 1280 Introduction to Statistics
CCS 1101 Programming Fundamentals
CCS 2203 Databases 1
CCS 3306 Databases 2
CCS 3440 Big Data (NEW)
CCS 4407 Data Mining and Machine Learning
CCS 4408 Artificial Intelligence

Certificate Courses in Health Science

Certificate in Public Health and Health Services

The Public Health and Health Services Certificate Program provides students with an exploration and understanding of community and public health systems and issues.

Health Science 1: Health Education and Behavior

Health is a multidimensional concept with both a concrete and a social definition. In this course concepts of health and illness are explored to examine the ways in which the environmental surroundings, as well as the conditions under which we are born, grow, work, play, and age, shape our personal, community and population health. The course also investigates the structural and intermediary determinants of health such as social environment, social capital, behavior, and biology.
Course Code: CHS 2711
Prerequisites: None
Credits: 3

Health Science 2: Preventive Medicine & Social Determinants of Health (Proctored Course)

This course provides an opportunity for students to delve further into key topics including social inequalities and their potential impact on health, with emphasis on marginalized and stigmatized populations; the role of resource allocation in health care; public health programing and the role of the State in public health; the health care system as a social institution; and how the health care system interfaces with populations, communities, and individuals through key decision making processes and communications.
Course Code: CHS 2712
Prerequisites: CHS 2711
Credits: 3

Health Systems and Structures

Globally, the world is moving towards Universal Health Coverage, a concept built around the practical attainment of the basic human rights of health for all. At the most basic level, a Healthcare System is the organization of both human and monetary resources, institutions, and service delivery outlets in order to meet the health needs of a population. These systems come in a variety of models which are influenced by the economic context, the values upon which the system is built and guided, and the socio-cultural context at the national and local levels. This course provides a comprehensive overview of the different models of Health Systems and Service Delivery Organization employed in various contexts around the world as a means of providing a holistic and balanced understanding of how health systems can and do function in different contexts.
Course Code: CNHS 3810
Prerequisites: CNHS 2712
May be Taken Concurrently With: CNHS 3814
Credits: 3

Community Health

Community Health is an evidence-based practice for preventing and reducing population-wide levels of public health problems such as crime, disease, and poverty (CDP). CDP are responsible for the rates of morbidity and mortality in every community in the world. The CTC uses a public health approach to address community-wide health and behavioral issues and this course provides students with the basic knowledge needed to help create and sustain CTC awareness. The course also examines the functions and structures of the communities and covers the five implementation phases of the CTC model which involves understanding the concept and role of key leaders and community workgroups.
Course Code: CHS 3814
Prerequisites: CNHS 2712
May be Taken Concurrently With: CNHS 3810
Credits: 3

Certificate in Human Biology

The certificate in Human Biology enables students to gain a comprehensive understanding of human biology.

Biology 1 for Health Studies Majors

This course introduces main concepts in biology that are common to most living organisms. It covers topics in biochemistry, cell biology, and genetics, which illustrate how molecules are organized into cells. Cells constitute the basic unit of life, and genes are central to information flow within and between cells. In addition, this course makes use of assignments to introduce experimental methods and research data repositories. Through these activities, students learn how to approach a complex problem and find information relevant to a specific question or method. This course is designed both as a prerequisite to the study of biology at the organism or population level and as a general introduction to how biological knowledge is being produced.
Course Code: CBIOL 1121
Prerequisites: None
Credits: 3

Biology 2 for Health Studies Majors

This course is the second in a series of two biology courses and follows Biology 1 for Health Studies Majors. In Biology 2, students study biology at the organism, population and ecosystem level of organization. Topics covered include evolution, biodiversity, plant and animal structure and function, and ecology. This course includes a virtual laboratory component which compliments topics covered in the assigned readings.

Course Code: CBIOL 1122
Prerequisites: CNBIOL 1121
Credits: 3

Human Anatomy & Physiology (Proctored Course)

This course serves as an introduction to the global structure and function of the human body, as well as its systems and physiological processes that supports the functioning of the systems. Topics to be addressed include musculoskeletal, nervous, cardiovascular, endocrine and respiratory organ systems. The class will introduce students to the concept of connecting form to function and to evolutionary history. Students will gain a primary understanding of anatomical and physiological terminology; cell and tissue types; and basic biochemistry as it relates to human organ differentiation. Students will also learn how to search and find the most up to date and freely accessible research in the field of physiology/anatomy. They will be introduced to the basic study designs employed in

physiological/anatomical and medical research.
Course Code: CHS 2211
Prerequisites: CNBIOL 1121
May be Taken Concurrently With: CNHS 2611
Credits: 3

Nutrition

This course provides a general background introducing the history of food, food preparation and food storage/preservation. Basic knowledge about food chemistry will be presented with respect to human energy balance and metabolism, macro- and micronutrient needs and food group functions, and the diseases of nutrient deficiency and excess intake. Particular emphasis will be placed on the role of diet in metabolic syndrome, the obesity epidemic in some societies, and the political and geophysical causes of famine in other contexts.
Course Code: CHS 2611
Prerequisites: CNBIOL 1121
May be Taken Concurrently With: CNHS 2211
Credits: 3

Certificate in Epidemiology

The Certificate in Epidemiology provides the student with a scientific foundation to describe and study issues related to the risk of disease and to organize and maintain data.

Biology 1

This course introduces main concepts in biology that are common to most living organisms. It covers topics in biochemistry, cell biology, and genetics, which illustrate how molecules are organized into cells. Cells constitute the basic unit of life, and genes are central to information flow within and between cells. In addition, this course makes use of assignments to introduce experimental methods and research data repositories. Through these activities, students learn how to approach a complex problem and find information relevant to a specific question or method. This course is designed both as a prerequisite to the study of biology at the organism or population level and as a general introduction to how biological knowledge is being produced.
Course Code: CNBIOL 1121
Prerequisites: None
Credits: 3

Epidemiology (Proctored Course)

This course introduces student to basic concepts and methods of epidemiology and population health. In this course, students learn how to measure disease incidence, prevalence, risk, relative risk and related concepts. Students also learn how to design, analyze and interpret studies that deploy methodologies ranging from case-control, cohort and randomized control trials (RCTs). Problems that plague such studies are explored including attrition, censoring, biased sampling, model misspecification, confounding or lurking variables. Finally, disease transmission dynamics are addressed along with network models that attempt to describe them.

Course Code: CHS 3311
Prerequisites: CNBIOL 1121
Credits: 3

Human Diseases

This course examines current understanding of human health and disease. Students will explore etiology, pathogenesis, diagnosis, treatment, outlook, and prevention of select diseases. Topics include conditions resulting from trauma; developmental, congenital, and childhood diseases; and diseases and conditions from each system in the human body.

Course Code: CNHS 3210
Prerequisites: CNBIOL 1121
May be Taken Concurrently With: CH 4510
Credits: 3

Biostatistics (Proctored Course)

Biostatistics provides an introduction to selected topics in statistics as they apply to biological and health issues. In discussing different forms of biological/medical/health data and the tools used to analyze them, students learn how to describe the central tendency and variation in data. They also unpack the relationship between sample statistics and population values (i.e. inference) and are introduced to concepts such as hypothesis testing, power analysis and study design, and sampling approaches.

Course Code: CHS 4510
Prerequisites: CNBIOL 1121
May be Taken Concurrently With: CNHS 3210
Credits: 3

Certificate in Behavioral Health

The Certificate in Behavioral Health provides students with an understanding of how social, cultural, psychological, and biological factors contribute to health and behavior.

Biology 1

This course introduces main concepts in biology that are common to most living organisms. It covers topics in biochemistry, cell biology, and genetics, which illustrate how molecules are organized into cells. Cells constitute the basic unit of life, and genes are central to information flow within and between cells. In addition, this course makes use of assignments to introduce experimental methods and research data repositories. Through these activities, students learn how to approach a complex problem and find information relevant to a specific question or method. This course is designed both as a prerequisite to the study of biology at the organism or population level and as a general introduction to how biological knowledge is being produced.
Course Code: CNBIOL 1121
Prerequisites: None
Credits: 3

Human Development in a Global Perspective

This course provides a comparative analysis of the life course and stages from infancy through adolescence and adulthood, to old age and death. Various developmental processes are addressed, including socio-emotional, cognitive, and physical. Various perspectives are explored from the social scientific including an analysis of rituals and rites of passage and roles at various life states, to the biological where students study predictors of menarche, fertility, brain development as well as stages of physical and mental decline. Special emphasis on cross-cultural differences in human development are explored throughout the course.
Course Code: CHS 3610
Prerequisites: CNBIOL 1121
Credits: 3

Community Health

Community Health is an evidence-based practice for preventing and reducing population-wide levels of public health problems such as crime, disease, and poverty (CDP). CDP are responsible for the rates of morbidity and mortality in every community in the world. The CTC uses a public health approach to address community-wide health and behavioral issues and this course provides students with the basic knowledge needed to help create and sustain CTC awareness. The course also examines the functions and structures of the communities and covers the five implementation phases of the CTC model which involves understanding the concept and role of key leaders and community workgroups.

Course Code: CNHS 3814
Prerequisites: CNBIOL 1121
May be Taken Concurrently With: CNHS 4241
Credits: 3

Psychopathology and Mental Health (Proctored Course)

This course serves as an introduction to a wide range of mental health topics beginning with definitions of normality and abnormality with respect to human behavior and including the concepts of stigma and othering. The social and genetic bases for major mental illnesses such as schizophrenia, bipolar disorder, and major depression are also explored in depth. Students explore definitions of mental illness and how the existence of certain disorders remains a source of debate. Various perspectives and treatments are included such as Freudian/psychoanalytic, cognitive behavioral and psychopharmacology; mental health as a neglected global public health issue will also be covered with an emphasis on application of concepts to real world challenges at the individual, community and population levels.
Course Code: CHS 4241
Prerequisites: CNBIOL 1121
May be Taken Concurrently With: CNHS 3814
Credits: 3

Certificate Courses in Business Administration

Certificate in Finance

The Certificate in Finance provides the student with competencies in the fundamentals of finance and investment.

Principles of Finance 1

This course provides a broad understanding of basic principles in the area of finance. The course introduces techniques for effective financial decision-making and helping managers to maximize shareholders' wealth. The course covers topics related to the operation of financial markets and banking systems and the problems of financing and investment decisions and provides a theoretical background for critical and productive thinking.
Course Code: CBUS 2203
Prerequisites: None
Credits: 3

Personal Finance (Proctored Course)

This course provides a practical overview of personal finance management with the intent to provide students with the knowledge and skills to manage their personal finances effectively in order to ultimately attain financial security. Emphasis is placed on the development of personal financial management skills. Areas of study will include financial planning, budgets, basic finance and financial statements, credit management, savings, personal risk management, insurance, retirement planning, and investments.
Course Code: CBUSC 2204
Prerequisites: CNBUS 2203
May be Taken Concurrently With: CNBUS 4404
Credits: 3

Principles of Finance 2

This course expands on concepts from Principles of Finance 1 to provide greater depth of core issues including valuation, cost of capital, capital budgeting, estimating cash flows, capital structure, dividends, forecasting, and working capital management. Case studies and information resources will be utilized to explain how financial theory is applied in real-life situations.

Course Code: CBUSC 4404
Prerequisites: CNBUS 2203
May be Taken Concurrently With: CNBUS 2204
Credits: 3

Certificate in Marketing

The Certificate in Marketing provides the student with the fundamental knowledge of marketing practices, planning, and e-commerce.

Principles of Marketing

This course provides an introduction to the field of marketing where students develop a general understanding and appreciation of the factors and methods involved in marketing a variety of goods and services. Topics include consumer needs, segmentation, target marketing, positioning, pricing, distributing, and promoting goods and services. Emphasis is placed on the integration of marketing principles into an organized approach for decision-making.
Course Code: CBUS 2201
Prerequisites: None
Credits: 3

E-Commerce (Proctored Course)

This course serves as an introduction to internet-based business models (i.e., e-commerce) in organizations. The study of this field will assist students in recognizing opportunities and overcoming challenges in online business transactions. Topics include e-commerce management, use of information systems and integration with human resources, knowledge management strategies, e-marketing and relationships between the internet, government, and society.
Course Code: CNBUS 2202
Prerequisites: CNBUS 2201
May be Taken Concurrently With: CNBUS 3302
Credits: 3

Consumer Behavior

This course provides the student with a comprehensive theoretical and practical foundation of knowledge regarding the forces (such as economic, social, psychological, and cultural factors) that shape the attitudes and behaviors of consumers of products and services.
Course Code: CBUS 3302
Prerequisites: CNBUS 2201
May be Taken Concurrently With: CNBUS 2202
Credits: 3

Certificate in Strategy

The Certificate in Strategy provides the student with a foundational understanding of the development and advancement of strategic, innovative management methods and practices.

