



**SAINT MICHAEL  
ARCHANGEL  
INTERNATIONAL  
UNIVERSITY**

STUDENT  
CATALOG  
2023 - 2024

**Saint Michael Archangel International University**

**Academic Catalogue**

**66 W Flager St 9th Av. 7971, Miami, FL**

**33130, EE. UU.**

**Phone Number: 1786-550-2127**

The information contained in this catalogue reflects institutional policies, regulations and procedures in progress at Saint Michael Archangel International University (STMAIU from now on) at the time of this publication. STMAIU holds up the decision and rights to modify any provision of this catalogue at any time. Any modifications to this document will be communicated promptly to students through a revised version of the catalogue, an addendum, a supplement or any other written format. Students will be ensured to be notified of any modifications made to the institution's catalogue.

2023-2024

## Table of Contents

<b>WELCOME TO SAINT MICHAEL ARCHANGEL INTERNATIONAL UNIVERSITY.....</b>	<b>10</b>
<b><i>Rectory Welcoming Words</i>.....</b>	<b>10</b>
<b>STATEMENT OF PURPOSE.....</b>	<b>10</b>
<b>STMAIU MISSION.....</b>	<b>11</b>
<b>STMAIU VISION .....</b>	<b>11</b>
<b>HISTORY .....</b>	<b>12</b>
<b>LEGAL CONTROL .....</b>	<b>12</b>
<b>RECTORY .....</b>	<b>13</b>
<b>VICE-RECTORATE FOR ECONOMIC AFFAIRS .....</b>	<b>15</b>
<b>STMAIU STUDY PROGRAMS .....</b>	<b>15</b>
<b>ASSOCIATE DEGREE IN RELIGION AND LIBERAL ARTS .....</b>	<b>16</b>
<b>BACHELOR DEGREE IN RELIGION AND LIBERAL ARTS IN THEOLOGY .....</b>	<b>16</b>
<b>MASTER’S DEGREE IN RELIGION AND LIBERAL ARTSADMISSION .....</b>	<b>17</b>
<b>DOCTOR’S DEGREE IN RELIGION AND LIBERAL ARTSADMISSION .....</b>	<b>18</b>
<b>GENERAL INFORMATION.....</b>	<b>19</b>
<b>SEMESTER SYSTEM .....</b>	<b>19</b>
<b>UNIVERSITY GOVERNANCE .....</b>	<b>19</b>
<b>CAMPUS SECURITY AND SECURITY.....</b>	<b>19</b>
<b>IMPORTANT POLICY STATEMENTS .....</b>	<b>20</b>
<b>STUDENT INCLUSIVITY POLICY .....</b>	<b>20</b>
<b>SECURITY AND SECURITY .....</b>	<b>20</b>
<b>FREEDOM OF ACCESS/NON-DISCRIMINATION .....</b>	<b>21</b>
<b>ANTI-HAZING POLICY.....</b>	<b>22</b>
<b>LIBRARY USE POLICY.....</b>	<b>22</b>

COMPUTER USE POLICY .....	22
EMAIL AND INTERNET USE POLICY .....	23
COMPUTER USE GUIDELINES .....	24
STUDENT PRIVACY AND CONFIDENTIALITY POLICY .....	25
<b><i>SUBMISSION OF COMPLAINTS AGAINST STAFF AT SAINT MICHAEL ARCHANGEL</i></b>	
<b><i>INTERNATIONAL UNIVERSITY</i></b> .....	<b>25</b>
COMPLAINT PROCEDURES .....	26
STUDENT COMPLAINT PROCEDURES .....	27
REVIEW BY A REPRESENTATIVE COMMITTEE .....	27
STUDENT CODE OF CONDUCT .....	27
<b><i>ACADEMIC DISHONESTY</i></b> .....	<b>29</b>
IMPROPER BEHAVIOR AND PLAGIARISM .....	29
PROCEDURES FOR CASES OF IMPROPER BEHAVIOR AND PLAGIARISM .....	30
STUDENTS' RESPONSIBILITY REGARDING ACADEMIC DISHONESTY .....	31
DISCIPLINARY STATUS .....	31
FAVORABLE SITUATION .....	31
WARNING .....	32
CONDITIONAL ENROLLMENT .....	32
SUSPENSION .....	32
EXPULSION .....	33
APPEALS TO DISCIPLINARY STATEMENTS .....	33
DISCIPLINARY RECORDS .....	33
<b><i>STUDENT SERVICES</i></b> .....	<b>33</b>
STUDENT DEVELOPMENT .....	34
ACADEMIC ADVISORY .....	34

CAREER SERVICES .....	34
STUDENTS WITH DISABILITIES.....	35
APPEALS OF DECISIONS REGARDING DOCUMENTATION OF DISABILITIES.....	36
<b>ADMISSION REQUIREMENTS.....</b>	<b>36</b>
For degree programs: .....	37
For graduate programs: .....	38
<b>REGISTRATION AND ACADEMIC REGULATIONS .....</b>	<b>39</b>
SUBJECT SELECTION.....	39
ADD/DROP COURSE PERIOD .....	39
<b>TUITION FEES AND OTHER COSTS .....</b>	<b>40</b>
ESTIMATED BUDGET FOR THE ACADEMIC YEAR 2023-2024 .....	40
For all programs: .....	40
<b>PAYMENT METHODS.....</b>	<b>41</b>
<b>CANCELLATION OF ENROLLMENT FOR NON-PAYMENT .....</b>	<b>42</b>
<b>CANCELLATION POLICY FOR NON-PAYMENT .....</b>	<b>43</b>
<b>CANCELLATION AND SETTLEMENT POLICY .....</b>	<b>43</b>
REFUND POLICY .....	44
<b>SCHOLARSHIPS AT SAINT MICHAEL ARCHANGEL INTERNATIONAL UNIVERSITY .....</b>	<b>44</b>
ACADEMIC SCHOLARSHIPS .....	45
ATHLETIC SCHOLARSHIPS.....	45
SCHOLARSHIPS FOR MILITARY VETERANS.....	45
SCHOLARSHIPS FOR OFFICIALS OF CONGREGATIONS, LAY PEOPLE BELONGING TO RELIGIOUS, FAITH-BASED OR SPIRITUAL COMMUNITIES .....	45
<b>SCHOLARSHIP APPLICATION PROCESS .....</b>	<b>46</b>
<b>REASONS FOR TERMINATION OF ENROLLMENT .....</b>	<b>46</b>

<b>CREDIT UNITS</b> .....	<b>47</b>
<b>STUDENTS' ATTENDANCE POLICY</b> .....	<b>47</b>
<b>STUDENTS' TARDINESS POLICY</b> .....	<b>48</b>
<b>XXXXXX</b> .....	<b>49</b>
<b>EVALUATION SYSTEM</b> .....	<b>49</b>
<b>CREDIT RECOGNITION</b> .....	<b>49</b>
<b>PERMITTED ABSENCE</b> .....	<b>50</b>
<b>SATISFACTORY ACADEMIC PROGRESS</b> .....	<b>51</b>
<b>SUMMARY</b> .....	<b>52</b>
<b>QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS</b> .....	<b>53</b>
<b>CALCULATION OF THE PERCENTAGE OF ADEQUATE PASSAGE OF SUBJECTS</b> .....	<b>54</b>
<b>CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)</b> .....	<b>55</b>
<b>QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS</b> .....	<b>55</b>
<b>EVALUATION OF SATISFACTORY ACADEMIC PROGRESS (SAP)</b> .....	<b>56</b>
<b>WARNING</b> .....	<b>57</b>
<b>APPEAL TO THE EVALUATION OF SATISFACTORY ACADEMIC PROGRESS (SAP)</b> .....	<b>57</b>
<b>CONDITIONALITY</b> .....	<b>58</b>
<b>READMISSION</b> .....	<b>59</b>
<b>INCOMPLETE GRADES</b> .....	<b>60</b>
<b>WITHDRAWAL FROM A COURSE</b> .....	<b>60</b>
<b>CREDIT RECOGNITION</b> .....	<b>61</b>
<b>REPEATED COURSES</b> .....	<b>62</b>
<b>CHANGE OF PROGRAM OR CONCENTRATION</b> .....	<b>63</b>
<b>ADDITIONAL STUDY PROGRAMS</b> .....	<b>63</b>

<b>GUIDE TO ENCOURAGING INTERACTION .....</b>	<b>64</b>
<b>GUIDELINES FOR STUDENTS IN DISCUSSION FORUMS.....</b>	<b>65</b>
<b>ON EVALUATION AND PARTICIPATION IN DISCUSSION FORUMS .....</b>	<b>66</b>
<b>GRADING SYSTEM.....</b>	<b>67</b>
<b>PASSING GRADES.....</b>	<b>68</b>
<b>GRADUATION POLICY.....</b>	<b>68</b>
<b>STUDENT REGISTRATION.....</b>	<b>69</b>
<b>ISSUANCE OF RECORDS .....</b>	<b>69</b>
<b>STUDENTS' RIGHT TO KNOW.....</b>	<b>70</b>
<b>AMENDMENT OF RECORDS.....</b>	<b>70</b>
<b>HEARING PROCEDURES.....</b>	<b>71</b>
<b>STUDENT RECORD KEEPING .....</b>	<b>71</b>
<b>ONLINE EDUCATION DELIVERY MODE.....</b>	<b>72</b>
<b>Support Services: .....</b>	<b>74</b>
<b>STUDENT IDENTITY VERIFICATION POLICY .....</b>	<b>75</b>
<b>HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS: .....</b>	<b>75</b>
<b>PROGRAMS .....</b>	<b>77</b>
<b>STMAIU PROGRAM INFORMATION .....</b>	<b>78</b>
<b>ACADEMIC INFORMATION: CONTINUING EDUCATION COURSES .....</b>	<b>78</b>
<b>STUDY PLANS – EXTENSION COURSES .....</b>	<b>78</b>
<b>Sacred Christian Art Course From Early Christianity to the 21st Century .....</b>	<b>78</b>
<b>Hispano-American Funerary Heritage: Multiple Perspectives .....</b>	<b>80</b>
<b>History of Religious Art I.....</b>	<b>81</b>
<b>Creative Writing Course: Narration as a Spiritual Practice .....</b>	<b>82</b>



Spiritual and Anthropological Foundation of an Environmental Ethics .....	83
Rock, Poetry and the Search for the Sacred .....	84
<b>ACADEMIC INFORMATION: DOCTORAL PROGRAMS.....</b>	<b>85</b>
<b>STUDY PLANS – DOCTORATES.....</b>	<b>85</b>
Summus Philosophy Doctor in Christian Virtual Education.(PhD.) .....	85
Summus Doctor in Christian Virtual Education (PhD.) .....	85
<b>STMAIU PROFESSORS .....</b>	<b>86</b>
PROFESSOR HERNÁN MUSALZKY .....	86
PROFESSOR SEBASTIAN BUZETA UNDURRAGA .....	86
PROFESSOR PAULA ANDREA PARADA.....	86
PROFESSOR GUILLERMO PÉREZ A. ....	86
PROFESSOR CRISTIAN LEÓN G.....	86
PROFESSOR ÁNGELES OBARRIO .....	86
PROFESSOR ANDRÉS GALLARDO GÓMEZ.....	86
PROFESSOR LUIS HERRERA ORELLANA .....	86
PROFESSOR MAYERLIN MATHEUS .....	86
PROFESSOR ARMANDO ROA VIAL.....	87

## WELCOME TO SAINT MICHAEL ARCHANGEL INTERNATIONAL UNIVERSITY

### Rectory Welcoming Words

Dear community, God and life present us with severe obstacles, but nourishing opportunities every day. It is in our nature to overcome adversity and take full advantage of opportunities given and observed. However, the mandate of the human being is focused on fulfilling our mission, with respect and tolerance for our fellow men, in addition to fulfilling the divine mandate to take care of our home and help the dispossessed.

The figure of our patron and protector assures us that, according to our own request, he will always come and help us overcome any challenge, no matter how big it may be.

This is what our sacred scripture reads:

*“But those who trust in the Lord will renew their strength; they will soar like eagles; they will run and not grow weary, they will walk and not faint.”* Isaiah 40:31.

Any program, course or study that you begin is possible to be completed if you ask for the strength of our Lord for it. Go and walk not on the path that shines the brightest, but on the one that has the most light at the end of the road. With the responsibility of offering you a quality online education, I greet you,

Ft. Rodrigo Faunes Correa

Rector STMAIU.

### STATEMENT OF PURPOSE

The following statements declare institutional purposes:

- To provide quality, internationally recognized professional degrees.
- To build an educational community and enrich the lives of students and faculty by promoting their personal, professional, and spiritual academic growth.
- To foster student-centered learning at all levels, supported by technological resources, and led by qualified and committed faculty and staff.

- To provide an excellence-driven academic experience through academic and administrative support services.
- To promote interdisciplinary research and innovation.
- To foster collaboration and interaction with other institutions that share similar purposes.

## **STMAIU MISSION**

The mission of Saint Michael Archangel International University (STMAIU) is to provide affordable and accessible quality education in a global conception, based on sound ethical principles and a profound development of faith consciousness. Through innovative academic programs supported by advanced information and communication technologies, STMAIU strives for educating students with personal, academic and professional integrity, promoting the development of fundamental competencies that allow them to further succeed in their corresponding fields of work and research.

STMAIU is powerfully devoted to offering an inclusive learning environment that fosters interfaculty collaboration, interdisciplinary research and the integral growth of its students body to contribute to the global advancement of education, ethical leadership and community service.

## **STMAIU VISION**

Our vision at Saint Michael Archangel International University is to become a benchmark in the international academic community as a center of education, research and development connected to its environment and cooperating in the generating function of new learning opportunities, especially focused on the business and academic world with a high ethical component.

## HISTORY

Saint Michael Archangel International University (STMAIU) is part of a Faith-based educational corporation that has been present in the training of young people for more than 14 years, setting up branches in Colombia, Chile and the United States of America. With the fundamental objective of providing quality education and training young leaders who can be responsible for their neighbors and their environment, the initial project has evolved over the years incorporating new methodologies and technologies to improve the learning experience of its students.

In recent years, with the emergence of the Covid-19 pandemic and the need to adapt to virtual teaching, the *Senda Nueva Educational Foundation*, led by the *Faunes family* and composed of *Colegio Online Senda Nueva Chile*, *Colegio Senda Nueva Colombia*, and *International Faunes School LLC* in the United States of America, raises the need to go a step further in online education, allowing students to continue their training in the beginning of postgraduate studies in a safe and flexible way. This project became a success thanks to the combination of advanced technology and a team of highly trained and internationally recognized teachers who ensure a personalized and quality education. In short, Saint Michael Archangel International University is a Faith-based and online educational institution devoted to training leaders and adapting to the changes and challenges of today's society that has adapted to provide quality and relevant education to its students.

## LEGAL CONTROL

Saint Michael Archangel International University is a for-profit corporation in the State of Florida. Legal control of the University is vested in:

International Faunes School LLC.

## RECTORY

**STMAIU Rector:** Mr. Rodrigo Faunes y Correa

Agency: Board of Directors

E-mail: [rodrigo.faunes@stmaiu.net](mailto:rodrigo.faunes@stmaiu.net)

Members: Executive Committee

Below are the rector's main responsibilities and functions:

- To lead and supervise the academic and administrative management of the University as a whole.
- To establish and promote the vision, mission and values of the University throughout the community and outside.
- To coordinate and collaborate with the leadership team, including the General Secretary, the Vice-Rectors, the Deans and the Heads of Department.
- To represent the University in official events and activities, both nationally and internationally.

**General Secretary:** Mr. Francisco Platoni Ramírez

Agency: Rector's Office

E-mail: [francisco.platoni@stmaiu.net](mailto:francisco.platoni@stmaiu.net)

Member: Rector's Advisory Committee

Main Responsibilities:

- To coordinate and supervise the administrative and academic activities of the University.
- To serve as a liaison between the administration, departments and faculties.
- To ensure compliance with the University's policies and regulations.

**Honorary Rector:** Mr. Hernán Olano García

Agency: Rector's Office

E-mail: [hernan.olano@stmaiu.net](mailto:hernan.olano@stmaiu.net)

Member: Rector's Advisory Committee

Main Responsibilities are:

- To represent the University at official events and activities
- To provide guidance and strategic advice to the University administration

**International Representative:** Mr. Heradio Luces

Agency: Rector's Office

E-mail: [heradio.luces@stmaiu.net](mailto:heradio.luces@stmaiu.net)

Member: Rector's Advisory Committee

Main Responsibilities are:

- To promote and represent the University in international events and activities.
- To establish and maintain relationships with educational institutions and organizations
- To facilitate cooperation and collaboration between the University and external entities.
- To support students and professors in matters related to academic and professional mobility.

**Marketing, Communications and PR Director:** Mr. Cristián Platoni Ramírez

Agency: Rector's Office

E-Mail: [cristian.platoni@stmaiu.net](mailto:cristian.platoni@stmaiu.net)

Main Responsibilities are:

- To develop and execute communication and social media strategies to promote the University, nationally and internationally.
- To manage and update the University's social media accounts.
- To coordinate with other departments to create and distribute content.

- To monitor and evaluate the effectiveness of communication and social media strategies.

## VICE-RECTORATE FOR ECONOMIC AFFAIRS

**Vice-Rector for Economic Affairs:** Mr. Hermógenes Guerrero Otárola.

Dependency: Rectorate

E-mail: [hermogenes.guerrero@stmaiu.net](mailto:hermogenes.guerrero@stmaiu.net)

Members: Executive Committee

Main Responsibilities include:

- To supervise and coordinate the financial management of the University
- To develop and manage the annual budget of the University
- To ensure financial sustainability and efficiency in the use of resources
- To collaborate with other administrative leaders in the planning and execution of economic projects and activities.

## STMAIU STUDY PROGRAMS

STMAIU is an educational institution with a wide academic offering. Its modular training consists of a teaching system that divides the study program into modules or units, each with a specific focus and clear objectives. This allows students to advance at their own pace and focus on the topics that interest them most or need more practice.

The university offers a variety of graduate programs in areas such as business, humanities, social sciences, natural sciences and culture. All of our training is online and certified for those looking to specialize in a certain area.

Modular training allows students to have greater control over their time and study planning, which in turn helps them balance their academic responsibilities with their personal and professional commitments. In addition, it gives them the opportunity to obtain credits for experience or previous studies and accelerate their graduation time.

In short, Saint Michael Archangel International University offers a high-quality modular training and wide academic offering, allowing students to have greater control over their learning experience and achieve their academic and professional goals.

#### ASSOCIATE DEGREE IN RELIGION AND LIBERAL ARTS

An Associate Degree in Religion and Liberal Arts is a post-secondary education program that combines studies in religion with a foundation in liberal arts. This type of degree typically lasts two years and focuses on providing a comprehensive education that encompasses both religious knowledge and general skills and knowledge developed through the liberal arts.

#### BACHELOR DEGREE IN RELIGION AND LIBERAL ARTS IN THEOLOGY

The Bachelor of Arts in Religion and Liberal Arts at Saint Michael Archangel International University offers a comprehensive academic formation that combines the in-depth study of religion with a liberal arts education, preparing students for leadership and service roles in diverse professional and community fields.

#### **Major:**

Theology: For those interested in furthering theological study and the practical application of doctrine in contemporary contexts, preparing them for roles in ecclesiastical and educational leadership.

#### **Minors:**

Art

Theology

Canon Law

Environment

Spiritual Accompaniment

Business Administration

This program is designed for students who wish to integrate their faith with their college education, preparing them to serve in diverse professional and ministerial fields.



Through a robust curriculum that includes areas such as philosophy, art history, comparative theology, and business management, our graduates are equipped to lead with integrity and wisdom in any environment they choose.

### **Distinctive Approach:**

Our liberal arts focus enriched with religious studies provides a strong foundation for academic, personal, and professional development. Students not only gain specialized knowledge in their chosen area, but also explore how their faith can inform and transform their lives and careers.

### **Career Opportunities:**

Graduates of our program are prepared for a wide range of careers in education, business leadership, ministry, community service, research, and more. Additionally, they are equipped to positively impact their communities through deep knowledge, cross-cultural understanding, and an ethical commitment rooted in religious principles.

### [MASTER'S DEGREE IN RELIGION AND LIBERAL ARTS ADMISSION](#)

In order to be eligible for any of our Master's programs, applicants must meet the following requirements:

Be in possession of a Bachelor's degree, Bachelor's degree, Diploma or other equivalent qualification.

Students pursuing a university degree or equivalent higher education studies.

Professionals with professional prospects in the position held.

If you do not meet any of the above conditions, please contact the school and the admissions department will assess your particular case.

This program offers diverse specializations:

*Specialization on MBA*

*Specialization on Humanity*

*Specialization on Coaching and NPL*

*Specialization on Religious Education*

## *Specialization on Compared Religions*

### DOCTOR'S DEGREE IN RELIGION AND LIBERAL ARTS ADMISSION

In order to be eligible for any of our PhD programs, applicants must meet the following requirements:

Be in possession of a Master's Degree or equivalent qualification.

Interview with the Director of the PhD Program to which they are applying.

Demonstrate that their research is within the research lines of each of the programs.

This doctorate program offers diverse specializations:

*Specialization on Christian Virtual Education*

*Specialization on Ministry*

*Specialization on Faith Studies*

STMAIU Academic calendar establishes dates that may be subject to change. Should a student need to reschedule a specific date, it is recommended that they contact the professor at the beginning of the semester to make the corresponding request. Any additional questions or inquiries may be directed to the Academic Director, who will be prompt to provide assistance and clarify any doubts.

## GENERAL INFORMATION

### SEMESTER SYSTEM

**Academic semester:** For STMAIU, this is conceived as the time period equivalent to **fifteen (15)** continuous weeks of classes for the fall and spring semesters and **twelve (12)** weeks for the summer semester, whose specific start and end dates will be determined by the calendar issued for such purpose in each annual period.

### UNIVERSITY GOVERNANCE

The STMAIU Board of Directors is responsible for the management and oversight of the University's operations. Board members are duly authorized to perform the following duties:

- To establish policies and procedures for STMAIU,
- To amend and approve the annual budget of STMAIU,
- To determine the salaries of directors, and other staff, and
- To carry out any administrative duties of STMAIU.

### CAMPUS SECURITY AND SECURITY

STMAIU is concerned and vigilant about the safety of every student, faculty, and staff member. All students, employees, and visitors are required to report violations, accidents, or any other emergency to local law enforcement via 911.

### HOURS OF OPERATION

Hours: Monday - Friday 8:30 - 17:00 [HG1]

## IMPORTANT POLICY STATEMENTS

This section of the STMAIU academic catalogue contains the policies and procedures applicable to students currently enrolled at the University.

### STUDENT INCLUSIVITY POLICY

STMAIU does not discriminate on the basis of disability or diversity in admissions, access to the University and its facilities, or in any of the operations of its programs and activities. STMAIU also does not discriminate on the basis of disability or diversity in its hiring and employment policies. STMAIU administrators will make provisions and accommodations for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 (available at <https://www.hhs.gov/sites/default/files/ocr/civilrights/resources/factsheets/504.pdf>) and the Americans with Disabilities Act of 1990 (available at [https://adata.org/learn-about-ada#:~:text=The%20Americans%20with%20Disabilities%20Act%20\(ADA\)%20became%20law%20in%201990,open%20to%20the%20general%20public.](https://adata.org/learn-about-ada#:~:text=The%20Americans%20with%20Disabilities%20Act%20(ADA)%20became%20law%20in%201990,open%20to%20the%20general%20public.))

Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential, and are based on the nature of the disability and the academic environment.

### SECURITY AND SECURITY

STMAIU cares about and ensures the safety of every student, faculty, and staff member. All students, employees, and visitors must report violations, accidents, or any other emergency to the local police through 911.

## **OPERATION HOURS**

Official time of the City of Miami Florida.

**Serving Hours:** Monday through Friday 8:30 a.m. – 5:00 p.m.

## **FREEDOM OF ACCESS/NON-DISCRIMINATION**

STMAIU is committed to being an inclusive institution open to all qualified students, in accordance with established admission requirements. The University encourages applicants of all genders, cultures, races, religions and ethnic groups to apply for admission. STMAIU actively promotes the prevention of discrimination based on race, religion, age, disability, gender, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All STMAIU employees have the responsibility to maintain a work environment free of discrimination.