Multinational Management

This course provides an examination and analysis of multinational management functions and processes including planning, organizing, leading, and controlling across cultures and borders in globally diverse environments and organizations. Topics include cross-cultural strategic planning, leadership, and human resource management.
Course Code: CNBUS 2207
Prerequisites: None
Credits: 3

Business and Society (Proctored Course)

This course explores the inter-relationships between business and society, including the tensions between various stakeholders and the growing pressures to approach business with corporate responsibility and sustainability as primary underlying influences. With rapidly changing technology and globalization, we must strategize our business decisions with far greater insight and conscientiousness than ever before. This course examines business and society relationships from various global perspectives, including developing countries and societies, and different cultural norms and beliefs. It provides students with insights into the issues surrounding business from both macro and micro level perspectives.
Course Code: CNBUS 3306
Prerequisites: CNBUS 2207
May be Taken Concurrently With: CNBUS 4407
Credits: 3

Strategic Management

This course explores the relationships between organizations and their environments from a corporate policy perspective. Topics to be discussed include organizational structure and development, competition analysis, long and short-range planning, creating mission and vision statements, implementing goals, performance indicators and evaluation.
Course Code: CNBUS 4407
Prerequisites: CNBUS 2207
May be Taken Concurrently With: CNBUS 3306
Credits: 3

Certificate in Accounting

The Certificate in Accounting provides the student with an understanding of accounting principles and their application.

Basic Accounting

The Basic Accounting course introduces students to financial reporting and financial management concepts and practices. The primary focus of this course is the preparation and use/analysis of general-purpose financial statements in support of the capital market decision-making process. In addition, certain financial accounts concepts related to current assets will be covered.
Course: CNBUS 1102
Prerequisites: None
May be Taken Concurrently With:
Credits: 3

Financial Accounting

This course continues the study of accounting begun by the students during their Basic Accounting course. This course emphasizes accounting for liabilities, accounting for equity, and corporate forms of ownership. Topics include responsibility accounting, budgets, cost control, standard costing procedures and analysis of variances. Obtaining familiarity of these topics and tools is intended to highlight the importance of management reporting and decision making.
Course Code: CNBUS 3301
Prerequisites: CNBUS 1102
May be Taken Concurrently With: BUS 3304
Credits: 3

Managerial Accounting (Proctored Course)

This course is a continuation of Financial Accounting with the focus shifted to the internal needs of managers. The course offers students an understanding of managerial accounting techniques used in today's modern business world.
Course Code: CNBUS 3304
Prerequisites: CNBUS 1102
May be Taken Concurrently With: CNBUS 3301
Credits: 3

Certificate in Entrepreneurship

The Certificate in Entrepreneurship provides the student with the skills to combine management with practical experience in developing innovative ideas, evaluating opportunities, and launching or growing businesses.

Entrepreneurship 1

This course provides an introduction to entrepreneurship and the dynamics of starting/owning a business. This course is designed to assist students with the knowledge and skills entrepreneurs need to start and/or manage a small business. It will help you understand the steps involved in the process of the creation/development of business ideas and turning those ideas into a successful business model. The course will focus on the feasibility, planning, and implementation of a new business venture.
Course Code: CNBUS 3303
Prerequisites: None
Credits: 3

Financial Accounting

This course continues the study of accounting begun by the students during their Basic Accounting course. This course emphasizes accounting for liabilities, accounting for equity, and corporate forms of ownership. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and analysis of variances. Obtaining familiarity of these topics and tools is intended to highlight the importance of management reporting and decision making.
Course Code: CNBUS 3301
Prerequisites: CNBUS 3303
May be Taken Concurrently With: CNBUS 4401
Credits: 3

Entrepreneurship 2 (Proctored Course)

This course continues where Entrepreneurship 1 ended and addresses entrepreneurship in international markets. The key success factors in creating a new internationally oriented business venture will be examined from the perspective of the entrepreneur.
Course Code: CNBUS 4401
Prerequisites: None
May be Taken Concurrently With: CNBUS 3301
Credits: 3

Certificate Programs in Computer Science

Certificate in Network and Application Security

The Certificate in Network and Application Security provides the knowledge, skills, and abilities to secure organizational data. The certificate is designed to enable students to become a valuable resource in information technology dependent enterprises by advancing the skills for both understanding and responding to security threats.

College Algebra (Proctored Course)

This course provides a solid grounding in algebra, trigonometry, and analytic geometry in preparation for further mathematical studies. The course includes an extensive study of linear, quadratic, and rational functions. It also contains an introduction to exponential and logarithmic functions and circles. Finally, the topic of systems of linear equations is covered.
Course Code: CMATH 1201
Prerequisites: None
May be Taken Concurrently With: CMATH 1280
Credits: 3

Introduction to Statistics (Proctored Course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. This course is intended to bring students to a level where they can carry out simple statistical analysis of simple data. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution, and the Central Limit Theorem. The emphasis in the course is on the presentation of statistical methods and on the interpretation of the outcome. The philosophy of statistics, and not its mathematics, is at the center of this course; the mathematical concepts needed are demonstrated via simulations rather than by abstract proofs.
Course Code: CMATH 1280
Prerequisites: None
May be Taken Concurrently With: CMATH 1201
Credits: 3

Programming Fundamentals

This course covers the basics of computer programming and provides a foundation for further learning in this area. No previous computer programming knowledge is required to finish this course. The course uses the Python programming language which is very simple and straightforward. The course also covers abstract concepts which can be applied to almost any programming language, and students are encouraged to pay attention to these, since the way of thinking like a programmer is the most valuable lesson they will learn.
Prerequisites: None
Credits: 3
Course Code: CCS 1101

Databases 1

This course introduces the fundamental concepts necessary for designing, using and implementing database systems. We stress the fundamentals of database modeling and design, relational theory, and the Structured Query Language.

Course Code: CCS 2203
Prerequisites: CCS 1101
May be Taken Concurrently With:
Credits: 3

Computer Systems

This course is an introduction to computer systems. In this course we will begin by exploring the internal design and functionality of the most basic computer components. From there, we will use an online hardware simulator to actually "build" a computer and develop an assembler from the ground using concepts we will learn in the class. In the process, we will cover the ideas and techniques used in the design of modern computer hardware and discuss major trade-offs involved in system design as well as future trends in computer architecture and how those trends might affect tomorrow's computers.
Course Code: CCS 1104
Prerequisites: CCS 1101
May be Taken Concurrently With: CCS 2204
Credits: 3

Communications and Networking

This course will introduce the basic concepts of communication networks, including the OSI model and different types of communication protocols, including the Internet Protocol (TCP/IP protocol). The course will also cover the key concepts and structures of the Internet. Throughout the course, we will mainly be focusing on the two most prevalent reference models of network definition, OSI and TCP/IP.
Course Code: CCS 2204
Prerequisites: CCS 1101
May be Taken Concurrently With: CS 3340
Credits: 3

Systems and Application Security

The course introduces students to various information security concepts for computer networks and information systems. Students will learn how to recognize cybersecurity threats, vulnerabilities of computer networks and information systems, and select appropriate cybersecurity security models to mitigate and/or prevent security breaches to ensure continuous business operations.
Course Code: CCS 3340
Prerequisites: CCS 1101
May be Taken Concurrently With: CCS 2204
Credits: 3

Advanced Networking and Data Security

This course explores the basic components and design principles of advanced broadband networks (wireline and wireless), exploring how they enable essential services such as mobility, and secure data storage, processing and transmission. This course will also introduce the student to emerging issues facing organizations considering implementing cloud computing services and mobility to enabling worker productivity. Students will also be exposed to the basic pillars of network security (IA) and protecting individual privacy.
Course Code: CCS 4404
Prerequisites: CCS 3340
May be Taken Concurrently With: Credits: 3

Certificate in Data Science

The Certificate in Data Science provides students with the understanding of the discipline of data science including data structures, sources, statistical principles, computing and analytics, data management, and data science applications.

Introduction to Statistics (Proctored course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. This course is intended to bring students to a level where they can carry out simple statistical analysis of simple data. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution, and the Central Limit Theorem. The emphasis in the course is on the presentation of statistical methods and on the interpretation of the outcome. The philosophy of statistics, and not its mathematics, is at the center of this course; needed mathematical concepts are demonstrated via simulations rather than by abstract proofs.
Course Code: CMATH 1280
Prerequisites: None
Credits: 3

Programming Fundamentals

This course covers the basics of computer programming and provides a foundation for further learning in this area. No previous computer programming knowledge is required to finish this course. The course uses the Python programming language which is very simple and straightforward. The course also covers abstract concepts which can be applied to almost any programming language, and students are encouraged to pay attention to these, since the way of thinking like a programmer is the most valuable lesson they will learn.
Course Code: CCS 1101
Prerequisites: None
Credits: 3

Databases 1

This course introduces the fundamental concepts necessary for designing, using and implementing database systems. We stress the fundamentals of database modeling and design, relational theory, and the Structured Query Language.
Course Code: CCS 2203
Prerequisites: None
May be Taken Concurrently With: CS 2203
Credits: 3

Databases 2 (Proctored course)

This course will cover server database management, configuration and administration, security mechanisms, backup and recovery, transact SQL Programming, and an introduction to database web- application development.
Course Code: CCS 3306
Prerequisites: CCS 2203
May be Taken Concurrently With: CCS 3440
Credits: 3

Big Data

This course introduces students to the fundamental concepts of Big Data through hands-on exercises and the use of various tools. The course focuses on practice over theory and the fundamental concepts of Big Data, including components of the big data ecosystem, distributed batch processing, distributed databases, and real-time processing.
Course Code: CCS 3440
Prerequisites: None
May be Taken Concurrently With: CCS 3306
Credits: 3

Data Mining and Machine Learning (Proctored course)

This course presents an introduction to current concepts in machine learning, knowledge discovery, and data mining. Approaches to the analysis of learning algorithm performance will also be discussed and applied.
Course Code: CCS 4407
Prerequisites: CCS 3440
May be Taken Concurrently With: CCS 4408
Credits: 3

Artificial Intelligence This course will cover current concepts and techniques in artificial intelligence, including "reasoning", problem solving, and search optimization.
Course Code: CCS 4408
Prerequisites: None
May be Taken Concurrently With: CCS 4407
Credits: 3

Policies & Processes

The Certificate Program does not provide transferable academic credit and is excluded from thestudent recognition for GPA achievements (i.e., President's List, Dean's List, Honor's List).

Students who successfully pass all courses in the certificate program will be able to download a digital certificate of completion and may choose to order a physical certificate at a cost of $15.

CHAPTER 12: 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 Student 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 to questions and comments posted by Course Instructors and other students. Students are encouraged to seek clarification and assistance from other students as well as their Course Instructors to enhance the learning experience on each course.

New Student Orientation – UoPeople Undergraduate Preview

The University's required student orientation mini-course, UNIV 0001, introduces new students to UoPeople Campus (in 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 settings and study process.

Completion of the Orientation is required. If the Orientation is not completed prior to the cutoff, admissions 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. Each term has eight weekly learning units and a four-day period during the ninth week for preparing for and taking the final exam. Students are advised to check the course syllabus and the UoPeople Academic Calendar for the final exam schedule each term.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week except the Learning Journals, which are due at 11:55pm UoPeople Time (GMT-5 time zone) on the Thursday of the week following when they are assigned. 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). All of the weekly study units are made available on day one of the course, but assignments can only be submitted during the learning week that they are due. This allows students to work ahead if needed. 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

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, Learning Journal activities, and written assignments; there are also quizzes throughout the course and a final exam or project at the end of the term.

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, Learning Journal entries, quizzes, and the final exam

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.

LEARNING JOURNAL
Course Instructors may choose to assign specific topics and/or relevant questions as a weekly Learning Journal entry to complete, but students are still encouraged to also use it to document their activities, record questions/problems that they may have encountered, reflect on the learning process, and draft answers for other course assignments. The Learning Journal must be updated on a weekly basis because its entries will be assessed directly by the Course Instructor as a part of a student's final grade. Only the Course Instructor sees the Learning Journal, not the other students.

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 FORUM

Participation in the Discussion Forum is an integral part of the student's learning experience at UoPeople. Students are first required to develop and post a well-formed response to the Discussion Assignment in the Discussion Forum, answering the question that has been posed by the Course Instructor. Students must also 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.

ASSIGNMENTS

Students are required to submit their weekly assignments by the indicated deadlines as described in the Learning Guide and Course Syllabus. The following week as part of the peer-to-peer requirement in all UoPeople courses, students anonymously receive copies of the previous week's assignments submitted by other students in the course, and students then complete three peer assessments according to the calibrated guidelines found in the feedback section of the assessment Form. Afterwards, two grades are issued to students: the first for the assignment (i.e., their own work product) and the second for the quality of their peer assessments of the work of others. Students who fail to submit an assignment during a Learning Week are not offered the opportunity to participate in the peer assessment process the following week. Since peer assessment is a requirement for all UoPeople courses, failure to submit assignments and/or peer-assessments may result in failure of the course.

QUIZZES

Courses may contain three types of quizzes – the Self-Quiz, the Graded Quiz, and the Review Quiz. These quizzes may contain multiple choice, true/false, or short answer questions. It is highly recommended that students complete all quizzes to ensure that they have adequately understood the
course material.