Any act of discrimination must be documented in writing, clearly specifying the reason for the discrimination. The complaint must include all relevant types of discrimination, identify the person responsible and be submitted to STMAIU Management. In the event that a written complaint is not submitted, the employee or faculty member receiving the complaint must document it in a memorandum, which will be forwarded to Academic Administration or General Administration as appropriate. In the absence of the complainant's signature, it will be considered an informal complaint. STMAIU will conduct thorough investigations of all complaints and grievances. These investigations may include interviews, collection of statements, reports with summaries of the investigation, description of the investigation process, conclusions and recommendations. All reports will be treated confidentially.

STMAIU may attempt to achieve reconciliation between the parties involved. In the event that reconciliation is not achieved, a final report will be drafted and submitted by the designated STMAIU officer. Final reports will be submitted within 30 continuous days of the initial complaint. The alleged perpetrator and complainant will be notified in writing of the resolution and appeal procedures. Corrective measures, including sanctions, will be considered and implemented based on this final report.

Complaints that are deemed to be unfounded will result in sanctions against the complainant, as determined by STMAIU leadership. These sanctions may include, but

are not limited to, reprimands placed in the student or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but STMAIU has the right to continue the investigation, as it has been notified of a possible act of discrimination. Any attempt at retaliation will be treated as a separate incident of discrimination.

Once a determination has been made regarding appropriate disciplinary action or resolution, all parties will be contacted, and the circumstances will be fully evaluated. However, the parties involved have a period of five working days to file an appeal against the sanctions determined. These appeals will be directed to a higher authority within STMAIU, who will reconsider the determination as appropriate.

#### ANTI-HAZING POLICY

Under Florida law, STMAIU defines hazing as any physical, mental, emotional, or psychological action that subjects another person, whether voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, or intimidation that violates his or her inherent dignity as a human being. Hazing is in complete contradiction to the purpose and mission of STMAIU, and such conduct is and will not be tolerated at all. The University will make every effort to ensure that students are not victims of hazing.

#### LIBRARY USE POLICY

STMAIU has LIRN based virtual library access and in search of additional information, STMAIU has access for its students to the LIRN virtual library, under the following link: <https://www.lirn.net/>

#### COMPUTER USE POLICY

STMAIU's computing facilities are available to registered users, who are responsible for using the equipment efficiently, effectively, ethically, and in compliance with the law. Access to computing facilities is considered a privilege and not a right, and STMAIU is devoted to protecting legitimate users by imposing sanctions on those who abuse this privilege.

This policy establishes guidelines for the proper and improper use of STMAIU's computing resources, applicable to all students, faculty, employees, graduates, and visitors to the University. Computing resources include computers, related equipment, software, data, and local networks under the responsibility of STMAIU.

STMAIU's computing resources are intended to be used exclusively for legitimate University operations. All users must have the necessary authorizations to use these resources and are required to use them efficiently, effectively, ethically, and in compliance with the law at all times. Users are expected to adhere to acceptable academic and professional ethical standards and considerate conduct in their use of STMAIU computing resources. Users should also be aware of their legal and moral responsibility to use computing resources in an ethical manner. This includes not abusing the network and resources, as well as respecting the privacy, copyright, and intellectual property rights of others. Please note that computer hardware and software are the property of STMAIU, and students are responsible for taking precautions to prevent the transmission of computer viruses or other damage to the equipment. In addition, copying software purchased or rented from STMAIU is prohibited.

#### EMAIL AND INTERNET USE POLICY

All email correspondence sent or received by STMAIU should be considered official communication from Saint Michael Archangel International University. This correspondence is subject to standards of good taste, propriety, courtesy, and consideration. Under certain circumstances, such as in the case of an internal investigation, STMAIU may retrieve emails, as these are subject to subpoena and discovery in legal proceedings. Out of respect for the privacy of others, students are urged not to attempt to access other individuals' accounts to read their messages without their permission.

Most computers at STMAIU have Internet access. Individuals using these computers are expected to exercise good judgment in determining the websites they visit and the time they spend on them.

## COMPUTER USE GUIDELINES

The following guidelines apply to the use of all University computers. Violation of any of these guidelines may also be considered a violation of the Act. Any individual's computer use privileges may be immediately revoked upon discovery of a possible violation of these guidelines:

1. Users agree to use the equipment and accounts only for STMAIU-related activities.
2. Accounts are the property of STMAIU.
3. Any access to the central computer system, including the assignment of passwords, must be approved by an STMAIU director.
4. Use of these accounts is authorized for specific academic purposes only.
5. Any attempt to use these accounts without authorization or to misuse them is a violation of University policy.
6. Electronic communications facilities, such as e-mail, must be used only for University-related activities. Fraudulent, obscene, or threatening messages and/or materials should not be sent or stored.
7. Users agree to the ownership rights of the software. Copyrighted software should not be copied in any way using STMAIU computers.
8. All users are required to comply with federal copyright laws as well as STMAIU's policy for the use of digital materials, including peer-to-peer file sharing.

Appropriate officials will take action against inappropriate behavior and violations of this policy. Should a user fail to comply with any of the terms of this policy, Saint Michael Archangel International University, among other measures, reserves the right to temporarily or permanently deny access to any STMAIU computer resources and to take appropriate disciplinary action.



## STUDENT PRIVACY AND CONFIDENTIALITY POLICY

The Family Educational Rights and Privacy Act (FERPA, and more information available at: <https://studentprivacy.ed.gov/faq/what-ferpa>) grants students certain rights regarding their education records. Therefore, STMAIU students have and may exercise the following rights:

The right to inspect and review their education records within 45 days of receiving a request from the University.

The right to request correction of their education records if they believe they are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA. If the University denies the request for correction, the student has the right to a hearing to review the request to amend their education records.

The right to give written consent before the University discloses personal information from their records, except where FERPA permits disclosure without consent.

STMAIU has identified certain information as "directory information," which may be shared without the student's written consent.

In addition, students have the right to file a complaint with the U.S. Department of Education if they believe the University has not complied with the requirements of FERPA. The name and address of the FERPA administrative office are provided below:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, S.W.**

**Washington, D.C. 20202-5920**

**SUBMISSION OF COMPLAINTS AGAINST STAFF AT SAINT MICHAEL  
ARCHANGEL INTERNATIONAL UNIVERSITY**

## COMPLAINT PROCEDURES

Should a student wish to file a complaint against an STMAIU employee, he or she is requested to report the incident to the Vice-Chancellor's Office. Every effort will be made to protect the privacy of all parties involved. As a first step, the student is encouraged to have an informal discussion with the Vice-Chancellor's Office for Academic Affairs. If this informal discussion does not satisfactorily resolve the issue, or if the student does not feel comfortable discussing the matter with the Vice-Chancellor's Office, he or she is encouraged to discuss the situation with the Chancellor's Office. In cases of discrimination or sexual harassment, the student is encouraged to go directly to the Director's Office.

It should be noted that verbal complaints will be considered informal, so after an informal discussion, if the student wishes to file a formal complaint, he or she must do so in writing and deliver it to the Campus Director's Office. However, before filing a formal complaint, the complainant is expected to make a good faith effort to meet and discuss with the party against whom the complaint is filed, with the goal of resolving the matter. The formal complaint must include a description of the problem or complaint, the relevant facts and details, pertinent dates, and the names and titles of the parties involved. The complaint must be signed and dated. The student has the option to withdraw a complaint at any time during the process, which must be done in writing and addressed to the Campus Office.

Once the Campus Office receives a formal written complaint from a student, an investigation will be conducted, and a decision will be made to determine whether the complaint has merit. If the complaint is deemed justified, STMAIU will take the necessary steps to rectify any harm suffered by the student. The investigation and decision-making process lasts approximately two weeks, from the time the student files the complaint until the final decision is made by the Office.

In the event that matters are not satisfactorily resolved, the student may contact the Commission for Independent Education of the Florida Department of Education at the following address: 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. You can also call the toll-free number 888-22-6684.

## STUDENT COMPLAINT PROCEDURES

In the event that a student determines that a complaint has adequate support, appropriate action will be taken with respect to the individuals or departments responsible for the violation. The supervisors or directors of such individuals or programs will be responsible for addressing the situation in accordance with applicable provisions of contracts, regulations, faculty handbooks, etc. The investigation and decision-making process lasts approximately two weeks, from the time the student files the complaint until the final decision is made by the supervisors or directors.

Students and faculty may contact the Accrediting Council for Independent Colleges and Schools (ACICS) at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 or by calling (202) 336-6780 if they feel that their complaints have not been thoroughly investigated or adequately corrected. ACICS will address concerns related to the accreditation of independent educational institutions.

## REVIEW BY A REPRESENTATIVE COMMITTEE

The student has the option of appealing the determination to a committee comprised of members of the administration, faculty, and students. This committee has the authority to review decisions and, accordingly, reverse or modify them. The purpose of this appeal process is to provide a fair opportunity for the student to present his or her case and to consider an impartial review of the initial determination. The committee will be charged with evaluating the circumstances and evidence presented before making a final decision.

## STUDENT CODE OF CONDUCT

Listed below are examples of inappropriate conduct for which students and/or student organizations may face disciplinary action by STMAIU. This list is not exhaustive and is intended to illustrate some examples of misbehavior:

1. Academic dishonesty, such as cheating, plagiarism, or deliberately providing false information to STMAIU.

2. Forgery, alteration, or misuse of STMAIU documents, records, or identification.
3. Theft and/or damage to STMAIU property, that of a member of the STMAIU university community, or a visitor.
4. Unauthorized access to or use of STMAIU facilities that are locked, restricted for student activities, or otherwise restricted.
5. Tampering with fire equipment, emergency lights, fire alarms, or any other security equipment or structure.
6. Irresponsible, obscene, or offensive conduct on STMAIU property or at STMAIU-sponsored or -supervised activities.
7. Abusive behavior, including actions that cause discomfort to a member of the STMAIU community or place an individual or group in physical or mental danger. These behaviors may include, but are not limited to:
  - Sexual harassment: inappropriate or unwanted attention related to forced sexual intercourse or sexual assault (see also sexual harassment policy).
  - Verbal harassment: verbal harassment using abusive, obscene, or threatening language.
  - Physical harassment: use or threat of physical force or violence.
  - Stalking: deliberately, maliciously, and repeatedly following or harassing another person.
  - Any act of harassment based on race, gender, disability, religion, or sexual orientation.
8. Forging, tampering with, possessing, duplicating, or using documents, keys, records, or identification without consent or authorization.
9. Failure to comply with a court sanction, including violation of specific conditions of probation.
10. Improperly impersonating or representing another person, organization, or STMAIU without consent and/or authority.
11. Lying or perjuring an STMAIU official.

12. Assistance during a violation of the STMAIU code of conduct will be deemed consent or approval of the act.

13. Possessing, consuming, distributing, or being under the influence of alcohol or illegal drugs in violation of Florida State Law or STMAIU policy.

14. Failing to comply with the tobacco use policy and smoking in designated areas of the facility.

15. Soliciting or selling products or services for self or an organization's benefit without proper consent from STMAIU officials.

16. Disruption of the normal activities of the institution, including violence or physical abuse towards any person, behavior that threatens or endangers the health or safety of persons, or deliberate interference with academic freedom and freedom of expression of others.

17. Possession of weapons, including firearms (or replicas), knives, explosives, flammable materials, or any other instrument that may cause harm to persons or property.

18. Violation of other policies, rules, or regulations published by STMAIU.

## **ACADEMIC DISHONESTY**

### **IMPROPER BEHAVIOR AND PLAGIARISM**

Inappropriate behavior is characterized by any attempt, successful or not, to obtain or provide assistance and information unlawfully in order to fulfil any academic requirement, including examinations. This covers falsification of reports and documents. Plagiarism is defined as the unauthorized use of ideas, phrases, sentences or longer fragments of text from another author or speaker without due acknowledgement.

Plagiarism also includes unauthorized copying of software and violation of copyright laws.

Any instance of inappropriate behavior or plagiarism about which a teacher can act must be an event witnessed by the teacher or supported by written evidence. The teacher must be a direct or indirect witness to this evidence and must not take action solely on the basis of someone else's testimony.