FINAL EXAMS

Students have a four-day period during Week 9 of the term to complete their final exams, beginning on Thursday of Week 9 at 12:05 am UoPeople Time (GMT-5 time zone) and ending on Sunday of Week 9 at 11:55pm UoPeople Time (GMT-5 time zone). Students are advised to complete their exams as early in the exam period as possible. Make-up exams are not allowed, except in exceptional circumstances.

CHAPTER 13: 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:

- Courses below the 1000-level are preparatory in nature and may not be credited toward a UoPeople degree
- 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 UoPeople Portal during registration periods.

Registration

University of the People opens course registration for students over a 3-week period every term, and students are notified by the Office of Student Services when the registration portal will be opened for their group based on their class standing which is determined by the total number of credits they have completed at the University (e.g., seniors 90 credits or more, juniors 60 credits or more, etc.) Course registration takes place in the UoPeople Portal and seats are filled on a first-come, first-served basis.

With the exception of 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 the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic programs.

Class Standing

Class standing is determined by the number of credits earned toward a degree.[19]

Class Standing	Credits
First Year	Fewer than 30 credits
Sophomore	30 through 59 credits
Junior	60 through 89 credits
Senior	90 credits or more

Registration Guidelines – Degree Students

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

1. Degree Students who maintain a Cumulative Grade Point Average (CGPA) of ≥ 3.00 may register and/or be enrolled in up to four (4) courses per term.

2. Degree Students on Academic Warning, Academic Probation, and Probation Continued and/or have a CGPA below 2.00 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.

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[19] Students who began their studies at UoPeople prior to Term 1 of the 2012-13 academic year are awarded course credit based on the quarter hour system. First year standing is fewer than 45 quarter credits; sophomore standing 46-89 quarter credits; junior standing 90 through 134 quarter credits; senior standing 135 quarter credits or more.

Registration Guidelines – UoPeople Foundations

Students studying in UoPeople Foundations who are applying for admission to be a Degree Student may enroll in up to 2 courses per term. The following registration restrictions apply:

3. Students studying in UoPeople Foundations who maintain a Cumulative Grade Point Average(CGPA) of ≥ 2.00 may register and/or be enrolled in up to two (2) courses per term.

4. Student studying in UoPeople Foundations who \ have a CGPA below 2.00 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.

Notes on the Registration Process

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.

Students Applying to be a Degree Student

During their first term of study, students studying in UoPeople Foundations are registered by the Office of Student Services for two (2) courses: UNIV 1001 (for the English programs)/UNIVA 1001 (for the Arabic programs) Online Education Strategies, plus one additional course.

UNIV 1001 Online Education Strategies/UNIVA 1001 Online Educational Strategies in Arabic is a required core course that all Degree Students must take during their first term at UoPeople. Therefore, students wishing to enroll in only one course during their first term must take UNIV 1001 Online Education Strategies.

Students who wish to enroll in one course during their first term may cancel their second course in the UoPeople Portal before the term begins or drop or withdraw from their second course in the UoPeople Portal once the term has begun.

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 UoPeople 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 Advisors.

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 UoPeople 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:

1. The student receives a grade of "W" for the course.

2. The grade of "W" appears on the student's transcript.

3. 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 UoPeople Portal. Students are advised to refer to the Academic Calendar to verify the last day to withdraw from a course without penalty.

Courses that have been withdrawn from and then repeated, will be reflected on the transcript as an "R".

Courses where academic misconduct has been determined may be assigned a grade of Fail "F" at the discretion of the Office of Academic Affairs.

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 Student Affairs Committee 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, in English, 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 Committee only in the case of extraordinary circumstances and only if the student did not take the final exam. In the event that a late withdrawal petition is approved, a grade of "W" will be issued for the course(s) and will be reflected on the student's transcript.

Students will receive written notification by the Office of Student Services of accommodations offered and/or denied within six weeks.

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.
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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 14: 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:

4. Quality of assignments and peer assessments

5. Participation in the Discussion Forums and the quality of the postings

6. Performance on quizzes and exams

7. Quality of Learning Journals

8. 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 D-.

The University has established the following 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	1. 67

D+	68-69	1. 33
D	63-67	1. 00
D-	60-62	0. 67
F	Under 60*	0. 00
W	N/A	N/A

Summary of Transcript Notations

Pass/Fail (P/F)

Pass/Fail (P/F) graded courses are available for Degree Students only; P/F is not computed inGPA calculations.

9. Pass (P) indicates completion of the course with academic work equivalent to a D- or above.

10. Fail (F) indicates completion of the course with academic work earning below a D-.

Note that a passing grade for ENGL 0101 English Composition 1 is a grade of 73% or higher. (Not applicable for the Arabic programs)

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 CGPA 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 CGPA is 2.00.

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

CHAPTER 15: 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 UoPeople 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 academicrecords should contact their Program Advisor.

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. Studentswith 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.

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.. 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.

-   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 to the Office of Academic Affairs at academic.affairs@uopeople.edu for the English programs and academic.affairs@ar.uopeople.edu for the Arabic programs, no later than30 days

after the last day of the term. Late appeals will not be accepted.
- Submitted Grade Appeals will be reviewed by the Office of Academic Affairs and processed by the Office of Student Services.
-

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.

Student Recognition

Announcements naming Degree Students to the President's List, Dean's List, and Honor's List are generally published around the 5th week of the term. Students are eligible to be placed on these lists after receiving their grades following their second term as a Degree- Student.

President's List

Degree Students will be named to the President's List for each active term in which they maintain a cumulative GPA of 3.85 — 4.00.

Dean's List

Degree Students will be named to the Dean's List for each active term in which they maintain a cumulative GPA of 3.50 — 3.84.

Honor's List

Degree Students will be named to the Honor's List for each active term in which they maintain a cumulative GPA of 3.00 — 3.49.

CHAPTER 16: SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP)

University of the People monitors students' academic performance to ensure satisfactory progress toward a degree. All students are required to maintain a minimum cumulative GPA of 2.00. Review of Satisfactory Academic Progress (SAP) applies only to Degree Students.

Satisfactory Academic Progress is evaluated at the end of every term, and active students who earn a letter grade in at least one 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 withdrawfrom 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 Warning, Academic Probation, Probation Continued, and Academic Suspension based on their academic performance and degree program, notwithstanding the Academic Standards.

Good Standing

Students maintaining a minimum CGPA of 2.00 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 2.00 at the end of the current term are placed on Academic Warning. Students on Academic Warning who meet or exceed a 2.00 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 Probation

Students who had been on Academic Warning in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are placed on Academic Probation.

Students on Academic Probation that meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing.

Students on Academic Probation are encouraged to be in contact with their personal Program Advisor.

Probation Continued

Students on Academic Probation who failed to achieve a CGPA of 2.00 at the end of the preceding term but who did earn a 2.00 GPA or better are placed on Probation Continued. They may stay on Probation Continued as long as they earn a minimum GPA of 2.00 in each subsequent term until their CGPA reaches a 2.00. If students on Probation Continued fail to achieve a 2.00 GPA, they are dismissed from the University.

Degree Students on Probation Continued are encouraged to be in contact with their personalProgram Advisor.

Academic Dismissal

Students who had been on Academic Probation or Probation Continued in the previous term and whose minimum cumulative GPA continues to be below 2.00 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 tothe appeals process.

Academic Dismissal Appeals

Dismissal appeals are available only for Degree 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 student will be required to sign a contract for Improved Academic Performance with the Program Advising Office within a week or will not be permitted to return to their studies. Only once the student has signed the contract, the Office of Student Services will process the student's reinstatement. 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 for Academic Renewal as a Degree Student after being out of residence from the University for a minimum of five consecutive terms. 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 and inactive). For more information on Reinstatement, see 'Matriculation Policies' under Chapter 16 below.

Progress

Program goals set the overall direction for each program, providing the blueprint to determine course and student level learning outcomes. Course learning outcomes are defined for every course in every degree program, and specify in concrete, measurable terms the knowledge, skills, abilities, and/or attitudes to be developed. The university's Outcomes Assessment Plan (OAP) ensures term and annual evaluation of student learning outcomes, persistence, progression, performance, and completion.

The university employs the Carnegie system for awarding academic credit as a means of tracking student achievement. It is university policy and practice that every semester credit hour that is awarded is equivalent to approximately 45 hours of student engagement over the course of the 9- week term (15-17 hours spent in active academic engagement, 30-35 in independent and preparatory work).

The university employs Satisfactory Academic Progress (SAP) monitoring to evaluate the progress of every student at the end of each term, and active students who earn a letter grade in at least one course 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.

Outcomes

The university collects data to produce annual reporting on student enrollment, persistence, and graduation. Alumni are surveyed annually to record employment and salary updates.

Satisfaction

The annual student survey, as well as other surveys that the university conducts, collects student satisfaction data, including their satisfaction with the university and whether the program met their expectations.

CHAPTER 16: GRADUATION

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

Academic Honors

Academic Honors for overall achievement at UoPeople are noted on the official transcript and diploma of UoPeople graduates.

For the Bachelor's Degree:

5. 3.85 – 4.0   *Summa Cum Laude* (highest honors)

6. 3.70 –3.84   *Magna Cum Laude* (high honors)

7. 3.50 –3.69   *Cum Laude* (honors)

For the Associate's Degree:

8. 3.80 – 4.0   *High Honors*

9. 3.50 –3.79   *Honors*

UoPeople does not have an Honors Society.

CHAPTER 17: GRADUATION PROCESS

- Students first need to run a Degree Audit Report in the UoPeople Portal to determine whether they have satisfied the requirements for graduation.

- After running the Degree Audit Report, if the student has satisfied all of their graduation requirements, the Graduation Application in the UoPeople Portal will be enabled, and the student will be permitted to submit their Graduation Application.

- Graduation Applications may be submitted during the first four weeks of the term. Such requests will be processed between the fifth and eighth week of the term. Graduation Applications received after the fourth week of the term will not be processed until the subsequent term.

- 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 for the English programs and student.services@ar.uopeople.edu for the Arabic programs.

- Official transcripts and diplomas are sent by regular mail. If a student wishes to have their documents sent via registered mail, such a request must be made prior to or at the same time as the graduation request, and students will incur an extra fee.

- Graduation documents will be automatically sent to the address the student enters on the Graduation Application.

- Please note that students enrolled in a Bachelor's Degree Program may request to first earn an Associate's Degree and run the Degree Audit Report for both the Associate and Bachelor's degree levels. However, students will not be able to request retroactive awarding of the Associate's Degree once the Bachelor's Degree has been conferred.

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 UoPeople Portal.

UoPeople Alumni Services

UoPeople graduates are encouraged to keep in touch with Alumni Services at alumni@uopeople.edu for the English programs and alumni@ar.uopeople.edu for the Arabic programs.

CHAPTER 18: 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 be tolerated 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 English programs and academic.affairs@ar.uopeople.edu for the Arabic 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:

1. 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,and misrepresenting citations.

2. Unauthorized Assistance—completion of an academic exercise or exam by someone otherthan 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.

3. Misrepresentation—lying or misrepresenting a student's personal situation to a University member in attempt to receive special circumstances, permissions, quiz and/or exam resets,or extensions.

4. Collusion—assisting another student in committing an act of academic dishonesty, includingproviding 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 studenta 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 General 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.

If academic misconduct is discovered, the Office of Academic Affairs has the authority to award a grade of Fail (F) rather than a Withdrawal (W) for that course.

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 tocomplete 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 for the English programs and student.services@ar.uopeople.edu for the Arabic programs.

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 18: STUDENT ACTIVITY, LEAVE OF ABSENCE, AND MATRICULATION POLICIES

It is the student's responsibility to inform University of the People about his/her academic plans each term 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. Under special circumstances such as military service, a student's inactivity may be extended for a maximum of five years. Please note that in 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—either unenrolled 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 withdrawing from 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 coursewithdrawal from all classes

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

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 UoPeople 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.[21]

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

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.

Students may be granted an 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.

Notes about a Leave of Absence

- 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 are dismissed or suspended.

- Students granted a leave of absence while on Academic Warning, Academic Probation, or Probation Continued will return to their studies with the same status.

- Students returning from an academic or disciplinary suspension are eligible to request a leave of 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 requirements for 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.

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[21] The University reserves the right to request supporting documentation for any leave of absence. University of the People's decision to grant or refuse a request for a leave of absence will be final and binding.

CHAPTER 19: MATRICULATION POLICIES

Students who wish to withdraw from UoPeople must submit their request via the UoPeople 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 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).

Administrative Withdrawals

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

Students who are readmitted and/or granted Academic Renewal are required to satisfy all graduation requirements and follow all the University rules and regulations listed in the Catalog during the academic year in which they resume their studies.

Individuals may be granted only one Academic Renewal and the University has the sole discretion at the time of the Academic Renewal to determine which, if any, credits previously earned will be applied toward a University degree.

At the start of Academic Renewal, a notation is added to the student's previous UoPeople transcript listing the student's academic renewal status. Additionally, the student's cumulative grade point average and cumulative credits start anew with their return to the University.

Students may only begin registering for courses during the course registration period after their academic renewal has been approved. Students who are approved for Academic Renewal are strongly encouraged to enroll in only one course under the advisement of their personal Program Advisor and are required to maintain good standing at the University.

Associate degree Graduates Returning for the Bachelor's Degree

Students who graduated from UoPeople with an Associate's Degree, took time away from the institution, and now wish to pursue the Bachelor's Degree may do so under certain conditions. They must be in good standing with UoPeople both academically and behaviorally and may only continue in the same major program of study as that of their Associate's Degree. Graduates who request to pursue a Bachelor's Degree within 15 terms of completing their last Associate's Degree requirement at UoPeople may complete a Request for Academic Continuation through the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic programs. Graduates who are beyond 15 terms must reapply for admission to the University and pay the Application Fee.

Students who had scholarship support at the time that they were enrolled for their Associate's Degree, and who wish to be considered for further financial support, are required to reapply for financial assistance by contacting the Financial Aid Office at financial.aid@uopeople.edu for the English programs and financial.aid@ar.uopeople.edu for the Arabic programs.

This is currently only applicable for our English programs.

CHAPTER 20: TECHNOLOGY, LIBRARY, AND OTHER

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 YammerViva Engagerk must agree to the Yammer TermsViva Engagee. All questions about Yammer should be dViva Engaged to outreach@uopeople.edu for the English programs and outreach@ar.uopeople.edu for the Arabic programs.

Computing and Networking Services and Requirements

Although Moodle and Class Forums are not open to public access, students should note that these online spaces are neither private nor confidential. Neither students nor instructional personnel should assume privacy 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 UoPeople 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 to complete 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.

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

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

- o Microsoft Office is commercial software which is not available for free. If you do not already have or are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) pleaseuse one of the following free options:

- • Download and install LibreOffice, a free and open-source office suite that is mostly MS Office compatible (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. This is 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 Office Online account, please go to www.outlook.com or www.hotmail.com and create your 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 orPDF format.

- o Other Software: Note that certain courses, for example computer science courses, may requirethe 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 the English programs and support@ar.uopeople.edu for the Arabic programs 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 for the English programs and support@ar.uopeople.edu for the Arabic programs. 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

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 for the English programs and library@ar.uopeople.edu for the Arabic programs.

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.

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 toimprove vital professional skills pertinent to the business world, including:

A. Resume building and cover letter writing
B. Job searching skills
C. Interviewing techniques
D. Professional networking skills
E. 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 ServiceCenter 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 valuablelearning 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 facultyhailing 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 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 the Assessment Fees. The Financial Aid Office can be reached at financial.aid@uopeople.edu for the English programs and financial.aid@ar.uopeople.edu for the Arabic programs.

Office of Academic Affairs

The Office of Academic Affairs oversees all aspects of the curriculum with a primary commitment tocreating 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 withCourse 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. Instructorsrespond to students within 72 hours and usually sooner. Students who have not heard back from theirCourse Instructor within 72 hours should contact their personal Program Advisor for additional support.

Office of Student Affairs

The Office of Student Affairs (student.affairs@uopeople.edu for the English programs and student.affairs@ar.uopeople.edu for the Arabic programs) 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 for the English programs and student.affairs@ar.uopeople.edu for the Arabic programs) forms part of a comprehensive network ofservices 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 policies and 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 the University, 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 applicant status. More information about the admissions process can be found in Chapter 3; interestedparties can reach the Office of Admissions at admissions@uopeople.edu for the English programs and admissions@ar.uopeople.edu for the Arabic programs.

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 canbe reached at outreach@uopeople.edu for the English programs and outreach@ar.uopeople.edu for the Arabic programs.

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 and reconciles 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 for the English programs and at payments@ar.uopeople.edu for the Arabic programs.

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 point

of 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 personal email address or at advising@uopeople.edu for the English programs and advising@ar.uopeople.edu for the Arabic programs.

Other

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

CHAPTER 21: INSTRUCTIONAL PERSONNEL

UoPeople Course Instructor- Undergraduate

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
BA, Psychology
Northeastern State University
Arts and Science

Asma Wasim
MPH Public Health, Health Education
Loma Linda University, CA
M.S. Environmental Studies
California State University at Fullerton
Health Science

Aubrey Desanto
MS, Strategic Finance
Bellevue University
Business Administration

Austin Hinton
MS in Finance
Liberty University
Business Administration

Avanna Bell
MA, Curriculum and Instruction
University of Arizona Global Campus
Arts and Science

Ayesha Salma
PhD, English Language Education
The English and Foreign Languages University, Hyderabad
Arts and Science

Ayub Awnuh
MBA
University of Northwestern Ohio
Business Administration

Azza Z Alsahhar
MBA, Business Administration
Islamic University of Gaza, Gaza, Palestine
Business Administration

Barak Schimp
Master of Science in Business Management
Cornerstone University- MI, US
Business Administration

Benard Kwatia
MBA, Finance
Coventry University
Business Administration

Benedict Obinw
MS, Developmental Anatomy
Nnamdi Azikiwe University
Health Science

Benjamin Kobina Sarbah
MBA
Don Bosco University
Business Administration

Benjamin Mulli
MS, Education Instructional Design and Technology
Purdue University Global
Arts and Science

Betty X Bundly
MS, Mathematics
Chicago State University
Arts and Science

Bhaskar Palit
MS, Mathematics
Ramkrishna Mission Vidyamandira, India
Arts and Science

Bhumika Modi
Ph.D., Mathematics
Sardar Vallabhbhai National Institute of Technology
Arts and Science

Bibi Anohar
MA, English
Annamalai University
Arts and Science

Bisola Adepoju
MA, Human Resource Studies
University of Oklahoma
Business Administration

Brad Egan
Doctor of Philosophy in Education
Northcentral University, Prescott, AZ
Health Science

Brandy Havens
MBA, Accounting
High Point University
Business Administration

Brenda Barnes
MBA
Texas State University
Business Administration

Brenda Johnson
PhD, Psychology
Walden University
Health Science

Bri Kendrick
MA, in Teaching English to Speakers of Other Languages
University of Southern California
Arts and Science

Brian Covelli
Masters of Science in Psychology
Grand Canyon University- AZ, US
Health Science

Brian Hirzel
BS, Business Administration
University of the People
Arts and Science

Brian Weston
M.Ed.
University of the People
Arts and Science

Brian Weston
MS, Data Science
Eastern University
Computer Science

Brittany Javier
Ph.D., General Psychology
Grand Canyon University
Health Science

Bruce Edwards
PhD in Mathematics
Dartmouth College, Hanover NH
Arts and Science

Bryce Haines
BS, Healthcare Administration
American College of Education
Arts and Science

Bryce Kitzman
Master of Public Administration
University of Wisconsin-Milwaukee
Arts and Science

Bushra Parveen Muzzaffar Hussain
MA, Education
Middlesex University
Arts and Science

Caitlan Smith
MPhil in Ancient History
University of St. Andrews;
MSc in the Hellenistic World
University of Edinburgh
Arts and Science

Caitlyn Smith
M.S. in Biology
University of Nebraska at Kearney
Health Science

Carolann Carrasco
Master of Arts, English
Savitribai Phule Pune University
Arts and Science

Carolyn Mcintyre
MA Online and Distance Education
MSc Forensic Psychology and Criminology
MA English
Open University, England;
Arts and Science

Carrie Holeski
Master of Science
Auburn University- Auburn, AL
Health Science

Carrie Prettiman
Ph.D., Comparative Literature
Princeton University, Princeton, NJ
Arts and Science

Casey Allen
Master of Education
Athabasca University, Canada
Arts and Science

Casey Reeves
MA, Organisational Leadership
Crown College
Business Administration

Casmir Chidiebere
MEd Mathematics Education
University of Calabar, Nigeria
Arts and Science

Casmir Onyeneke
Master of Science
University of Calabar
Arts and Science

Caterina Browne
MA., Psychology
Marywood University
Health Science

Cecilia Nyati
BBA
University of the People
Arts and Science

Celia Shapland-Forbes
M.Ed., Curriculum and Instruction
University of Texas Rio Grande Valley
Arts and Science

Chandan Kumar
MBA
University of the People
Business Administration

Chantell Hines
Ph.D., Psychology
Capella University
Health Science

Charbel Ayoub
MS, Marketing
Walsh College
Business Administration

Charlene Koonin
MS, Education
City University of New York- NY, US
Arts and Science

Charles Adetunji
Ph.D., Microbiology
Ladoke Akintola University of Technology
Health Science

Charles Deutch
Ph.D., Biology
University of California
Health Science

Charles Findley
Ph.D. in Speech Communication with supporting program in
Educational Psychology
University of Minnesota
Online Strategies OES

Charles Freeman
Master of Sports Administration
Belhaven University
Business Administration

Charles Mccarthy
Ph.D. in Philosophy
Catholic University of America
Health Science

Charles Streeter
MBA
Northcentral University
Business Administration

Chase Latson
Master of Accountancy
University of Missouri
Business Administration

Chelsea Weltzin
Master of Administration, Emphasis in Leadership
Northern Arizona University- AZ, US
Arts and Science

Cheron Young
MS, Psychology
Capella University
Health Science

Cheryl Mazzeo
MS, Science Education – Pace University- NY, US;
MS, Biomedical Science
Albert Einstein College of Medicine of Yeshiva University- NY, US
Health Science

Cheryl Nelson Theuninck
DHA
Central Michigan University
Health Science

Chidozie Udeogu
Ph.D., Medical Laboratory Science
Nnamdi Azikiwe University
Health Science

Chinu Singla
ME, Computer Science & Engineering
Punjab University
Computer Science

Christian Ranche
MBA
University of The People
Business Administration

Christian Thompson
MS, Computer Science
Georgia Institute of Technology
Computer Science

Christina Graziano
MS, Child Education (History/ TESOL)
Molloy University
Arts and Science

Christina Panteloglow
MS, Psychology
Southern New Hampshire University
Health Science

Christopher Heinrich
Ph.D., Public Policy & Administration
Walden University
Business Administration

Christopher McHenry
Master of Education, Learning and Technology
Western Governors University
Arts and Science

Christopher Rowe
MA, History
Liberty University
Arts and Science

Christopher Stender
MA, American History
American Military University
Arts and Science

Christor Pancho
Master of Science, Information System
University of the Philippines
Computer Science

Chukwuma Ugwuoke
MSc (Data Communication Systems)
Brunel University, West London
Computer Science

Cindy Cherise Murphy
MS, Public Health
Purdue University
Health Science

Claudine Houston
MBA
New York Institute of Technology
Business Administration

Colina Cole
MA, Conflict Resolution
University of Massachusetts
Arts and Science

Coretta Nelson
MS, Experimental Psychology
Georgia Southern University Statesboro, GA
Health Science

Cornelia Kavungo-Johnson
DHSc
A.T. Still University
Health Science

Cory Brunson
MPA, Public Administration
Tennessee State University, Nashville, TN
Business Administration

Crystal Cummings
MS, Applied Computer Science
Columbus State University
Computer Science

Crystal Green
MBA, Accounting
American Intercontinental University
Business Administration

Crystal Labeau
MBA
Western Governors University
Business Administration

Crystal Prince
MBA
DeVry University
Business Administration

Cyndie Nicholas-Bowman
MEd, Education
Holy Family University
Arts and Science

Cynthia Donnelly
MS, Counseling
Mercy College-NY, US
Health Science

Cynthia Hughes
Master of Information Systems/ Management
University of Phoenix
Computer Science

Cyriacus Agbarakwe
Ed.D., in Organizational Leadership
Grand Canyon University
Arts and Science

Dana Perry
M.A, English
Belmont University- TN, US
Arts and Science

Danai-Christina Naoum
Ph.D., Archaeology
University of Liverpool
Arts and Science

Daniel Adeboye
Master of Commerce
University of KwaZulu-Natal
Arts and Science

Daniel Barwick
Ph.D., Philosophy
State University of New York
Arts and Science

Daniel Don Nwibo
PhD, Pharmacy
The University of Tokyo
Health Science

Daniel Ford
MS, Organizational Leadership
Southern New Hampshire University
Business Administration

Daniel Ndula Tatung
Master of International Business Administration
Buckinghamshire New University
Business Administration

Darrel Van Hoose
MA, History
Liberty University
Arts and Science

David Ackman
Master of Arts, Leadership
SUM Bible College & Theological Seminary
Arts and Science

David Adeyemo
Executive Master of Public Administration
Golden Gate University
Arts and Science

David Comolli
MS, Education
Arkansas State University
Arts and Science

David Gamble
MA, Clinical Mental Health Counseling
Southern New Hampshire University
Health Science

David Gibson
MBA
Aspen University
Business Administration

David Hale
Ph.D., Industrial/Organizational Psychology & Human Performance-
Northcentral University
Business Administration

David Nwikwe
Ph.D., Biochemistry
University of Ilorin
Health Science

Davonna Johnson
MBA
Robert Morris University
Business Administration

Dawn Wilson-Hawkins
MSW
Walden University
Arts and Science

Dea Divi
MA, English
University Of Arizona Global Campus
Arts and Science

Debanjana Chaudhuri
Master of Technology, Computer Science and Engineering
Maulana Abul Kalam Azad University of Technology
Computer Science

Debbie Statton
Ph.D., Molecular and Cellular Biology
University of Massachusetts
Health Science