#### PROCEDURES FOR CASES OF IMPROPER BEHAVIOR AND PLAGIARISM

If a member of the teaching team discovers a case of inappropriate behavior or plagiarism, it is his or her responsibility to present the evidence to the student within five (5) business days. If the student can explain the situation to the teacher's satisfaction, no further action will be taken.

In the event that the student denies the inappropriate behavior and the teacher maintains his or her belief that it occurred, the teacher must complete an Academic Dishonesty Form and submit it to the coordinator of the corresponding area of study. This form is available in the office of the Campus Director. The Campus Director will hold a hearing in which the teacher will present the evidence against the student. It will also be determined who, in addition to those mentioned above, will be present at the hearing. The Campus Director will evaluate whether or not the evidence indicates that an infraction was committed.

If the student acknowledges guilt or has been found guilty of inappropriate behavior or plagiarism, the following records will be made:

- The faculty member will submit an Academic Dishonesty form to the Campus Director.
- The Campus Director will inform the student in writing that such forms have been submitted.
- A record of the incident will be kept in the Campus Director's office.

This record will be deleted after graduation or other separation from STMAIU, provided that no further incidents of inappropriate behavior or plagiarism occur.

If the Campus Director's office records indicate that the student has committed two offenses, both incidents will be included in the student's permanent academic record.

The faculty member will decide how to evaluate the student in the course in which the inappropriate behavior or plagiarism occurred. The student may be required to retake the assignment or exam. The student may receive a failing grade for the assignment or exam in question. The student may receive a failing grade for the course.

In the event of a second or subsequent offense, the student will be subject to suspension or expulsion from STMAIU.

The student has the right to appeal the above-mentioned decisions in writing to the Campus Director within a period of thirty (30) business days.

#### STUDENTS' RESPONSIBILITY REGARDING ACADEMIC DISHONESTY

It is the responsibility of students to familiarize themselves with policies regarding inappropriate behavior or plagiarism, as well as the consequences of these behaviors. A teacher's failure to remind students of what constitutes inappropriate behavior or plagiarism does not absolve students of this responsibility.

Students should be cautious and avoid providing opportunities for others to cheat or engage in inappropriate behavior.

If students witness any act of inappropriate behavior or plagiarism, they are obligated to report it to the teacher.

#### DISCIPLINARY STATUS

The disciplinary status of a student is regulated by the following definitions, which will be reflected in the record kept by the Records Department of the institution.

#### FAVORABLE SITUATION

The favorable status of the student indicates that he or she has been correctly enrolled in STMAIU and is eligible to participate in all activities offered by the institution.

A student is considered to have a favorable status unless he or she presents proven misconduct.

#### WARNING

This status indicates that a student has been subjected to a disciplinary process due to the severity of his or her conduct and has been warned that any similar or related behavior will result in additional disciplinary action by STMAIU.

#### CONDITIONAL ENROLLMENT

This status indicates that the student's behavior has raised serious concerns about his or her standing as a member of the university community. A period of time will be established during which the student must demonstrate whether he or she can return to a favorable status, by meeting specific behavioral requirements, or whether he or she will be subject to suspension or expulsion from STMAIU. Campus Management has the authority to impose the condition of enrollment on the student.

A statement of the offense and the corresponding decision will be recorded in the student's file in the Records Department. If a student is found responsible for another violation of STMAIU policies or regulations while on conditional enrollment status, he or she will be subject to the possibility of suspension or expulsion from STMAIU.

#### SUSPENSION

Suspension status involves the temporary separation of the student from STMAIU for a set period of time due to serious or repeated violations of rules or inappropriate behavior by the student. After the one-semester suspension period, the student will be allowed to pre-register for courses. Suspension may be imposed by Campus Management.

A statement of the offense and the corresponding decision will be recorded in the student's file in the Records Department.



## EXPULSION

This status, which represents the most severe disciplinary measure taken by STMAIU, involves the immediate, non-voluntary, and permanent separation of a student from STMAIU due to documented serious behavior by the student.

Once notified of the expulsion, the student must leave the campus immediately. The expelled student will not have the right to apply for readmission to Saint Michael Archangel International University. A statement of the offense and the corresponding decision will be included in the student's file in the Records Department. The student's file will also contain documentation related to the expulsion. A student who is expelled for disciplinary reasons at any time will not be entitled to claims or refunds.

## APPEALS TO DISCIPLINARY STATEMENTS

The student has the right to file a written appeal to the Campus Directorate within thirty (30) business days, regarding the decisions mentioned above.

## DISCIPLINARY RECORDS

Saint Michael Archangel International University will retain disciplinary records for a period of one year after graduation. However, STMAIU reserves the right to retain records for a longer period of time if so stated in the sanction notice.

## STUDENT DEVELOPMENT

Student services, overseen by Campus Management, are available to support students in all their needs. The goal of these services is to be efficient and helpful, providing direct assistance and encouraging active student participation in the life of the institution. We seek to promote a sense of community among students, faculty, and staff.

## ACADEMIC ADVISORY

STMAIU is an institution devoted not only to the academic and professional growth of its students, but also to their personal development and enrichment. Coordinators play a key role as liaisons between students, faculty, and administration. Campus Management is present to advise and support students in academic and professional decisions. Therefore, students should feel free to seek advice from faculty on academic and professional matters when needed.

## CAREER SERVICES

As students approach graduation, it is important for them to contact Campus Management. At STMAIU, we provide students with accurate and timely information about the relationship between their degree program and specific careers and jobs in the Florida area. We also provide information about employers in the South Florida area, as well as requirements for state licensing exams in certain professions.

While it is the responsibility of students to seek out employment applications and secure interviews, our staff at STMAIU is here to assist them in identifying potential employers, keeping them informed about job fairs, and providing support in developing resumes and sharing helpful interview techniques. We offer personalized services and resources throughout every stage of the job search and application process. This includes assistance in writing resumes, cover letters, and interview techniques.

It is important to note that STMAIU does not and will not guarantee employment or salaries after graduation. However, we are devoted to providing our students with the tools and support necessary to increase their opportunities for success in the workforce.

## STUDENTS WITH DISABILITIES

STMAIU does not discriminate on the basis of disability in admissions, access to the University and its facilities, or in any of the operations of its programs and activities. STMAIU also does not discriminate on the basis of disability in its hiring and employment policies. STMAIU administrators will make provisions and accommodations for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate, licensed professional. All accommodations are individualized, flexible, and confidential, and are based on the nature of the disability and the academic environment.

STMAIU classrooms and facilities are currently handicap accessible. Requests for other accommodations are submitted to Campus Management. Occasionally, Campus Management will handle requests for academic accommodations. The University provides individualized assistance to students with documented disabilities in order to promote inclusion and equity among the student population. Disclosure of disabilities is voluntary. Students with disabilities must request accommodations or other accommodations during the first two weeks of each semester and provide appropriate documentation to Campus Management. Documentation received may be questioned if appropriate credentials are not presented, the person is not treating the student, or if the diagnosis has no supporting data. STMAIU maintains all such records confidentially.

After a review of the documentation, Campus Management will write a letter acknowledging the disability, and appropriate accommodations will be offered to the student. Campus Management will contact the student's professors to notify them of authorized accommodations. If these accommodations are not sufficient, the student should notify Campus Management to ensure that appropriate changes are made.

Students who require extra time for examinations may be examined under the supervision of the Campus Director, after making arrangements with the course instructor. Students should allow two to three weeks for processing of additional educational aids or materials. STMAIU offers these auxiliary aids and services on an

individual basis. These aids and services may include, but are not limited to: assistance with the registration process, approval of reduced tuition, letters to professors indicating accommodation needs, note takers, examination accommodations, classroom and other facility accommodations, and assistance with accessibility issues.

STMAIU will consider the dates of requests for adjustments in the evaluation of grade appeals. Students should note that accommodations are offered for the fulfillment of course requirements, not as an excuse for missed work. All students have the right to appeal grades. To learn more about this process, please refer to the Grade Appeals Procedure.

#### APPEALS OF DECISIONS REGARDING DOCUMENTATION OF DISABILITIES

Students have the right to appeal any decision regarding an accommodation or auxiliary aid requested by the Campus Director. These appeals must be submitted in writing to the Campus Director within ten (10) days after the decision regarding an accommodation or auxiliary aid. Any reports, medical documentation, or other written material that the student wants to be evaluated by the Campus Director will be submitted with the appeal notice. The Campus Director will investigate and respond to the appeal notice in writing, stating the decision, along with the reasons for affirming or reversing the previous decision regarding the accommodation or auxiliary aid.

#### ADMISSION REQUIREMENTS

Applicants will be considered if they meet the following requirements:

- **Filius Gradus Bachelor:** Submit a high school diploma, GED, or proof of post-secondary education.
- **Postgraduate, Frater Master:** Proof of possession of a bachelor's or master's degree
- Submit the application for admission

- Pay a non-refundable fee of **US\$50** for domestic students and **US\$150** for international students.
- Copy of government-issued identification.

For candidates whose native language is not English, they will need to provide a certificate of English proficiency. STMAIU accepts the following exams and scores:

For degree programs:

Students who wish to meet the English language proficiency requirement must earn a minimum score on a series of recognized tests. These acceptable scores include:

- A minimum score of 57 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the online version (iBT).
- A minimum score of 6.0 on the International English Language Test (IELTS).
- A minimum score of 44 on the Pearson Test of English Academic Score Report.
- A minimum score of 95 on the Duolingo English Test.
- A minimum score of 53 on the 4-skill Michigan English Test (MET), or a score of 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or a score of 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- A B2 level of English obtained through an examination that meets the standards of the Common European Framework of Reference for Languages (CEFR).

Candidates for degree programs may also meet this requirement by submitting a secondary education diploma obtained at an institution where the primary language of instruction is English. This option is available to those who have completed their secondary education in an English-speaking environment.

It is important to note that these are the criteria set to meet the English proficiency requirement at STMAIU. Applicants must submit official exam results or documents

attesting to their secondary education in English to verify their compliance with this requirement.

For graduate programs:

Students who wish to meet the English language proficiency requirement must obtain a minimum score on a series of recognized tests. These acceptable scores include:

- A minimum score of 60 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the online version (iBT).

- A minimum score of 6.5 on the International English Language Test (IELTS).

- A minimum score of 50 on the Pearson Test of English Academic Score Report.

- A minimum score of 100 on the Duolingo English Test.

- A minimum score of 55 on the 4-skill Michigan English Test (MET), or a score of 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or a score of 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

- A B2 level of English obtained through an examination that meets the standards of the Common European Framework of Reference for Languages (CEFR).

These qualifications are the criteria established to meet the English proficiency requirement at STMAIU. Applicants must submit official exam results demonstrating their compliance with this requirement. It is important to note that these minimum scores may be subject to change and it is the student's responsibility to ensure that they meet the language requirements set by the University.

## REGISTRATION AND ACADEMIC REGULATIONS

### SUBJECT SELECTION

A course schedule will be available and distributed through the Registrar's office approximately one week prior to the early enrollment period of each semester. It is important to note that the information included in the schedule is subject to change at any time. Therefore, students should be sure to confirm the accuracy of the information before proceeding with their enrollment.

Students who wish to re-enroll have the option of doing so during the early enrollment period as well as during the regular term. For specific dates, it is recommended to consult the Academic Calendar. It is important to note that students must complete their enrollment in STMAIU courses before the deadlines set forth in the academic calendar. In addition, to be eligible for enrollment, students must have previously received academic counseling.

To carry out the enrollment process, students must complete the corresponding enrollment forms and deliver them in person to the Registrar's office. This is the required form to formalize enrollment and ensure inclusion in the selected courses.

It is critical that students properly follow enrollment procedures and meet deadlines to ensure a successful academic experience at STMAIU.

### ADD/DROP COURSE PERIOD

Students have the option to make changes to their scheduled courses by using the Add/Drop Course Request Form, which must be submitted to the Student Services Department within the designated period. It is important to note that the first week of classes is the last time to make changes to course scheduling.

For exact dates and specific deadlines, it is recommended to consult the STMAIU academic calendar. This calendar will provide detailed information about the periods set for requesting course changes.