Deborah Best
Master in Information Science-
University of Phoenix- AZ, US
Computer Science

Delma Church
MA, Education Mathematics
Chadron State College
Arts and Science

Delray Schultz
Ph.D., Statistics
Temple University
Arts and Science

Desmond Afoakwa
BS, Biochemistry
Kwame Nkrumah University of Science and Technology
Arts and Science

Diana Bowman
MPA, Concentration in Poverty Issue-
Harvard University- Cambridge, MA;
MA, Teaching English Composition-
University of Akron- Akron, OH;
MA Art- Marshall University- Huntington, WV
Arts and Science

Diana Golden
MS, in Information Technology
Arizona State University
Computer Science

Diane Stelacio
M.S, Education Specialization in Adult Education
Capella University, Minneasota
Arts and Science

Dimitrios Koumparoulis
M.Sc. in Economics
Athens University of Economics and Business
Business Administration

Don Lee
MS, Computer Information Systems
MBA
University of Phoenix
Business Administration

Donielle Hyde
Ph.D., Public Health Epidemiology
Walden University
Health Science

Dorothea Nelson
Master of Science and Economics
University of Wales, Aberyswyth
Arts and Science

Doug Cooper
MBA
LeTourneau University
Business Administration

Doug Kildsig
MS, Management
Purdue University
Business Administration

Durga Prasad Ravutla
Ph.D., Mathematics
Acharya Nagarjuna University
Arts and Science

Eddy Fotsing
Dual Master of Applied Mathematics and Financial Economics
Ohio University- OH, US
Business Administration

Edgar Rangel
Master of Science, Psychology
Grand Canyon University, Phoenix, AZ.
Health Science

Edith Koopmans
MBA study with e-connect online advisory and mentoring
NCOI Business School, Netherland
Business Administration

Ela Lynn
MA, English
Sul Ross State University- TX, US;
M.Ed.
Troy University, AL, US
Arts and Science

Elias De La Pena
MBA
University of Phoenix
Business Administration

Elizabeth Veal
Ph.D., Muscular Dystrophy
University of Liverpool- England
Health Science

Emily Schaedle
M.A. English Literature and Creative Writing, Fiction
Southern New Hampshire University
Arts and Science

Emma Awuku-Sowah
MSc Environmental Change and Management
University of Oxford
Health Science

Emmanouil Peponas
MA, Modern and Contemporary History
University of Ioannina
Arts and Science

Enid Russell
Master in Education
Louisiana Tech University- LA, US
Arts and Science

Eric Rench
MA, Higher and Postsecondary Education
Columbia University
Business Administration

Erin Rodgers
Ed.D., Administration and Policy Studies in Higher Education
University of Pittsburgh
Arts and Science

Eva Erskine
Ph.D., Psychology
Walden University- Minneapolis
Health Science

Evelyn Osemeikhian
Doctor of Health Sciences
Eastern Virginia Medical School, VA
Health Science

Fahid Imtiaz
BS, Information Technology
University of Gujrat
Arts and Science

Faraz Zaidi
Ph.D., Computer Science
University of Bordeaux, France
Computer Science

Fatema Daginawala
Ph.D., English
Savitribai Phule Pune University
Arts and Science

Ferah Smith
MS, Psychology, General Psychology
Capella University – Minneapolis, MN
MA, Teaching, Secondary Education-
Kaplan University-Davenport, IA
Health Science

Feriha Pinar Ozmizrak
Ph.D., Healthcare Genetics
Clemson University
Health Science

Fernando Gallego Osuna
Master in International Business Administration
Universidad Internacional Menendez Pelayo- Spain
Business Administration

Flora Bedinger
MS, Healthcare Management
Mount Ida College, Newton
Health Science

Flora Gabtony
MS, Organisational Psychology
University of East London
Business Administration

Florence Freeman
MBA
University of Maryland Global Campus
Business Administration

Floyd Ogle
PhD in General Psychology
Grand Canyon University
Health Science

Francis Louie Mangubat
MBA
World Citi Colleges
Business Administration

Francis Wakhu Omusula
M.Ed.
University of the People
Arts and Science

Fred Kinoti
MS, Public Health (Reproductive Health)
Kenyatta University
Health Science

Frederick Brockington
PhD, School of Counseling and Human Services
Capella University- Minneasota, US
Arts and Science

Frederick Sakon
MS, Mathematics Education
Florida State University
Arts and Science

Furman Leopard
MBA
Saint Leo University, Saint Leo, FL
Business Administration

Gabriel Rodriguez
MA, Political Science
American Military University
Arts and Science

Galin Todorov
PhD, Economics
Florida International University
Business Administration

Gamze Hakverdi
Ph.D., Radio Television and Film
Ankara University
Arts and Science

Gautam Krishnan
Ph.D., Biological Sciences
Birla Institute of Technology and Science
Health Science

Geo Ramsey Miller
MA, Student Affairs in Higher Education
Indiana University of Pennsylvania
Health Science

George Kweku Erskine
MBA
University of the People
Business Administration

George Narvaez
Doctor of Arts
Harrison Middleton University
Arts and Science

Georgia Xekalaki
Ph.D. Archaeology
The University of Liverpool, United Kingdom
Arts and Science

Getachew Woldie
Ph.D., Agricultural market channel choice
University of Giessen- Germany
Business Administration

Gideon Effiong
MS Mathematics
Obafemi Awolowo University
Arts and Science

Gina Frazier
MA, Education
University of Phoenix
Arts and Science

Gina Owens
MBA
Lipscomb University
Business Administration

Glenn St. Romain
MA in Psychology
Northcentral University
Health Science

Godson Chukwuma
D.Ed., OL – Instructional Technology and Distance Learning
Nova South-eastern University
Arts and Science

Gregory Connell
Ph.D., Biochemistry
University of British Columbia
Health Science

Gregory Hollenbeck
MA, Psychology
Brandman University
Health Science

Gregory Lenaburg
MA, Spanish
Bowling Green State University
Arts and Science

Habakkuk-Nkonge Barine
MBA, Finance
Chuka University
Business Administration

Hadeel Youness
BS, Clinical Laboratory Science
American University of Science and Technology
Arts and Science

Hannah Ward
M.Ed., Education Technology and Instructional Design
Western Governors University
Arts and Science

Hardikkumar Patel
Ph.D., Mathematics
Sardar Vallabhbhai National Institute of Technology
Arts and Science

Haroun Ali
MA, History
Kent State University
Arts and Science

Harry Nejad
PhD, Education/Educational Psychology
University of Sydney- Australia
Health Science

Haseeb Ahmad
Master of Science in Physics
Lahore University of Management Sciences
Health Science

Hassan Jamilu
MTech., Electrical and Electronics Technology Education
Federal University of Technology Minna, Niger State
Arts and Science

Heather Moore
Doctor of Health Administration
A.T. Still University
Health Science

Heba Sharaf
MBA
University of the people
Business Administration

Hemant Sharma
MTech
Malviya National Institute of Technology, Rajasthan, India
Computer Science

Hemanth Ande
MS, Computer Science
DePaul University
Computer Science

Henry Lubinga
Bachelor of Secondary Education
Corban University
Arts and Science

Herbert Brown
Master of Public Administration in National Security
American Public University
Arts and Science

Hira Dilshad
Doctor of Philosophy, Linguistics
Aligarh Muslim University
Arts and Science

Hiren Lekhadiya
Ph.D., Mathematics
SVNIT
Arts and Science

Hitesh Verma
Ph.D., Mechanical Engineering
Indian Institute of Technology Delhi
Arts and Science
Hoda Said
Master of International Education
American International College
Arts and Science

Honore Nzambu
Ph.D., Information Technology Project Management
Capella University
Computer Science

Hubert Amu
PhD in Population and Health
University of Cape Coast
Health Science

Iantheya Brown
MA, Social Work
Winthrop University
Arts and Science

Ibtissam Klait
M.A. in International Affairs
Lebanese American University, Beirut, Lebanon
Arts and Science

Ifeanyi Malu
Ph.D., Public Health Epidemiology
Walden University
Health Science

Ihsan Safi
MS, TESOL (English for Academic Purposes)
Arts and Science

Ikechukwu Igbokwe
MA, English Language-
Abia State University
Arts and Science

Ime Akpan
B.Tech., Electrical Engineering
Rivers State University
Arts and Science

Innocent Ndock Kong
Master in International Relations
University of Yaounde II, Cameroon
Arts and Science

Irfan Rashid Thoker
Master of Computer Applications
University of Kashmir
Computer Science

Irum Yaqoob
MS, Neuromuscular Physical Therapy
Riphah International University
Health Science

Isaac Adom Boachie
M.Phil., Development Studies
Institute of Development & Technology Management
Arts and Science

Isaac Ayetuoma
MS, Computer Science
University of Ibadan- Ibadan, Nigeria
Computer Science

Isaac Pena
MS, Health Psychology
Walden University
Health Science

Jacob Alanjian-Rosenbery
MBA
University of Phoenix
Business Administration

Jacob Hutchins
MA, History
Portland State University
Arts and Science

Jacqoulene Hansberger
Doctor of Psychology
Capella University
Health Science

Jacqueline Barnette
PhD, Mental Health Administration
Ashford University, San Diego
Health Science

Jacqueline Thomas
Doctor of Public Administration
University of the Philippines
Arts and Science

Jade Wiles
DHA
A.T Still University
Health Science

Jaime Reborn
Doctor of Management in Organizational Leadership & Technology
University of Phoenix
Business Administration

James Godwin
M.Ed. Instructional Design
Western Governors University
Arts and Science

James Mucyo Nzabambarirwa
MS, Data Science
University of Rwanda
Computer Science

James Nyamukusa
MS, Public Policy and Governance
University of Zimbabwe
Arts and Science

James Thompson
M.A, Interdisciplinary Studies
Western New Mexico University;
M.A, Humanities-
California State University- Dominguez Hill
Arts and Science

James Walker
MBA
Webster University
Business Administration

Jamin Hubner
M.S., Applied Economics
Southern New Hampshire University
Business Administration

Jan Sloan
Masters in Social work
Arizona State University
Health Science

Janaki Chundi
Ph.D., Agricultural Chemistry and Soil Science
Dr BR Ambedkar University, India
Health Science

Jane Burman-Holtom
MBA
University of Oklahoma, US
Business Administration

Janetta Garrett
Ph.D., Biochemistry & Biophysics
Texas A & M University
Health Science

Janette Martin-Isaacs
PhD Advanced Studies in Human Behaviour
Capella University
Health Science

Jared Bardon
MS, Educational Leadership
Columbia Southern University
Business Administration

Jared Dixon
MA, Mathematics
University of Nebraska
Arts and Science

Jasmene Jones
Master in Humanities, Visual Arts and Mixed Media
Tiffin University
Arts and Science

Jasmine Fernandez
Doctor of Philosophy, Humanities and Social Sciences
Indian Institute of Technology, Indore
Arts and Science

Jason Gelsomino
Master of information systems
University of Phoenix
Computer Science

Jason Kahler
Ph.D., Composition and Rhetoric
Wayne State University
Arts and Science

Jeanette Lamb
Master of Liberal Arts
Baker University, Baldwin, Kansas
Arts and Science

Jeff Brown
MBA
Ohio Christian University
Business Administration

Jeff Wolgast
MS, Information Systems
Baker College
Computer Science

Jeffery Cousin
Master of Business Administration
Widener University, Chester, PA
Business Administration

Jeffery West
MBA
Louisiana State University
Business Administration

Jeffrey Gebhardt
MS, Accountancy
University of Phoenix
Business Administration

Jeffrey Gordon
MA, Organizational Management
University of Phoenix
Business Administration

Jeffrey Hathaway
MBA, Sustainability Leadership
Prescott College
Business Administration

Jelenny Marquez
Ph.D., Psychology
Walden University
Business Administration

Jennifer Hill
Ph.D.
University of Newcastle
Health Science

Jennifer Musgrave
Master of Letters in History and Archaeology of the Highlands and
Islands
University of the Highlands and Islands
Arts and Science

Jere Wilson
MA, Organizational Management-
University of Phoenix
Business Administration

Jeremy Enzor
Ph.D., General Advance Studies in Human Behaviour
Capella University
Health Science

Jerrell Boykin
MS, Cybersecurity Information Assurance
University of South Florida
Computer Science

Jerusalem Brown
MS, Professional Counseling
Grand Canyon University
Health Science

Jesse Carswell
MA, Humanities
American Public University
Arts and Science

Jesse Davis
Master of Arts & Science- History
Liberty University- Lynchburg, VA
Arts and Science

Jessica Lofton
M.Ed., Instructional Technology
Grand Canyon University
Computer Science

Jessica Stimpson
MBA
American International College
Business Administration

Jignesh Chauhan
Ph.D., Mathematics
Sardar Vallabhbhai National Institute of Technology, Surat
Arts and Science

Jim Casale
Master of Information Systems
University of Phoenix
Computer Science

Jody Harry
Master of Arts in Teaching
Sierra Nevada College
Arts and Science

Joe Juarez
MA, Counseling Psychology
John F. Kennedy University
Health Science

John Abah
MS, Zoology
University of Ibadan
Health Science

John Christlin Mathews
M.Phil., English
Vels University, Chennai
Arts and Science

John Emelue
BS, Business Administration
University of Lagos, Nigeria
Arts and Science

John Hibbs
Master of Accountancy
University of North Alabama
Business Administration

John Onyianta
MS, Computer Science
The University of Nigeria
Computer Science

John Thorburn
PhD, Classical Languages and Literatures
University of Colorado
Arts and Science

Johnnie Johnson
PhD., Educational Leadership-
University of New England
Business Administration

Jolan Shafir Lobb
Ph.D., Psychology
Northcentral University
Health Science

Jonathan Niles-Gill
MFA, Creative Writing-
University of Houston
Arts and Science

Jonathan Williams
Doctor of Design
North Carolina State University
Arts and Science

Jose Alvarado
M.Sc.
University of Surrey, United Kingdom
Computer Science

Jose Antony
MPhil, Tourism
CHRIST (Deemed to be University)
Business Administration

Jose Ruiz-Escutia
MA, Sociology
California State University
Arts and Science

Joseph Agbeko
MS, Mathematics
Youngstown State University
Arts and Science

Joseph C Rielly
Doctor of Public Health
Capella University
Health Science

Joseph Cataline
Master of Arts - Political Science
American Public University
Arts and Science

Joseph Lucero
D.Ed., Organizational Leadership-
Argosy University- Atlanta, CA
Health Science

Joshua Ajayi
MS, Mechanical Engineering
University of Lagos
Arts and Science

Joshua Azriel
Ph.D., Journalism and Mass Communication
University of Florida
Arts and Science

Joshua Ibitoye
Master of Food Technology
Can Tho University Vietnam
Health Science

Joshua Longmire
Ph.D., Leadership Studies
Dallas Baptist University
Arts and Science

Joyce Belcher
Ph.D., Anatomy and Cell Biology
Temple University School of Medicine
Philadelphia
Health Science

Judi Schulte
Master of Arts, Mathematics Education
DePaul University Chicago, IL
Arts and Science

Julia Masters
MPH
Southern Connecticut State University
Health Science

Julie Zillmer
Master of Education, Instruction
University of Wisconsin- Superior
Arts and Science

Julie-Ann Goodman King
MS, Psychology
Capella University
Health Science

Juliette Cunico
Ph.D.
University of New Mexico
Arts and Science

Justa Mwangi
MS, Public Relations
University of Stirling
Business Administration

Justin Geiger
Ed.D., Counseling & Psychology
Liberty University
Health Science

Justin Voorhees
MA, Merit in Refugee Protection & Forced Migration Studies
University of London
Arts and Science

Kamala Dorsner
Ph.D., Energy and Environment
University of Delaware, USA
Health Science

Kamel Bouhamdan
MS, Petroleum Engineering
Heriot-Watt University
Arts and Science

Karen Cuttita
MS, Management
Faulkner University
Business Administration

Karen Roush
MBA
Pittsburg State University
Business Administration

Karen Ulanski
Master's Degree in Adult, Occupational, and Continuing Education
Kansas State University Manhattan, KS
Arts and Science

Karim Alsayed
MBA
University of the People
Business Administration

Karim Musah
M.Phil., Industrial and Organizational Psychology
University of Ghana
Health Science

Karuna Rajani
MA, English
University of Mumbai
Arts and Science

Kate Kanaley
MPH
University of New England, Australia
Health Science

Katherine Burton
MA, English
National University
Arts and Science

Kathryn Barrett-Gaines
Ph.D., History
Stanford University
Arts and Science

Kaushal Sharma
Doctor of Philosophy, Biotechnology
Savitribai Phule Pune University
Health Science

Keith Jewell
MBA
Western Governors University
Business Administration

Kelechi Onyeneke
MA, English
University of Calabar
Arts and Science

Kenneth Burke
Master of American Culture Studies
Washington University
Arts and Science

Kerri Nottingham
PhD.,
Capella University Harold Abel School of Social and Behavioural
Sciences;
JD
Campbell University Norman Adrian Wiggins School of Law
Health Science

Kerri Schaffert
Masters, Business Administration-
Nova South-eastern University, Fort Lauderdale, FL
Business Administration

Keumayou Bruno Njinga
MSIT
University of the People
Computer Science

Kevin Johnson
MA, History
American Military University
Arts and Science

Kevin Leask
MA, American Military History
American Military University
Arts and Science

Kevin Leon-Alsina
MS, Cybersecurity Management and Policy
University of Maryland Global Campus
Computer Science

Kevin Pius
MS, Computer Science
Well Spring University
Computer Science

Kevin Strauch
Master of Public Administration
Grand Canyon University
Arts and Science

Keya Williams
MS, Applied Psychology
University of Baltimore
Health Science

Keysha Schlotterbeck
MA, History
University of Texas
Arts and Science

Khushboo Sharma
Master of Engineering, Computer Science and Engineering
Jai Narain Vyas University
Computer Science

Kiarra Porter
MA, Education
National University
Arts and Science

Kimberly Bolesta
MS, Forensic Psychology
Grand Canyon University
Health Science

Kimberly Palermo-Kielb
MS, Psychology
Walden University;
MS, School Community Psychology
The College Of New Rochelle
Health Science

Kingsley Nanje
BS, Computer Science
University of the People
Arts and Science

Kingsley Uzoma
MS,Physics
University of Ibadan
Health Science

Kirill Kryuchkov
MS, Counseling Psychology
Moscow State University of Psychology and Education
Health Science

Komi Aheto
Master of Public Health
Walden University
Health Science

Kristen Hester
MA, Philosophy
Georgia State University
Arts and Science

Kristina Holland
MS, Information Systems
University of Phoenix
Computer Science

Kristine Beaird
MBA
University of Phoenix
Business Administration

Laila Morad
Master in Accounting and in Financial Management (MAFM)
DeVry University, Chicago, Illinois
Business Administration

Lale Aslan
Ph.D., Business Administration
Yeditepe Universitesi
Business Administration

Lance Vegren
MBA, Information Technology
TUI University, Cypress, CA
Business Administration

Lanier Wells
Ph.D., Psychology
Walden University
Health Science

Larissa Grissom
Ph.D., Educational Psychology
Capella University
Health Science

La-Toya Malco
M.Ed.
The University of the West Indies
Arts and Science

Latrina Thomas
MS, Human Services
Amridge University
Health Science

Laura Sheneman
MBA, Healthcare Administration
Jones International University
Health Science

Lawal Idris Bagiwa
MS, Computer Science
Universiti Teknologi Malaysia, Malaysia
Computer Science

Leah Rampolla
MA, English
Kutztown University, Kutztown, PA
Arts and Science

Leon Kelley
MBA, Information Management
Northwestern University: Kellogg Graduate School of Management,
Evanston,
Business Administration

Leona Leroux
MS, Psychology
Walden University
Health Science

Lesly Sandra Guebon Bende
MA, Philosophy
University of Dschang
Arts and Science

Lianet Falcon
M.Ed., Instructional Design
Western Governors University
Business Administration

Liliane Al Nashar
MBA
Lebanese University
Business Administration

Lina Di Genova
Ph.D., Psychology (Industrial/Organizational)
Université du Québec à Montréal
Health Science

Linda Howe
MBA, General Business
Baker College, Flint, MI
Business Administration

Lisa Belle
MBA
University of Phoenix
Business Administration

Lisa Buch
PhD Psychology
Northcentral University, San Diego, CA
Health Science

Lisa Kim
MA, Organization and Leadership Program
Columbia University
Business Administration

Lizbeth Gonzalez-Gomez
Master in Science
Institute of Ecology, Xalapa, Ver. Mexico
Health Science

Loren Dean
MA, History
Grand Canyon University
Arts and Science

Louis Aurel Messi
Master in International Relations
International Relations Institute of Cameroon
Arts and Science

Luana Santos
Masters in Public Health
University of York
Health Science

Luis Bayonet Robles
Ph.D. in Computer Engineering
Universidad Pontificia de Salamanca, Madrid – Spain
Computer Science

Luis Teixeira
Ph.D., Portuguese Studies
Faculdade de Ciências Sociais e Humanas da Universidade Nova de
Lisboa
Arts and Science

Lyliana Crespo
Doctor of Health Science
Bridgeport University
Health Science

Lynetta Mcallum
MBA
University of Phoenix
Business Administration

Mabel Slater
Masters of Business Administration
Western Governors University
Business Administration

Macmillan Gha-Chim
Master of Business Administration
University of the People
Business Administration

Madison Wenzel
MS, Psychology
Indiana Institute of Technology
Health Science

Mahazbeen Fatima
Master of Commerce, Business Administration
Himachal Pradesh University
Business Administration

Mahy Tawfik
MA, Innovation of Learning and Teaching
University of South Wales
Arts and Science

Malika Martin
MBA
Cleveland State University
Business Administration

Marcele Costa
M.Ed.
University of Calgary
Arts and Science

Marcellous Simeon
MS, Web Design and Development
UNICAF University Zambia
Computer Science

Marcio Roberto Machado Danni
MBA , Executive Leadership
Southeastern University
Business Administration

Marco Carlos
MS, Sociology, Grand Canyon University
Health Science

Marcos Amatucci
Ph.D., Philosophy
Pontifical Catholic University of Sao Paulo
Arts and Science

Mardene Carr
MS, Educational Technology
Devry University
Arts and Science

Maria Martinez Del Rio
Doctorate in Classics, Ancient History and Archaeology
University of Birmingham
Arts and Science

Mariah Youngwirth
MSW
Northcentral University
Health Science

Marianthi Karakoulaki
MA, International Relations (Security)
University of Birmingham
Arts and Science

Mariia Tishenina
MS, Education
University of Oxford
Arts and Science

Mark Sanders Strong
MBA
Western Governors University
Business Administration

Marnie Anderson
Master of Science in Human Nutrition and Functional Medicine
University of Western States
Health Science

Marta Rodriguez Rivera
MS, Administration and Supervision
Mercy College
Health Science

Marti Morales-Ensign
PhD in Biology
New Mexico State University
Health Science

Martin Arredondo
M.Ed., Instructional Technology
American Intercontinental University
Arts and Science

Martins Joseph
MS, Mechatronics
De Montfort University Leicester
Computer Science

Marvin Foster
Master of Healthcare Management
New England College of Business
Health Science

Marwa Helmy
MA, Political Science
The American University in Cairo
Arts and Science

Marwah Bajwa
BS, Software Engineering
University of Gujrat Sialkot sub-campus
Arts and Science

Mary A. Hernandez
Master of Public Administration, specialization in Policy Studies
Queen's University, Kingston Canada;
Master of Education, specialization in Counseling
University of Ottawa
Health Science

Mary Shilpashree
Master of Commerce, Business Administration
University of Mysore
Business Administration

Mary-Lynn Chambers
PhD, Technical and Professional Discourse
East Carolina University, NC
Arts and Science

Masrat Ahmed
MA, Administration
University of the Incarnate Word
Business Administration

Matt Connell
Master of Science in Unified Early Childhood Education
Emporia State University
Arts and Science

Matthew Frederick
Master of Public Service and Administration
Texas A&M University
Arts and Science

Matthew Le Brasseur
MS, Psychology
Southern New Hampshire University
Health Science

Matthew Mcintosh
MA, History
National University La Jolla
Arts and Science

Meagan Meehan
MA in Communication
Marist College
Arts and Science

Megan Lineberry
MA, English
George Mason University, Fairfax, VA
Arts and Science

Megan Schiffelbein
M.Ed. in Instructional Design
Western Governs University
Business Administration

Meghnesh Jayswal
Master of Engineering in Computer Engineering
Gujarat Technological University
Computer Science

Meisam Zamanabadi
MS, Management
University of Tehran
Health Science

Mekeda Dempsey
MS, Accounting
Strayer University
Business Administration

Melissa Child
Ph.D., Performance Psychology
Grand Canyon University
Health Science

Melissa Lamanna
Ph.D., Microbiology
Indiana University
Health Science

Melvina Thompson
MBA, Finance
UNICAF University
Business Administration

Meredith Legg
MA, Political Science
University of Central Florida
Arts and Science

Meshi Marcelline
Ph.D., Communications of Organizations
University of Douala
Business Administration

Michael Barros
MA, Biblical & Theological Studies
Trevecca Nazarene University
Arts and Science

Michael Benedik
Ph.D., Biology - Molecular Genetics
Stanford University
Health Science

Michael Braun
MS, Management
Walsh College
Business Administration

Michael Donnelly
Doctor of Dental Surgery
NYU College of Dentistry
Health Science

Michael Kessler
Master's Degree with Specialization in Government,
Diplomacy and Conflict Studies
The Interdisciplinary Center, Herzliya
Arts and Science

Michael Lechette
M.Ed., Teaching and Learning (Special Education)
Liberty University, Lynchburg, VA
Arts and Science

Michael Mirra
M.Ed.
Plymouth State University
Arts and Science

Michael Voytinsky
MA, Philosophy
University of Wales Trinity Saint David, Lampeter, Wales, UK
Arts and Science

Michele Fletcher
DHA, Health Care Administration
University of Phoenix
Health Science