It is important for students to be aware of the deadlines and make any necessary modifications within the established period. This will ensure proper course scheduling and a successful academic experience at STMAIU.

## TUITION FEES AND OTHER COSTS

### ESTIMATED BUDGET FOR THE ACADEMIC YEAR 2023-2024

***Liberi Associate***, will have a duration of four (4) academic semesters. With a credit of sixty (60) credit hours.

Total per credit: **US\$299**

***Filius Gradus Bachelor***, will have a duration of eight (8) academic semesters. With a credit of one hundred and twenty (120) credit hours.

Total per credit: **US\$299**

***Frater Master***, will have a duration of no less than four (4) semesters including the seal course and the master's thesis equivalent to forty-five (45) weeks of classes or thirty (30) credit hours.

Total per credit: **US\$299**

***Summus Doctor***, will have a duration determined by a special regulation that will be issued for such purposes.

Total per credit: **US\$299**

For all programs:

Application fee (non-refundable) for domestic students: US\$50.00 / for international students: **US\$150.00**

Graduation fee: **US\$400.00**

Textbooks are not included in the tuition fee. Students will be informed in advance about the books required for each course, so they can purchase them separately.

For students applying for an F1 student visa, a fee of US\$250 is required for the first application of the I-20 form. This fee is non-refundable.

The deadline for payment of all tuition fees is the last day of registration for each semester. Specific deadlines are found in the Academic Calendar. Student registration



will not be considered official until all fees have been paid. Students with outstanding balances with STMAIU, regardless of the amount, will not be allowed to enroll.

STMAIU's selection process for graduate students is based on the applicant's academic credentials, along with a thorough review of the personal and academic information provided in the application. For this reason, applicants are welcome to submit letters of recommendation along with their application, in order to provide STMAIU with a more complete profile of them as students and as individuals.

Admission requirements for graduate programs may vary by program of study. Students are encouraged to consult the detailed descriptions in the Academic Catalog for specific information.

Meeting the minimum admission requirements does not guarantee admission to the University. The applicant's entire academic record will be evaluated, including grades, academic goals, courses completed, as well as their personal and professional objectives.

## **PAYMENT METHODS**

Payment of administrative and tuition fees may be made by credit card, check, or money order, and must be made to the Administrative Department. Before the last day of the enrollment period, students have two payment options:

**Full Payment:** Students must pay the full amount corresponding to the administrative and tuition fees.

Payment Plan: Students may choose to pay in installments throughout the semester. To participate in this plan, they must make a minimum deposit of US\$100.00 and follow the established Payment Plan. This plan allows for interest-free payments on specific dates, according to the schedule established for each student. All installment payments must be made one month before the end of the semester. A late payment fee of US\$25 will be applied in case of late payments.

It is important to note that all payments, whether full payment or installment payments, must meet the established deadlines to guarantee an official enrollment.

## **CANCELLATION OF ENROLLMENT FOR NON-PAYMENT**

If a student does not pay the full amount of the tuition fees or the amount stipulated before the deadline established in the Installment Payment Plan, his/her tuition for that semester will be cancelled by STMAIU. It is important to comply with

financial obligations in order to maintain active enrollment and be able to continue with studies at the University.

### **CANCELLATION POLICY FOR NON-PAYMENT**

If a student fails to pay within the established deadlines for a semester while on the Installment Payment Plan, the number of possible installments for subsequent semesters of the Plan will be reduced by one. It is important to make payments on time to maintain the plan in effect.

In addition, for those students whose registrations are cancelled due to non-payment, two options are offered:

(I) Request a refund of all partial payments made by following the withdrawal schedule below.

(II) Submit a petition for reinstatement of registration. If approved, the student will be required to pay all outstanding registration fees, as well as a late payment fee of US\$25 and a reinstatement fee of US\$100. For more information on reinstatement of registration, it is recommended that you contact the Admissions Department.

### **CANCELLATION AND SETTLEMENT POLICY**

The Enrollment Agreement may be cancelled, provided that STMAIU is notified in writing. If such cancellation is made, the University will refund the student in a timely manner according to the refund schedule, which is found below.

## REFUND POLICY

Should a student decide to drop or withdraw from a course, he or she will be required to notify Student Services by submitting the appropriate form to the said office. In the event of withdrawal or cancellation, the following refund policy will be followed:

- Week 1: Until the end of the add/drop period (7 days after the start of classes): 100% of tuition fees will be refunded, except for the US\$50/US\$150 application fee.
- Week 2: 75% of tuition fees will be refunded, no fee refunds will be made.
- Week 3: 50% of tuition fees will be refunded, no fee refunds will be made.
- Week 4: 25% of tuition fees will be refunded, no fee refunds will be made.
- Week 5: No refunds will be made.

Additionally, it is important to note the following:

Cancellations must be made in writing.

The end date used to calculate the refund will be the student's last date of attendance.

If a student withdraws from a course due to cancellation, he or she will be entitled to a full refund, including the US\$50/US\$150 application fee.

Refunds will be processed within a maximum of 30 days after the end or receipt of the cancellation notice.

Students are strongly encouraged to contact Student Services for additional information and to ensure they comply with the proper procedures for withdrawal and refund processing.

## SCHOLARSHIPS AT SAINT MICHAEL ARCHANGEL INTERNATIONAL UNIVERSITY

Saint Michael Archangel International University (SMAIU) is proud to offer a wide range of scholarships to help our students finance their studies. These scholarships are

designed to support students with different backgrounds, talents and needs. Below are some of the scholarships available at SMAIU, including scholarships for student athletes, military veterans, congregational officers and lay people from religious communities.

#### ACADEMIC SCHOLARSHIPS

These scholarships are intended for students who have demonstrated academic excellence in their previous studies. Candidates must submit their academic records and letters of recommendation to be considered.

#### ATHLETIC SCHOLARSHIPS

SMAIU offers scholarships to student athletes who have demonstrated exceptional abilities in specific sports. Applicants must submit a letter of recommendation from a coach and meet the minimum academic requirements set forth by the University.

#### SCHOLARSHIPS FOR MILITARY VETERANS

SMAIU honors the service of military veterans and their families by offering scholarships for those who have served in the United States armed forces. These scholarships may cover part or all of the costs of tuition and fees. To be considered, submit proof of your military service and complete the Free Application for Federal Student Aid (FAFSA).

#### SCHOLARSHIPS FOR OFFICIALS OF CONGREGATIONS, LAY PEOPLE BELONGING TO RELIGIOUS, FAITH-BASED OR SPIRITUAL COMMUNITIES

The SMAIU offers scholarships for officials of religious congregations and lay people from religious communities who wish to study at our University. These scholarships are designed to support those who are dedicated to religious service and spiritual development. Applicants must provide a letter of recommendation from a religious leader and meet the minimum academic requirements of the SMAIU.

## SCHOLARSHIP APPLICATION PROCESS

To apply for a scholarship at SMAIU, please follow these steps:

Review the requirements and eligibility criteria for each scholarship on our official website ([www.stmichaeluniversity.com](http://www.stmichaeluniversity.com)). Complete the SMAIU admission application and submit the required documentation.

Complete and submit the online scholarship application, including the additional information and specific documentation required for each scholarship.

The SMAIU scholarship committee will review all applications and notify successful applicants of the scholarship award decision. If the student has any questions or needs more information about the scholarships available at SMAIU, they should not hesitate to contact our admissions office or our financial aid team. We are here to help and support you on your academic and professional journey.

## REASONS FOR TERMINATION OF ENROLLMENT

The institution reserves the right to cancel a student's enrollment if certain conditions are met, such as:

- **Insufficient academic performance:** If a student fails to meet the academic standards set by the institution, his/her enrollment may be cancelled.
- **Non-payment of academic fees:** If a student fails to meet the payment obligations for the corresponding academic fees and costs, his/her enrollment may be cancelled.
- **Non-compliance with rules and policies:** If a student fails to comply with the rules and policies set by the institution, as detailed in the catalog and the Enrollment Agreement, his/her enrollment may be cancelled.

It is important that students be aware of these conditions and comply with the academic, financial, and conduct expectations set by the institution to avoid cancellation of their enrollment. In the event that enrollment cancellation occurs, the procedures established by the institution will be followed and due notice will be provided to the student.

## CREDIT UNITS

**Teaching Hour:** Defined as the unit of time comprised of fifty (50) minutes of one (1) chronological hour.

**Credit, Academic Credit, Credit Hour:** Corresponds to one (1) direct instruction teaching hour and a minimum of three (3) teaching hours of indirect or off-platform student work for each week of classes, for fourteen (14) weeks for a fall or spring semester, or eleven (11) weeks in the case of a summer semester. Exceptionally, the direct credit hour may be divided, always maintaining the ratio of one to three (1:3) with the indirect credit hour.

## STUDENTS' ATTENDANCE POLICY

Students who attend classes on the STMAIU campus must adhere to the following attendance policies:

**Obligation to Attend:** Students are required to attend all classes in the courses in which they are enrolled and to meet the expectations set forth by the professors of each class.

**Daily Attendance Record:** Attendance is recorded daily, meaning that a record of the students' presence in each class will be kept.

**Allowed Absences:** Students are allowed a maximum of 4 unexcused absences per semester. These absences will not negatively affect their final grade.

**Consequences of Absences:** If a student misses 3-5 classes throughout the semester, their final grade in the course will be lowered by one letter grade (for example, from an A to a B). If they miss more than 6 classes, they will be failed from the course, regardless of their grade point average.

**Student Responsibility:** It is the student's responsibility to coordinate with the professor to make up any work or academic content missed due to an excused absence.

**Monitoring Attendance in Online Classes:** Attendance in online classes is monitored through the STMAIU virtual platform by professors and other administrators.

It is essential that students comply with these attendance policies to ensure adequate academic progress and compliance with the requirements of each subject.

## **STUDENTS' TARDINESS POLICY**

Schedule adherence and punctuality are important at STMAIU. Below are the policies regarding attendance and punctuality:

- **Late Arrivals:** A student is considered late to class if he or she is more than 5 minutes late. However, these late arrivals will only be considered late for the first 15 minutes of class. After that time, it will be considered one absence.

- **Early Departures:** If a student leaves class before the scheduled time, it will be considered one early departure.

- **Impact on Attendance:** Three late arrivals or early departures will be considered one (1) absence. Additionally, if a student leaves class early and is absent for half of the class period or more, it will also be considered one (1) absence.

- **Consequences of repeated late arrivals and early departures:** If a student arrives late or leaves early on 6 occasions, the professor will contact Campus Management to request an intervention session with the student. The goal of this session will be to develop and implement an intervention program aimed at helping the student learn new techniques to manage time more effectively.

In summary, it is important for students to arrive on time to all classes and avoid leaving early, as repeated late arrivals, early departures, and absences can have a negative impact on their attendance and academic performance. The institution is committed to providing support to students to develop effective time management skills.



## EVALUATION SYSTEM

At Saint Michael Archangel International University, it is a requirement that each professor provide students with a detailed syllabus for each subject. This syllabus must contain the following information in writing:

- **Assessment method:** The syllabus must include a clear description of the assessment method that will be used in the subject. This may include written exams, practical work, projects, class participation, presentations, etc. Each assessment method must be explained in detail, including the weighting assigned to each.

- **Subject requirements and weight in the final grade:** The syllabus must specify the specific requirements that students must meet in order to be successful in the subject. This may include completion of assignments, projects, class attendance, active participation, etc. It must also indicate the weight that each requirement has in the final grade for the subject.

This approach ensures that students have a clear understanding of how they will be assessed and what is expected of them in each subject. In this way, students will be able to plan their work and effort effectively to achieve the established academic objectives.

## CREDIT RECOGNITION

The request for recognition of credits from another higher education institution for the STMAIU study program, or the recognition of STMAIU credits at another institution,

is subject to the discretion of the recognizing institution. It is the student's responsibility to confirm the possibility of obtaining credit recognition at the other institution.

STMAIU's policy regarding the evaluation of the content of subjects from other Universities establishes that, in order for a subject to be recognized, approximately 75% of its content must coincide with the content of a subject offered by STMAIU. To carry out this evaluation, the student must provide a copy of his or her academic record from the other institution. In the case of transcripts from foreign institutions, they must be previously evaluated by accredited international education services, such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO), a member of the Association of International Credential Evaluators (AICE), or a member of the National Association of Credential Evaluation Services (NACES).

STMAIU provides assistance and guidance to international students during this process. The evaluation of credit recognition is carried out on an individual case-by-case basis, and decisions are not necessarily made before the student's enrollment. Only students admitted to STMAIU may submit their transcripts and course descriptions for consideration, and students are encouraged to send their official transcripts as soon as possible.

It is important to note that STMAIU recognizes credits awarded by accredited higher education institutions and will not accept credits for courses below the university level. The assessment of credit recognition is carried out by the STMAIU Management and may sometimes request the advice of experts or teachers in specific disciplines to carry out such assessments. However, grades for subjects recognized from another University will be recorded as "TR" in the student's transcript and will not be included in the calculation of the student's grade point average. For undergraduate students, no more than 75% of the credits of the study program will be recognized, while for postgraduate students, no more than 50% of the credits will be recognized. In addition, the student may be asked for additional documentation, such as examples of work completed in the subject.

## **PERMITTED ABSENCE**

To request a period of permitted absence, a student must have completed at least one semester at STMAIU. The student is required to submit a written request to the

STMAIU Academic Department, attaching the required additional documentation, to obtain the leave of absence. Approval from the STMAIU Academic Department must be obtained prior to the start of the period of absence. However, in cases of medical emergencies (such as a car accident) or military service, an exception to this policy may be made. This exception will be granted only if the student intends to return to his or her studies within the time frame established for the permitted absence. In situations where the reason is the same (such as a health issue requiring multiple treatments), a student may request a non-consecutive leave of absence.

The period of permitted absence must not exceed 120 days. Generally, students may not request more than one period of absence in a 12-month span. However, a second leave of absence may be obtained as long as the total number of days requested is less than 120 in a 12-month period. Valid reasons for requesting a leave of absence or a second leave of absence within a 12-month period include obligations such as jury duty, military service, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA). These circumstances may include the birth of a child, the adoption of a child, the placement of a child in foster care, the need to care for a seriously ill spouse, child, or parent, or a serious illness of the student himself or herself.

Approval for a leave of absence will only be granted when there is a reasonable expectation that the student will return to his or her studies at the end of the period of authorized absence. During the period of authorized absence, students will not be subject to additional charges. However, if the student does not return to his or her studies before the end of the period of absence, he or she will be deemed to have automatically withdrawn from STMAIU, and upon resuming studies, he or she will be required to pay a re-enrollment fee. If the student does not resume studies before the end of the established period of absence, the last day of attendance will be considered as the start date of the permitted period of absence for the purposes of refund calculations. All refund and cancellation policies will be applied according to the student's last day of attendance.

## **SATISFACTORY ACADEMIC PROGRESS**

## SUMMARY

All students are required to meet the academic progress standards outlined below, which are assessed regularly to ensure compliance. These standards consist of several components, including maintaining a satisfactory grade point average during the current term (Term GPA), maintaining a satisfactory grade point average throughout the program of study (CGPA), passing an adequate percentage of the credits in which they are enrolled, and completing their studies within the maximum time frame established. As detailed below, each student must meet the minimum average CGPA within the maximum time frame stipulated.

Students must demonstrate satisfactory academic progress both in their grade point average and in the time it takes to complete the courses corresponding to their program of study in each semester, as indicated in the STMAIU Academic Catalog. To maintain satisfactory academic progress, the student must:

Complete the program of study within a time frame not exceeding 1.5 times the number of credit hours established in the catalog for that program.

Achieve and maintain a 2.0 or 3.0 grade point average (GPA) by the end of the second semester and for all semesters thereafter. (Grades from courses recognized by other universities will be recorded as "TR" on the transcript and will not be included in the calculation of the student's grade point average.)

Factors that may affect satisfactory academic progress and result in an extension of time include:

- Deviating from the requirements set forth in the catalog regarding the number of hours to be completed in each semester.
- Deviating from the recommended sequence of courses.
- Withdrawing from classes.
- Repeating courses.
- Earning grades of "incomplete."
- Changing degree programs.

- Being conditionally enrolled or on suspension.
- Processing a grade appeal.
- Concurrently pursuing more than one degree.

For purposes of determining satisfactory academic progress, grades of "A" through "C" are considered passing. Grades of "W" and "I" indicate that a grade has not been earned for the course. A grade of "W" indicates that the student has withdrawn from the course, while a grade of "I" indicates that the student was passing the course but did not complete all required work. At the discretion of the instructor, a grade of "I" may be awarded instead of an "F", provided that the student turns in any missing work within a deadline set by the instructor and communicated to the student. It is the student's responsibility to follow up with the instructor and turn in any missing work. Failure to turn in missing work within the deadline will result in a grade of "I" being converted to an "F". For students with credits recognized from other institutions, the grade will appear as "TR" on their transcript and will not be included in the calculation of the student's grade point average. The student's grade point average (GPA) is calculated by dividing the sum of all grades awarded by the University by the total number of credits for courses graded "A" through "F". Courses with grades of "W", "I" or "TR" are not included in the calculation of the grade point average (GPA).

According to the qualitative criterion of satisfactory academic progress, the student must meet the following conditions:

1. Achieve a cumulative grade point average of 2.0 (3.0 for graduate students) at the end of the second semester, and in each subsequent semester.

2. Successfully complete the required percentage of total credit hours attempted for the program of study.

	Minimum Grade Point Average (GPA) for Undergraduate/Graduate	Degree Percentage of credits passed:
Interval I: End of the second semester.	2,0/ 3,0	60%
Interval II: End of the third and all subsequent semesters.	2,0/ 3,0	66,67%
Interval III: The total maximum for passing, as described below in the "Quantitative Criterion".	2,0/ 3,0	66,67%

In order to ensure satisfactory academic progress, students are required to achieve and maintain a minimum cumulative grade point average of 2.0 for undergraduate programs and 3.0 for graduate programs at the end of their second semester and in all subsequent semesters. In addition, students must meet the minimum percentage of credits passed to maintain satisfactory academic progress. Students who meet these requirements will be considered in regular status (in good academic standing).

## CALCULATION OF THE PERCENTAGE OF ADEQUATE PASSAGE OF SUBJECTS

The percentage or ratio of adequate passage of subjects is determined by dividing the total number of credit hours approved by the student in his/her study program by the total number of credit hours attempted. For this calculation, the following are considered as attempted credit hours:

A) All the subjects in which the student has enrolled during his/her study program,  
or

B) A different study program if:

1. The contents of the subject(s) in the other study program are substantially equivalent to a subject in the current study program, or

2. If one or more subjects count towards fulfilling the requirements of the current study program.

## **CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)**

The calculation of the student's cumulative grade point average (CGPA) for his or her study program will take into account the following:

- The grades obtained by the student in each subject enrolled in the study program.

- The grades obtained by the student in subjects from other study programs within the same University.

If a subject or the content of a subject completed in another study program is substantially similar to a subject in the student's current study program, it will be considered to meet the requirements of the current program.

## **QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS**

Each student must maintain a satisfactory cumulative grade point average and meet the appropriate percentage of enrolled credits during each academic year. In addition, students are expected to complete their studies in the maximum time established for their program.

**a) Liberi Associate**, will have a duration of four (4) academic semesters. With a credit of sixty (60) credit hours.

90 maximum attempted credit hours

**b) Filius Gradus Bachelor**, will have a duration of eight (8) academic semesters. With a credit of one hundred and twenty (120) credit hours.

180 maximum attempted credit hours

**c) Frater Master**, will have a duration of no less than four (4) semesters including the signature course and the master's thesis equivalent to forty-five

(45) weeks of classes or thirty (30) credit hours.

45 attempted credit hours maximum

**d) Summus Doctor**, will have a duration determined by a special regulation that will be issued for such purposes.

The maximum time established to complete a study program is equal to 150% of the credit hours established in the academic catalog for that program. If a student cannot complete his or her program within this maximum period, he or she will be considered not to be in satisfactory academic progress and will be required to withdraw from the program.

In calculating the maximum time to complete the program, all approved subjects from the current study program are taken into account, as well as those from the other program if their content is substantially similar to a subject from the current program, or if they contribute to the fulfillment of the requirements of the current program. Absences with permission are not included in the maximum time established for the completion of the program.



## WARNING

At the end of each academic semester, an evaluation of each student's progress is conducted. Undergraduate students whose cumulative grade point average is less than 2.0 (3.0 for graduate students) or whose percentage of credits passed is less than the required percentage will receive an academic "warning" status. The Office of Student Affairs will inform the student of this situation. Students will receive the "warning" status for the following reasons:

- A cumulative grade point average of less than 2.0 at the end of the first semester and subsequent semesters for undergraduate students.
- A cumulative grade point average of less than 3.0 at the end of the first semester and subsequent semesters for graduate students.
- Failure to meet the required percentage of credits passed.

To resolve the "warning" status and return to "regular standing," students may take the following actions, depending on the original reason for the "warning" status:

- Successfully complete the following semester, exceeding the required percentage of credits and obtaining a grade point average above the minimum required.
- In the event that the reason for the "warning" is an "Incomplete" grade, change that grade to a passing grade before the end of the semester in which the "warning" was received.
- If the student fails to return to "regular standing" status, he or she will be subject to expulsion.

## (SAP)

Students who do not meet the requirements for satisfactory academic progress have the option to file a SAP appeal within 15 days of receiving notification from the University. The University will communicate the final decision on the appeal by email within 15 days of receiving the appeal. The appeal must be based on extenuating circumstances and explain the changes that prevented the student from meeting satisfactory academic progress. In addition, supporting documentation such as a death certificate, obituary, letter from a doctor, attorney, social service agency, police officer, employer, or others must be submitted. Campus Management will evaluate the extenuating circumstances of the appeal and decide based on the criteria and standards set forth in this catalog. The decision of Campus Management will be final and binding. Should the student's appeal be accepted, the student will be placed on "Conditional" status for the next semester of study at STMAIU.

## CONDITIONALITY

After the "warning" period, students who do not meet the satisfactory academic progress requirements will be placed on "conditional" status if their appeal is approved. To exit "conditional" status, students must meet SAP and the maximum passing time. During this period, students must maintain the required cumulative GPA and follow the academic plan submitted with their appeal form, which was completed with the academic coordinator of the program. A student is considered to be in compliance with SAP if they do not meet the cumulative GPA and credit passing requirements, but are in compliance with their academic plan. If a student does not meet the GPA and/or percentage of credits passed requirements after the "conditional" period, they will be placed on suspension.

If a student is placed on "conditional" status after one semester in "warning" status, their grade point average and passing credits are recalculated. An undergraduate student will only be released from "conditional" status if he or she exceeds the established percentage of credits and earns a grade of "C" or higher in all subjects attempted during the semester in which he or she is on "conditional" status, with a GPA

of 2.0 or higher. A graduate student will only be released from "conditional" status if he or she exceeds the established percentage of credits and earns a grade of "B" or higher in all subjects attempted during the semester in which he or she is on "conditional" status, with a GPA of 3.0 or higher.

A graduate student who, during the "conditional" semester, fails to earn more than a grade of "C" in each subject or a cumulative GPA greater than 2.0, will be required to meet with Campus Management to determine if reduced tuition would be the most appropriate course of action. If reduced tuition is approved, the student will only be required to attempt and exceed half the credit hours of a full-time student. If during the semester in which the student has a reduced enrollment, he or she still fails to obtain a grade of "C" or higher in all subjects, with a cumulative GPA of 2.0 or higher, he or she will be dismissed from the program of study and will be on suspension from the University for lack of satisfactory progress.

A graduate student who, during the "conditional" semester, fails to obtain more than a grade of "B" in each subject or a cumulative GPA higher than 3.0, must meet with the Campus Director to determine if a reduced enrollment would be the most appropriate measure. If the reduced enrollment is approved, the student will only have to attempt and exceed half of the credit hours of a full-time student. If the academic coordinator determines that a reduced enrollment would be favorable for the student, during the following semester, he or she may enroll in half the usual number of credit hours for a full-time student. If during the semester in which the student has a reduced enrollment, he or she still fails to obtain a grade of "B" or higher in all subjects, with a cumulative average of 3.0 or higher, he or she will be expelled from the study program and will be suspended from the University for lack of satisfactory progress.