Michele Munzner
DSW, Medical Social Work
Walden University
Health Science

Michele Sidonie Mfatcheu Kweto
Master in International Relations
University of Yaounde II
Arts and Science

Michelle Harris
MA, Linguistics
University of Illinois at Chicago
Arts and Science

Michelle Knapp
MA, English
Chapman University, Orange,
MFA, Creative writing
CA Chapman University, Orange, CA
Arts and Science

Mihir Panchal
Ph.D., Mathematics
S. V. National Institute of Technology
Arts and Science

Mike James
Master' in Accounting and Financial Management
Keller Graduate School of Management Kansas City, MO;
MBA
University of Central Missouri
Harmon Business School Warrensburg, MO
Business Administration

Mikele Ketchem
MBA, Human Resource Management
Columbia College
Business Administration

Milena Jelic
Master of Public Management
KDI School of Public Policy and Management
Arts and Science

Milena Lilles
MS, Biology
San José State University
Health Science

Milton Ramirez
EdD Curriculum Design
National University of Loja
Arts and Science

Mitra Farkhani
MS, Accounting
University of La- Verne
Business Administration

MM Farhad Bari
MS, Computer Science
University of Illinois, Springfield, IL
Computer Science

Mohd Asad Siddiqui
Master of Business Administration
Lucknow University
Business Administration

Mohideen Afreen
Doctor of Philosophy, English
Bharathidasan University
Arts and Science

Molelekeng Kobane
MBA
Lovely Professional University
Business Administration

Monica Moses
Master of Arts in Criminal Justice
The University of Louisiana at Monroe
Arts and Science

Monica Whiting-Hogans
MBA, Accounting and Finance
Mercy University
Business Administration

Monique Branscumb
Master, English Literature
Eastern Illinois University
Arts and Science

Mopelola Akinyemi
M.Sc., Computer Science
University of Ibadan, Ibadan Oyo State
Computer Science

Mounika Nama
Master of Information Technology (Computer Networking)
Charles Sturt University, Australia
Computer Science

Mqondisi Bhebhe
MBA
University of Nicosia, Cyprus
Business Administration

Muhammad Anwar Shahid
Master of Computer Science
The University of the Punjab
Computer Science

Muhammad Arslan
BS, Computer Science
University of the People
Arts and Science

Muhammad Hamad Ashraf
BS, Electronics Engineering
International Islamic University
Arts and Science

Mujtaba Haidari
MBA, Human Resource and Finance
Lovely Professional University
Business Administration

Mukesh Saran
Doctor of Philosophy, Nanobiotechnology
Manipal University Jaipur, Rajasthan
Health Science

Nadija Kovacevic
MS. ED, Postsecondary and Adult Education
Capella University – Minneapolis, MN
Arts and Science

Naeem Ahmed
Master of Technology
Visvesvaraya Technological University
Computer Science

Nafisat Abdulazeez
BS, Agricultural Science
University of Ilorin
Arts and Science

Nam Tran Nguyen
Ph.D.
University of New South Wales (UNSW)
Sydney, NSW, Australia
Computer Science

Nancy Dunn
M.A., English and Applied Linguistics
Arizona State University;
Arts and Science

Nandhu Matta
M.Phil., English
Vel's Institute of Science, Technology and Advanced Studies
Arts and Science

Nandita Sharma
Ph.D., English
Singhania University, Rajasthan
Arts and Science

Nani Handayani
MS, Applied Mathematics
University of Western Australia
Arts and Science

Natalie Dougherty
MS, Psychology
Grand Canyon University
Business Administration

Nathan Paquette
MA, IT Management
Webster University
Computer Science

Nathan Whelan-Jackson
Ph.D., Philosophy
Baylor University
Arts and Science

Nicholas Hall
MBA
Western Governor's University
Business Administration

Nicole Smith
Master of Business Administration, Organizations and Strategy
University of Texas at Dallas, Richardson, Texas
Business Administration

Nikhil Choksi
MS, Mathematics
Sardar Vallabhbhai National Institute of Technology
Arts and Science

Nilanko Mallik
MA English
Presidency College, University of Calcutta
Arts and Science

Nimish Arvind
MTech., Software Engineering
Devi Ahilya University Indore
Computer Science

Nina Simmons
Master of Science in Psychology
California Southern University
Health Science

Nirosha Sovis
MBA
University of Southern California
Business Administration

Njuasi Ivo Forghema
PhD, General linguistics
Bayero University Kano
Arts and Science

Nnamdi Nwosu
MS, Information Systems Management
Roehampton University
Business Administration

Nola Stair
MBA, Management Of Information System
Johns Hopkins University, Baltimore, Maryland – USA;
MS, Information Technology
Johns Hopkins University, Baltimore, Maryland – USA
Business Administration

Noman Shihadeh
Master of Computer Science
University of Western Ontario, London, Ontario, Canada
Computer Science

Nortorsha Farrow
MS, Information Technology Management
Western Governors University
Computer Science

Ogochuku Fisher
MBA
Quantic School of Business and Technology
Business Administration

Ola Adetokunboh
Doctor of Philosophy (Epidemiology)
Stellenbosch University, South Africa
Health Science

Ola Fatai Ayanleke Ayanleke
MS, Computer Science
Grand Canyon University
Computer Science

Oladimeji Babatunde
M.Sc., Biochemistry
University of Ilorin
Health Science

Olawale Omoyeni
MS, Information Assurance and Cybersecurity
Grand Canyon University
Computer Science

Oluwadara Alegbeleye
Doctor in Food Sciences
University of Campinas
Health Science

Oluwagbemiga Amusan
MS, Chemistry
University of Ilorin
Health Science

Oluwaseun Akinmoladun
MS, Human Nutrition
University of Ibadan
Health Science

Oluwole Oyerinde
ME, Mechanical Engineering
University of Ilorin
Arts and Science

Omar Tawfik
Doctor of Medicine
Alexandria University, School of Medicine, Alexandria, Egypt
Health Science

Omotayo Oyerinde
Ph.D., Mathematics Education
Ekiti State University
Arts and Science

Opeyemi Oladiji
MBA
University of Ilorin, Ilorin
Business Administration

Opeyemi Oludada
Ph.D., Immunology
Ruprecht Karl University of Heidelberg
Business Administration

Ortopah Kojo Botchey
MS, Actuarial Sciences
University of Lausanne
Business Administration

Osama Aloqaily
Ph.D., Electrical and Computer Engineering
University of Ottawa
Computer Science

Owen Udeh
MS, Human Physiology
Nnamdi Azikiwe University
Health Science

Ozlem Kilickaya
Mechatronics Engineering
Atilim University
Arts and Science

Pablo Markin
Ph.D., Modern Languages and Cultural Studies
The University of Alberta, Edmonton, Canada
Health Science

Padma Raja
Master of Philosophy, Business Administration
Jain University
Business Administration

Pallavi Bagewadi
Doctor of Philosophy
University of Mumbai
Health Science

Pamela Clark
MS, Non-Profit Administration and Management
Walden University
Arts and Science

Panagiotis Douros
MSc, Occupational Psychology
University of Hertfordshire, UK;
MSc, Health Psychology
Middlesex University, London
Health Science

Pankaj Mehrotra
PhD, Medical Sciences
The Institute of Medical Sciences, University of Aberdeen, Scotland
Health Science

Passent Chahine
Master of Hellenistic Studies
Alexandria University
Arts and Science

Patrice Udeh
Master of Arts in English & Creative Writing
Southern New Hampshire University
Arts and Science

Patricia V. Cavalcanti Marotta
Master of Arts in International Relations
Pontifical Catholic University
Arts and Science

Patrick Harris
Doctor of Philosophy in History
Western Michigan University
Arts and Science

Paul Glasser
MA, History
University of Kentucky
Arts and Science

Paulette Muhammad
M.Ed. in Educational Leadership
Northern Arizona University
Arts and Science

Peggy Ruscitti
MS, Education
Capella University
Arts and Science

Perry Reed
Ph.D., Psychology
Fielding Graduate University
Health Science

Philip Maloba
Bachelor of Education
Mount Kenya University
Arts and Science

Philip Roger Seralde
MBA
University of Manchester
Business Administration

Phillips Ayokunle
Ph.D., Business Administration
Jackson State University
Business Administration

Phoebe Ohene Kwatia
Master of Public Health
Teesside University
Health Science

Prakhar Srivastava
MTech., Biotechnology
Amity University
Health Science

Pramila Bajpai
MS, Mathematics
Chhatrapati Shahu Ji Maharaj University
Arts and Science

Preety Rashmi
Master of Arts, English
Central University of Jharkhand
Arts and Science

Prince Dieu-Donne Fonu
M.Phil., Development studies
University of Cape Coast
Arts and Science

Priya Sehrawat
Master of Arts
University of Mumbai
Arts and Science

Priyadarshini Roy
Ph.D., Strategic Media
Liberty University
Arts and Science

Priyanka Chauhan
Doctor of Philosophy, Psychology
Guru Nanak Dev University
Health Science

Priyanka Das
Doctor of Philosophy, Biotechnology
Sri Satya Sai University of Technology and Medical Sciences, Madhya
Pradesh
Health Science

Punit Kawathekar
Master of Arts, English
Savitribai Phule Pune University
Arts and Science

Racheal Akinpelu
M.Ed. Advanced Teaching in Stem and Literacy
University of The People
Arts and Science

Rachel Alexander
MBA
University of Phoenix, Lafayette, LA;
Business Administration

Rachelle Kirk
Doctor of Chiropractic
Sherman College of Chiropractic
Health Science

Rainalda Villanueva
Master in Healthcare Administration and Management
Colorado State University
Health Science

Raja Abhilash Punagoti
Ph.D. in Pharmaceutical Sciences
Acharya Nagarjuna University, Guntur, India
Health Science

Rajesh Soni
Master of Science in Software Systems
Birla Institute of Technology and Science
Computer Science

Rania Bou Hamdan
MS, Mathematics
Beirut Arab University
Arts and Science

Ranjith Rajendran
ME, Software Engineering
Anna University
Computer Science

Rasha Almughrabi
Ph.D., Mathematics
Central Michigan University
Arts and Science

Rasha Shaheen
MS, Conservation of Antique Photographs and Paper Heritage
Cairo University
Arts and Science

Rasheedah Muslem
M.S. Psychology
University of Phoenix
Health Science

Raval Dipakkumar
Master of Engineering
Gujarat Technological University
Computer Science

Raven Cotton
Master's Arts in Teaching
Mississippi State University
Arts and Science

Reachard Ishurler
MBA
University of the People
Arts and Science

Rediet Taddese
MBA
University of Maryland
Business Administration

Reginald Clark
MS, Higher Education
Purdue University Global, Indianapolis, IN
Arts and Science

Renuka Arya
MTech., Information Technology
YMCA University of Science and Technology
Computer Science

Richard Allington
Ph.D. History
Saint Louis University
Arts and Science

Richard Bell
MS, Management
Kaplan University, Pittsburgh, PA
Business Administration

Richard Martinez
MSW, Advanced Practice Leadership
Texas State University
Arts and Science

Richard Robinson
MBA
University of Texas at Tyler
Business Administration

Richard Schott
BA, Anthropology
California State University
Arts and Science

Richard Smatt
Master's, Education/Curriculum and Instruction
University of Phoenix
Arts and Science

Richelle Shropshire
MBA
Louisiana State University
Business Administration

Rishina Williams
MS, Management, Human Resource
Embry Riddle Aeronautical University
Business Administration

Rita Mourya
Ph.D., Pharmacy
Bhagwant University, Ajmer, Rajasthan India
Health Science

Rita Ogbeama
MBA, Human Resource
George fox University St, Newberg, OR;
MEd, Adult Education/Workforce Development
Northcentral University
Business Administration

Rita Yeboah
PhD, Art Education
Kwame Nkrumah University of Science and Technology, Kumasi
Arts and Science

Rizwana Mubeen
Ph.D., Life science
Osmania University
Health Science

Roberson Lapierre
Ph.D., Criminal Justice
Capella University
Health Science

Robert Donoghue
Ph.D., Social & Policy Sciences
University of Bath
Arts and Science

Robert James
MSc, Biology
California State University, Long Beach
Health Science

Robert King
MA, Psychology
Touro University Worldwide
Health Science

Robert Muli
Doctor of Ministry
West Coast Bible College and Seminary
Arts and Science

Robert Nubukey
MBA
Troy University
Business Administration

Robert Reitman
Masters of Sports & Health Science
American Public University, Charles Town, West Virginia
Health Science

Roberta Walker
MEd in Adult Educators and Administrators
Jones International University
Arts and Science

Roberto Bianco
Doctorate in Bioengineering
University of Pisa
Arts and Science

Rochelle Kenebrew
MA, Education (English for Speakers of Other Languages)
Concordia University
Arts and Science

Roderick Ward
Master of Divinity, Christian Studies
Crown College
Arts and Science

Rolieria West
Master of Science in Biology
Western Kentucky University
Health Science

Rosa Maria Robledo Juarez
MS, Learning Experience Design and Educational Technology
Western Governors University
Arts and Science

Rose Karimi Muthuri
MBA, Strategic Management
United States International University
Business Administration