Students who have been expelled from a program must wait at least one (1) semester before requesting readmission, and a petition for readmission must be submitted to the Campus Office. To be considered, students must submit a written petition describing changes in their behavior or circumstances that will result in improved academic performance. The petition for readmission must be submitted to the Campus Office at least ten (10) days before the start of the semester for which readmission is requested. The Campus Office will evaluate whether the student has demonstrated the ability to be academically successful in the future in his or her program of study. The Admissions Office will notify the student in writing of the readmission decision. If the student was not in compliance with SAP, he or she will return to the same status he or she was in before withdrawing.

### **INCOMPLETE GRADES**

If a student receives a grade of "I" (Incomplete), he or she must submit the required course work within a deadline set by the professor, which will be communicated to the student and will not exceed 10 business days after obtaining the grade of "I." It is the student's responsibility to follow up on this work with the professor and submit it within the established deadline. If the missing work is not submitted within this deadline, the grade of "I" will be converted to a grade of "F" (Failed). It is important to note that a grade of "I" does not affect the student's cumulative grade point average (CGPA), nor his or her ability to pass the semester. However, the grade of "I" will be counted toward the number of attempted credit hours allowed in the maximum time to complete the program.

### **WITHDRAWAL FROM A COURSE**

During the drop/add period (the first week of classes), students have the option to withdraw from a course without affecting their grade or incurring financial obligations. If a student withdraws from a course during this period, a grade will not be assigned for that course.

The last day of in-person attendance for on-campus students and the last day of participation in academic activities for online students will determine whether or not grades for the semester are recorded.

If the last day of attendance falls during the first half of the semester (weeks 2-7), the student will be assigned a grade of "W" (Withdrawn). In this case, this grade will not be taken into account in the calculation of satisfactory academic progress.

If the last day of attendance falls during the second half of the semester (weeks 8-15), the student may receive the following grades:

**WW (Waiting Withdrawal):** A student who formally withdraws from the institution during the second half of the course and who has a grade point average of 2.5 or higher at the time of withdrawal will receive a grade of WP for the course. The WW grade will not be included in the calculation of the CGPA (cumulative grade point average) and the credits for the course will not be counted toward the total credits enrolled by the student. In these cases, the refund policy established by the institution will apply.

**FW (Failed Withdrawal):** A student who formally withdraws from the institution during the second half of the course and who has a grade point average of 2.5 or lower at the time of withdrawal will receive a grade of FW for the course. The FW grade will be included in the calculation of the CGPA and the credits for the course will be counted within the total credits enrolled by the student. In these cases, the refund policy established by the institution will also apply.

To make an official withdrawal from a course, the student must communicate his or her intention to Student Services and complete the Change of Status form.

## CREDIT RECOGNITION

For credits obtained at other accredited institutions and recognized by STMAIU, the grade of TR (Transfer) is assigned. These grades are not included in the student's CGPA (Cumulative Grade Point Average), nor are they counted in the total number of credits enrolled. The total number of recognized credits is subtracted from the total credits required to complete the program.

In addition, a maximum time is established for the completion of the program for students who have recognized credits. This maximum time is equal to 1.5 times the total hours considered necessary to complete the program. This allows students with transferred credits to have additional time to complete the academic requirements of the program.

## REPEATED COURSES

If a student earns a grade lower than a "C" in an associate or bachelor's degree course, or lower than a "B" in a master's degree course, the course will need to be repeated. Should the student earn a passing grade for the course, the course will not be allowed to be repeated.

Students must repeat all failed courses in order to improve their cumulative grade point average. For example, if an undergraduate student earns a grade of "C-" and upon repeating the course earns a grade of "A," the "C-" grade will be included in the average for the semester in which it was earned, and the "A" grade will also be included in the average for the corresponding semester. Both grades will be taken into account in calculating the cumulative grade point average (CGPA) and will be recorded as attempted credits.

Should the student earn another failing grade, both grades will count in the calculation of the cumulative grade point average and in the average for each semester.

A student who receives a failing grade during his or her course of study must repeat the course and pass it before enrolling in other courses that require it and before graduating.

A student who exceeds the maximum time allowed for his or her program due to repeating a course is considered not to be making satisfactory academic progress.

## **CHANGE OF PROGRAM OR CONCENTRATION**

If a student is considering changing programs or concentrations, it is recommended that he or she contact the Campus Director to assess how this change might affect his or her satisfactory academic progress. At STMAIU, satisfactory academic progress is defined as the completion of the entire program in a maximum of 1.5 times the number of semesters established in the catalog for that program. All enrolled credits are taken into account to calculate the total of 1.5 times the number of semesters required to complete the program.

In the event that a student makes a change of concentration or program, only credits that are common between both programs will be accepted. This means that courses that are not relevant to the new program or concentration will not be recognized.

It is important that students carefully consider the implications of a change of program or concentration on their academic progress and seek appropriate advice to make informed decisions. The Campus Director will be able to provide guidance on academic requirements and the implications of the change on progress towards program completion.

## **ADDITIONAL STUDY PROGRAMS**

If a student wishes to change to another study program, he or she will need to reapply for admission to the University. Once admitted to the new program, the approved courses that are part of the requirements of that program will be recognized. However, only the credits enrolled and grades obtained in the new program will be taken into account when evaluating satisfactory academic progress.

This means that grades and credits obtained in the previous program will not be considered when determining academic progress in the new study program. Only subjects and academic achievements directly related to the new program will be taken into account when evaluating the student's performance.

It is important to keep this process in mind when considering a program change, since grades and credits obtained in the previous program will not automatically transfer

to the new study program. Students must be prepared to meet the specific academic requirements and expectations of the new program they wish to enter.

## GUIDE TO ENCOURAGING INTERACTION

STMAIU is firmly committed to stimulating student learning, following ACICS quality standards (Available at <https://www.ed.gov/sites/ed/files/documents/acics/compliance-report/agency-response-exhibits-part4.pdf>). We recognize the importance of interaction between professors and students, as well as activities between students to encourage collaboration.

From the moment of enrollment, STMAIU will ensure that students are informed about the importance of interaction to achieve appropriate learning objectives and have a satisfactory university experience. To achieve this, the institution will implement distance education systems, tools, and personnel dedicated to monitoring student and professor engagement.

Our virtual environment and pedagogical model promote various types of interaction between professors and students, both in real time and asynchronously. This includes communication through emails, webinars, chats, feedback from professors, and discussion forums.

Below are basic guidelines for encouraging interaction in the forums, in compliance with quality and accreditation standards and requirements:

### **Timing of feedback in the forums:**

- Frequent and constant interactions between teachers and students will be encouraged.
- Teachers will strive to access and respond to queries within 24 hours, if not sooner. This commitment will be specified in the teacher's contract.
- Teachers will strive to respond to comments in the forums within 24 hours.



### **Discussion topics in the forums:**

- Each subject will include 12 weekly discussion topics, distributed across 4 forums, related to the contents of the curriculum.
- For each subject, teachers will submit 12 proposals (practical case studies, exercises, examples, assignments, etc.) that will be evaluated by the Online Education Directorate.
- Discussion questions in the forums will be determined by teachers, following criteria of depth, rigor, and academic quality.
- The proposed topics will not consist of exercises with limited answers, but will provide students with the opportunity to defend their answers.
- The topics proposed by the professors should involve deep and critical thinking, following the Bloom's taxonomy levels appropriate for each educational level (analysis for undergraduate level, evaluation for graduate level, etc.).

These guidelines guarantee an interactive and enriching learning environment, where students can actively participate and develop fundamental academic skills. STMAIU is committed to educational excellence and continuous improvement in the student experience.

### **GUIDELINES FOR STUDENTS IN DISCUSSION FORUMS**

In the forums, both student and teacher responses should be sufficiently long and reflect collaborative learning. The guidelines to follow are presented below:

- Students should be mindful of the forum rules and the prompts provided by the teacher.
- The tone used in forum interventions should be cordial and follow the guidelines set out in the participation regulation.
- Interventions should promote both individual and collective learning. Student contributions that encourage participation, provide clarity, offer additional examples, and interact with their peers to prevent the conversation from being solely directed at the teacher are valued.

- Student interventions should be of an appropriate length, approximately around 75 words as a reference point. Naturally, the length may vary depending on different factors.

- Once the discussion topic is posted, responses are expected to be provided within a week.

- Responses should reflect students' analytical skills, following the levels of Bloom's taxonomy.

- Students are encouraged to make several interventions on each discussion topic. This contributes to a greater understanding of the questions raised and allows for a deeper understanding of the topic and the arguments defended.

- It is essential that responses reflect a university level of writing and have correct spelling.

These guidelines ensure a discussion environment in the forums that promotes collaboration, learning, and active participation of students. STMAIU is committed to providing a quality academic experience where critical thinking skills, effective communication, and academic development are fostered.

## **ON EVALUATION AND PARTICIPATION IN DISCUSSION FORUMS**

Active participation in the forums and responses to the proposed topics are of vital importance and, therefore, their evaluation is fundamental for the entire institution. The relevant aspects related to participation in the forums are highlighted below:

- Participation in the forums is a mandatory requirement to pass the course. The course will not be considered to have been passed without active participation in the forums.

- The evaluation of participation in the forums will be based on the answers provided by the students. This evaluation will have a weight of 10% in the final grade for the course.

- The institution has established a rubric containing different criteria and indicators to evaluate participation in an objective and fair manner.

- Teachers will be able to access the evaluations of participation in the grade book. It is recommended that these evaluations be constructive and aimed at improving student learning.

It is important to remember that learning is a shared responsibility and a consequence of the joint efforts of teachers and students. All members of the academic community have an active role in the learning process, and participation in the forums is a valuable way to contribute to the enrichment of the educational experience.

## GRADING SYSTEM

The following is a description of the system for evaluating academic performance at STMAIU. All grades earned are calculated in the cumulative grade point average (CGPA) and credits from each semester are included in the calculation of total credits enrolled, unless otherwise indicated.

Letter	Numeric value	GPA
A	97 – 100%	4
A-	90 - 96%	3,7
B+	87 – 89%	3,3
B	80 – 86%	3
B-	78 – 79%	2,7
C+	75 – 77%	2,3
C	70 – 74%	2
C-	67 – 69%	1,7
D+	63 – 66%	1,3
D	57 – 62%	1
F	< 57%	0
I	-	Incomplete*
TR	-	Transfer Credit**
W	-	Withdrawal**
WP	-	Withdraw Passing**

WF	0	Withdraw Failing
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\* Grade is not calculated as part of the student's CGPA, but credit hours are included in the total credits enrolled.

\*\* Grade is not calculated as part of the student's CGPA, and credit hours are included in the total credits enrolled.

### **PASSING GRADES**

For associate and degree level programs, the passing grade is C (2.0) or higher. For master's programs, the passing grade is B (3.0) or higher.

### **GRADUATION POLICY**

Undergraduate students who maintain a 2.0 GPA and complete all assignments, activities, and exams required for their program, as well as meet all financial obligations, will be eligible to graduate. To apply for graduation, students must submit the application to the University Registrar before the end of the fifth week of classes of the first semester of the program. Once all course requirements have been met, the Registrar will issue the diploma to the student.

As for graduate students, they are required to maintain a 3.0 GPA and complete all assignments, activities, and exams for the program, as well as meet financial obligations, in order to graduate. Like undergraduate students, they must submit the graduation application to the Registrar before the end of the fifth week of classes of the first semester. Once all graduation requirements have been met, the Registrar will issue the corresponding diploma.

It is important to note that if a student applies for graduation but does not meet the minimum requirements, he or she will receive a letter within ten (10) business days after the Application for Graduation has been received. This letter will provide

information about the student's progress up to that point and the graduation requirements that have not yet been met.

Before graduating, all students will be required to pay the following graduation fee:

**- FOR ALL PROGRAMS:**

**US\$400**

## **STUDENT REGISTRATION**

All students must be aware that the documentation sent to the University for student registration will be the exclusive property of the institution and will not be shared with third parties without authorization. The University, in this case, STMAIU, has the right to use the records according to its criteria and institutional needs.

In addition, it is necessary to take into account that, if a student has any outstanding financial obligation with STMAIU, his/her academic record will be blocked. Consequently, he/she will not be able to enroll or request his/her record until said financial obligation is resolved and his/her record is unblocked. This process may take approximately two (2) days. It is essential to comply with financial obligations to avoid delays in accessing academic services and procedures.