Rosita Morel-Lor
Ed.D., Educational Leadership
Trident University International
Health Science

Roy Abi Zeid Daou
PhD
University of Bordeaux I
Arts and Science

Rupa Sarda
Master of Engineering
University of Pune
Computer Science

Rupali Memane
Master of Computer Applications
Savitribai Phule Pune University
Computer Science

Ruth Alabi
Master of Information Systems Engineering
Cyprus International University, Haspolat Lefkosa
Computer Science

Ryan Butler
MA, Educational Psychology Specialisation Human Development
Ball State University, Muncie, IN
Health Science

Ryan Knight
Ph.D., Political Science
University of Hawai'i
Arts and Science

Ryan Saul
MBA
Missouri State University
Business Administration

Sabbaq Ahmed
Ph.D., History
Victoria University of Wellington
Arts and Science

Sabreen Osama
Bachelor of Engineering
International Academy for Engineering and Media Science
Arts and Science

Sadaf Sukhia
MBA
Argosy University
Business Administration

Safia Hirari
Master of Engineering, Computer Science
The University of Electro-Communication
Computer Science

Sagun Vishan
Master of Technology, Biotechnology
Amity University, Uttar Pradesh
Health Science

Salah Jabareen
MS, Computer Science
Arab American University
Computer Science

Sally Hight
M.S. School Guidance Counseling
University of The Southwest
Arts and Science

Salvador Dukuzumuremyi
MA, Education
University of Oulu, Finland
Arts and Science

Sangchina Chawang
MS, Microbiology
University of Mumbai
Health Science

Sanjay Yadav
Doctor of Philosophy, Applied Sciences and Engineering
Indian Institute of Technology, Roorkee
Arts and Science

Saqib Sadiq
MS in Software Project Management
National University of Computer and Emerging Sciences
Computer Science

Sara Maderious
MA, Teaching English to Speakers of Other Languages
San Francisco State University
Arts and Science

Sarah Rose Allard
MA, History
University of Louisiana Monroe
Arts and Science

Sarika Arora
MCA
College of Agricultural Engineering & Technology
Computer Science

Saurabh Kumar
M.Phil., Mathematics
The Global Open University
Arts and Science

Saxon Spillman
MA, Philosophy
University of New Mexico
Arts and Science

Schalonda Griffith Critchlow
Master of Science - Management Studies
University of the West Indies Open Campus
St. Augustine, Trinidad
Business Administration

Scotty Mclean
Master of Philosophy in Psychology
Walden University, Minneapolis, MN;
Master of Education in Professional Counseling
Lindsey Wilson College, Columbia, KY
Health Science

Sehwan Yoo
Ph.D., Physics and Astronomy
University of Kansas
Arts and Science

Selvi Selvi
M.Ed.
University of the People
Arts and Science

Shabana Maqsood
PhD in Economics
Aligarh Muslim University
Business Administration

Shamarra Jones
Master of Public Health
Liberty University
Health Science

Shanee Ellington
MA, Human Services Counseling
Liberty University
Arts and Science

Shanjiahao Ma
MBA (International)
Buckinghamshire New University
Business Administration

Shannon Still
MA, Communication Studies
Arkansas State University
Arts and Science

Shanthini S
Master of Engineering, Computer Science & Engineering
Anna University
Computer Science

Shanti Thatil
Master of Arts, English
University of Mysore
Arts and Science

Sharon Dacres
MBA, Finance
Ramapo College of New Jersey
Business Administration

Shashank Singh
Master of Technology, Computer Science and Engineering
Shri Ramswaroop Memorial University
Computer Science

Shaun Klucznik
MPhil, Philosophy
Saint John Vianney College Seminary in Miami
Arts and Science

Shelarese Ruffin
MBA
University of South Carolina
Business Administration

Shellon Johnson
MBA
University of the Cumberlands
Business Administration

Shelly Watkins
Doctor of Physical Therapy
Elon University, Elon, North Carolina
Health Science

Sheneze Madramootoo
Ph.D., Developmental Psychology
Walden University
Health Science

Sherry Richardson
MS, Information Technology and Information Assurance
Capella University
Computer Science

Shobhit Tewari
MTech., Computer Science
Birla Institute of Technology
Computer Science

Shweta Poojari
Master of Commerce, Accounting
University of Pune
Business Administration

Siddharth Mukherji
MTech. Computer Science
JNU
Computer Science

Sidra Nazar Bajwa
MS, Project Management
Bahria University
Business Administration

Sidra Shafique
Ph.D.
Queens University, Canada
Health Science

Silas Beebe
Doctor of Public Health
Samford University
Health Science

Sinchana Shringeri
Master of Education
University of Mysore
Arts and Science

Smruti Chaudhari
Master of Arts, English
Maharaja Sayajirao University of Baroda
Arts and Science

Sonal Patel
MS, Applied Mathematics
Long Island University
Arts and Science

Sonali Singh
Master of Arts, English
University of Rajasthan, Jaipur
Arts and Science

Sonam Khandelwal
Master of Pharmacy
Gautam Buddha Technical University, Lucknow
Health Science

Sreelekshmi Mallika
Master of Arts, English Language and Literature
University of Kerala
Arts and Science

Stephanie Echevarria
MS, Teaching and Learning,
Colorado State University
Arts and Science

Stephanie Thomas
MBA
Concordia University
Business Administration

Stephen Ababio
Ph.D., African Art & Culture
Kwame Nkrumah University of Science and Technology
Arts and Science

Stephen Dimarco
MBA, Management
Marshall University;
MS, Finance
The Pennsylvania State University
Business Administration

Stephen Fant
MA, Management
Webster University
Business Administration

Steven Carley
Ph.D., General Psychology
Grand Canyon University
Health Science

Steven Martinez
Doctor of Healthcare Administration
Virginia University of Lynchburg
Health Science

Steven Pippins
Ph.D., Health Services
Walden University
Health Science

Sugam Saini
M. Tech
Kurukshetra University
Computer Science

Sundari Kameswari
Doctor of Philosophy, Mathematics
Osmania University
Arts and Science

Suzana Alex
MA, English Language and Literature
Mahatma Gandhi University
Arts and Science

Talal Hammudeh
MS, Information Systems Management
University of Liverpool
Computer Science

Talat Mehmood
Doctor of Philosophy, English
Barkatullah Vishwavidyalaya
Arts and Science

Tamer Sabry
DBA, Healthcare Management and Leadership
California Intercontinental University
Health Science

Tammy Cowette
Master of Public Administration
Post University- Waterbury, CT
Business Administration

Tammy Lex
Master of Psychology
University of Phoenix
Health Science

Tammy Smith
MBA, Healthcare Management
University of Phoenix
Health Science

Tara Jempty
MS, Mental Health Counseling
Walden University, MN
Health Science

Tarek Mostafa
Master in Data Science
Guglielmo Marconi University
Computer Science

Teresa Dietrich
Ph.D., Forensic Psychology
Walden University
Health Science

Terry Macon
MBA
Belhaven university
Business Administration

Tewroh W Sungbeh
Ph.D., Public Policy
Walden University
Business Administration

Thomas Monteil
Master of Arts, History
San Diego State University
Arts and Science

Thomas Patanarapelers
MS, Information Systems
Northwestern University
Computer Science

Tiffany Millacci
Ph.D., General Psychology
Grand Canyon University
Health Science

Tiffany Moon
MA, Sociology
The University of Alabama
Arts and Science

Tina Alexander
M.Ed., Elementary Education
Grand Canyon University
Arts and Science

Tina Brown
MS, Child & Development Psychology
Southern New Hampshire University
Health Science

Tina Samuels
BS, Social Science
Franklin University
Arts and Science

Tomer Leibowitz
Ed.D., Learning and Organizational Change
Baylor University
Business Administration

Toni Schrage
MS, Education
Northern Arizona University-Flagstaff,
Arts and Science

Tony Reyna
MA, Psychology
North Central University
Health Science

Tonya Robinson
PhDc, American Studies
Montana State University
Arts and Science

Tricia Richardson
MS, Management and Educational
Leadership
University of the West Indies
Business Administration

Tristen Jones
MA, Curriculum and Instruction
Fresno Pacific University
Arts and Science

Trushitkumar Patel
Doctor of Philosophy, Mathematics
Sardar Vallabhbhai National Institute of Technology
Arts and Science

Tung On Yau
MS in Biomedical Science
Nottingham Trent University, Nottingham, United Kingdom
Health Science

Tyler Owen
M.Ed., Education Leadership
Ohio University
Arts and Science

Tylicia Pinney
MBA
Argosy University
Business Administration

Ubokobong Effiong
MS, Public Health
National Open University, Nigeria
Health Science

Ugochukwu Chinonso Okolie
Ph.D., Vocational and Technical Education
Ebonyi State University
Arts and Science

Ugochukwu Rich Ndubuisi
Ph.D., Mathematics
University of Port Harcourt
Arts and Science

Ugwu Lawrence
MA, English Literature
Bayero University
Arts and Science

Ukamaka Ezeibe
BE, Chemical Engineering
Nnamdi Azikiwe University
Arts and Science

Uko Uko
MS, Peace Studies and Conflict Resolution
National Open University of Nigeria
Arts and Science

Umar Sanusi Gusau
MBA
Nexford University
Business Administration

Usha Palaniswamy
Ph.D.
University of Connecticut, Storrs, CT, USA
Health Science

Uttiya Sarkar
Master of Arts, English
Sido-Kanhu Murmu University
Arts and Science

Vanessa Lynch
M.Ed., Middle Grades Education
Brenau University
Arts and Science

Vanessa Persaud
Master of Business Administration
Texas A&M University
Business Administration

Vanessia Wilkins
MS, Curriculum Development & Instructional Technology
University at Albany
MA, History
Western Kentucky University
Arts and Science

Varun Kumar
Ph.D., Mathematics
Ch. Charan Singh University Meerut
Arts and Science

Veronica Semenova
PhD., Health Psychology
Walden University
Health Science

Vicki Free
M. Ed, Curriculum & Instruction
Grand Canyon University, Phoenix, AZ
Arts and Science

Vickie Stallworth
MS, Psychology
Grand Canyon University
Health Science

Vikas Thada
Ph.D., (CSE)
DKMNU
Computer Science

Viktoria Cabral
Doctor of Health Sciences
Massachusetts College of Pharmacy & Health Sciences
Health Science

Vimal Bava
MS, Accounting
Ball State University
Business Administration

Wasim Alim
M.S. Electrical Engineering
California State University
Computer Science

Wendy Carver
PhD, Performance Psychology
Grand Canyon University
Health Science

William Chang
MBA
San Jose State University
Business Administration

William Phillip Sherman
MBA, Marketing
George Washington University
Business Administration

William Sexton
MS, Computer Information Systems
University of Houston Victoria
Computer Science

William Speier
Ph.D., Biomedical Engineering
University of California
Computer Science

Woelfgang Aluctika
MA, Mathematics Education
Western Governors University
Arts and Science

Yaoko Matsuoka
PhD in English Education and Linguistics
International Christian University
Arts and Science

Yashita Thaliya
Master of Commerce, Business Administration
University of Mumbai
Business Administration

Yazali Kumar
Doctor of Philosophy, Applied Mathematics
Acharya Nagarjuna University
Arts and Science

Yogeeta Sharma
MA, English
Indira Gandhi National Open University
Arts and Science

Yogi Gibson
MS, Cybersecurity and Information Assurance
Western Governors University
Computer Science

Yousef Ajeeb
PhD in Physics and Mathematics
National Academy of Sciences of Belarus
Arts and Science

Zaarah Mohammed Hanief
MS, English Lit
Periyar University Salem
Arts and Science

Zachary Kerls
MBA
Louisiana State University
Business Administration

Zainab Abrar
Master of Philosophy, English Literature
Jamia Millia Islamia
Arts and Science

Zalak Shah
Ph.D., Physics
Sardar Vallabhbhai National Institute of Technology
Arts and Science

Zeeshan Shahid
Ph.D., Electrical Engineering
International Islamic University Malaysia
Arts and Science

Zephrinus Nwaiwu
Master of Project Management
Colorado State University Global
Business Administration

Zulaiha Shakeel
Ph.D., African American Literature
Bharathidasan
University
Arts and Science

UNIVERSITY OF THE PEOPLE

September 1, 2023 - August 31, 2024

UoPeople Contact Information:

Alumni Office	alumni@uopeople.edu
Career Service Center	career.services@uopeople.edu
Financial Aid Office	financial.aid@uopeople.edu
Internship Office:	internships@uopeople.edu
Library Services:	library@uopeople.edu
Office of Academic Affairs:	academic.affairs@uopeople.edu
Office of Admissions:	admissions@uopeople.edu
Office of Student Affairs:	student.affairs@uopeople.edu
Office of Student Services:	student.services@uopeople.edu
Outreach Office	outreach@uopeople.edu
Payments Office:	payments@uopeople.edu
Program Advising Office:	advising@uopeople.edu
Moodle Support	support@uopeople.edu

University of the People
595 E. Colorado Blvd., Suite 623
Pasadena, CA 91101www.UoPeople.edu
info@uopeople.edu
Tel. +1 626 264 8880