## **ISSUANCE OF RECORDS**

In the event that there is no block on the student's record, he/she will be allowed to request the issuance of his/her academic record through the corresponding form provided by the STMAIU Registrar. Once the request is received, the University will proceed to issue the record to the student.

It is important to note that there are two types of transcript requests: official and unofficial. These requests can be made either in person at the designated offices or by mail. However, it is necessary to take into account that the processing time for these requests may vary.

Generally, transcript requests, whether official or unofficial, may take approximately five (5) to ten (10) business days to be processed by STMAIU. It is advisable to take this period into account when planning any procedure or request that requires the submission of the academic record.

## **STUDENTS' RIGHT TO KNOW**

At STMAIU, we are committed to ensuring that our students have access to their academic records in accordance with applicable state and federal regulations. We comply with the Student Right to Know Act (PL 101-542), which establishes the rights of students in relation to access to their records.

Within this framework, we wish to inform our students about the policies that describe their rights in this regard. If you have any additional questions about your rights to access your academic records, we invite you to contact the Registrar. We will be happy to provide you with the information you need and assist you with any questions related to this topic.

## **AMENDMENT OF RECORDS**

If a student believes that information contained in his or her academic record is incorrect, inaccurate, or violates his or her privacy or other rights, he or she has the right to request the responsible University official to make the appropriate amendments. The University will review the request and make a decision on whether or not the amendments will be made within a reasonable time of receipt of the request.

The person responsible for maintaining the academic record has the responsibility to consult with the appropriate members of the STMAIU staff to make an appropriate determination or confirmation. In the event that the University decides to deny the student's request for amendment of the academic record, the student will be informed of the denial and notified of his or her right to request a hearing.

During the hearing, the student will be able to present his or her case and argue in favor of the amendments he or she believes are necessary to his or her academic

record. The University will review the request again and make a final decision. It is important to note that the University strives to address all student requests and concerns in a fair and timely manner, ensuring compliance with student rights and privacy.

## **HEARING PROCEDURES**

In the event that a student's request to amend his or her academic record is denied, the student has the right to appeal the decision to the Campus Director within thirty (30) days and request a hearing. The Campus Director will appoint a hearing committee composed of an administrator other than the one who denied the request and two STMAIU professors. The decision made by the hearing committee will be final, unless an appeal is filed to the University Rector's Office.

During these hearings, only issues related to the content of the corresponding STMAIU record file will be considered. For example, incorrect grade records may be addressed, but the reasons or motives behind those grades may not be discussed.

In the event that the student does not agree with the outcome of the hearing, he or she will be permitted to add a statement to his or her academic record containing comments on the information contained therein and the reasons why he or she disagrees with the University's decision not to correct or amend the record. This statement will be included with the student's academic record information.

The University is committed to ensuring a fair and transparent process for addressing student appeals and concerns related to their academic record, respecting their rights and privacy at all times.

## **STUDENT RECORD KEEPING**

The Records Department is responsible for maintaining official student academic records. These records include a variety of documents, such as applications for admission and accompanying documentation, enrollment forms for each semester, grades and credits earned in courses at the institution, as well as credits transferred

from other institutions. In addition, other relevant documents related to the student's academic progress and status are included.

The Records Department ensures the confidentiality and integrity of these records, ensuring that information is maintained accurately and securely. Academic records are a fundamental tool for monitoring and evaluating students' academic performance, as well as supporting their achievements and certifications during their educational journey at the institution.

### **ONLINE EDUCATION DELIVERY MODE**

STMAIU Virtual Campus is a customized version of the MOODLE Learning Management System (LMS).

Moodle is an open source learning management system (LMS) that is widely used in educational institutions around the world. The term "Moodle" is an acronym for "Modular Object-Oriented Dynamic Learning Environment".

Moodle provides an online platform where educators can create and manage courses, interact with students, deliver learning materials, conduct assessments, and track student progress. It enables two-way communication, online collaboration, resource sharing, and interactive activities, facilitating distance learning and teaching.

Common features of Moodle include:

1. **Course administration:** Educators can create course structures, add content such as resources and activities, set deadlines, and manage student enrolments.
2. **Communication and collaboration:** Students can participate in discussion forums, send messages and emails to peers and teachers, and collaborate on online projects.
3. **Content delivery:** Educators can upload files, links to external resources, videos, presentations, and other learning materials for students to access.
4. **Assessment and monitoring:** Online assessments such as quizzes and assignments can be conducted, and grades can be recorded and student progress tracked.



5. Customization: Moodle allows educators to customize the design and structure of their courses, tailoring them to their needs and preferences.

6. Integration of external tools: Other external tools and services, such as video conferencing systems or resource repositories, can be integrated to extend the functionality of Moodle.

Being an open source platform, Moodle is highly customizable and can be tailored to the specific needs of each institution or educator. Its flexibility, active user community, and wide range of features make it a popular choice for creating virtual learning environments.

At STMAIU Virtual Campus, the student will find the following:

1.- **Virtual classrooms:** For each active subject, the student will have the following options:

- Attend live classes: This modality is similar to face-to-face teaching in the classroom. The student will be able to see the teacher and encourage interaction with both the teacher and other students.

- Participate in classes dedicated to resolving doubts: These online and live sessions are designed so that the student can ask questions about the subject material through the chat.

- Access to pre-recorded classes: All classes are saved on the platform so that the student can view them at any time and as many times as needed.

- Master classes: Each subject includes additional classes on topics of interest to expand training. These classes are taught by relevant experts in different areas.

From the STMAIU virtual classrooms, the student will have access to:

- A wide variety of pedagogical resources for preparing assignments. The material is organized in a progressive manner, from key ideas to recommended supplementary materials to develop in-depth knowledge and help the student achieve their individual goals.

- Management of course activities: the student will be able to upload and consult the grades obtained in continuous assessment activities.

2.- **Calendar:** The calendar provides an overview of all events, deliveries and assignments, which encourages the organization and optimization of the learning process. The student will be able to see the dates and times of live classes, assignments and exams.

3.- **Communications:** These tools allow the student to be in daily contact with teachers and classmates.

- Personal email
- Discussion forums: to share information and resolve doubts.
- Notices

4.- **Resources:** Includes the virtual library and the Registrar's office, where the student will be able to carry out necessary procedures online. You can access the virtual library through the following link: <https://www.lirn.net/>

#### Support Services:

• **Student Orientation:** Orientation will be provided through the platform to inform you about using the online program. The student will also receive information about the different services offered by STMAIU. You will be able to communicate with the administrative staff to ask questions and resolve doubts.

• **Distribution of Materials:** You will be informed about the technical aspects of online learning, such as hardware and software requirements, through a computer skills test at the beginning of the course.

• **Evaluations of Student Work:** Tests will be administered through the platform and projects will be submitted online.

• **Responses to Questions and Comments:** Professors will respond to your questions and comments within a maximum of 24 hours.

• **Attendance and Record Keeping:** Connection hours are monitored through the platform.

• **Record Keeping:** Records are available at the University and you can request a copy by mail or email.

**Technical Support:** If you need technical assistance with using the platform, technical support is available 24/7. You can contact them via email or through a phone line that you will find on the institution's login page.

## STUDENT IDENTITY VERIFICATION POLICY

In order to verify the identity of the student, STMAIU collects identity or passport data during the admission process and keeps it on file as part of the application. You will be assigned a unique identity number, along with a username and password, which you will use to access the virtual platform and which you must keep confidential. This information is used solely for identity verification purposes and is subject to the terms of STMAIU's privacy policy.

## HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:

To access the virtual campus, you will only need a personal password. Navigating the virtual campus is easy and does not require software installation or advanced computer skills. For optimal performance, it is recommended that you access Moodle from a computer that supports the most current browser features, is less than 5 years old, and has at least 1 GB of memory.

Operating System	Internet Speed
Moodle only requires an operating system compatible with the most current browsers. The computer's operating system must be kept up to date with the latest recommended security updates and upgrades.	Along with compatibility standards, Moodle was designed to adapt to low-bandwidth environments. An Internet connection with a minimum speed of 512kbps is recommended.

**Screen Readers:**

Macintosh: VoiceOver (latest version for Safari)

PC: JAWS (latest version for Firefox)

PC: NVDA (latest version for Firefox)

Please note that screen readers are not supported in Moodle via Chrome.

**Mobile Devices:**

The Moodle interface is optimized for desktop screens, therefore the experience may be less optimal on small devices such as mobile phones. For the best experience, we recommend downloading the Moodle mobile app. The Moodle mobile app requires Android 6.0 or later and iOS 13.0 or later.

**Mobile Browsers:**

You can visit the Apple Store or Play Store to download a mobile browser. The following browsers are supported on mobile devices:

**iOS:**

Safari (default browser with limited Moodle support)

Chrome

**Android:**

Chrome (default browser with limited Moodle support)

Internet

Firefox

## PROGRAMS

STMAIU and its faculty have paid special attention to developing academic programs and curricula consistent with the appropriate criteria and standards for each field of study. These academic programs and curricula are designed with a level of difficulty appropriate to the corresponding degree level.

At STMAIU, we focus on meeting the needs of our students. Our institution attracts highly qualified and academically competent students, who are motivated to become contributing members of society. We are aware of the demands of business and the professional community, and we strive to produce graduates with the skills and competencies required in today's work environment.

Each study program offers an appropriate sequence of subjects leading to the degree. A detailed description of the curriculum for each of these programs is provided below.

It is important to note that all programs taught on campus are in English. Online programs are offered in both English and Spanish. However, taking a course or program in a language other than English may reduce employment opportunities in places where English proficiency is required.

## STMAIU PROGRAM INFORMATION

### ACADEMIC INFORMATION: CONTINUING EDUCATION COURSES

#### STUDY PLANS – EXTENSION COURSES

##### Sacred Christian Art Course From Early Christianity to the 21st Century

This course includes 8 sessions that will be distributed over 8 weeks in synchronous mode through the platform provided by the University. Each of the sessions has a duration of 2 chronological hours, totaling 16 hours. The sessions will be recorded, which will allow them to be addressed and consulted throughout the course.

Aimed at those professionals or the general public who wish to learn to appreciate comparative religions from the prism of their artistic and cultural manifestations. This course is based on sacred art, which reveals the image of divine Nature imprinted on that which is created, permeating visible objects corresponding to symbols of God. In this sense, this course is embodied in a journey to the Christian temple which will allow us to associate it with universal symbolism within the time space of the late Middle Ages to the 21st century. With this, the course pursues as its central objective, among other actions, to reflect on the value and relevance of reviewing the situation of the sacred content of contemporary religious art, generating sacred knowledge in the participants.

#### **Themes:**

##### **Week 1.**

Christian sacred art and fundamental concepts

##### **Week 2.**

The symbolism of the Christian temple

##### **Week 3.**

Evolution of the Christian temple

##### **Week 4.**

The cathedral: architectural, liturgical and symbolic vision i.

**Week 5.**

The cathedral: architectural, liturgical and symbolic vision ii.

**Week 6.**

Symptoms of the twilight of sacred art in the West

**Week 7.**

Churches in modern times: from the Renaissance to Romanticism

**Week 8.**

Churches in contemporary times: The temple in the 20th and 21st Centuries.

## Hispano-American Funerary Heritage: Multiple Perspectives

The course includes four areas of work from which funerary heritage can be studied. These are a summary of many other areas in which this cultural heritage is developed. In this course we have decided to take a look at cemeteries from the perspective of architecture and its most immediate problems. In the same way we can learn about funerary art when we stop to study the representations of death in the viceregal sphere, visiting and recognizing crypts of convents, churches and cloisters. We also recognize the vital importance of making a detailed record of those mortuary spaces, and being able to record through technical, artistic, social, etc. surveys, all the aspects that revolve around these spaces. Later, these records can and should be published to be available to researchers and the general public. It is for this reason that we give space to a chapter that illustrates us on the way of making publications. Finally, we have decided to show the possibilities that tourism offers for the enhancement of different cemetery spaces around the world. This course is aimed at: the general public and the public linked to the study and work in funeral spaces.

### **Themes:**

#### **Week 1.**

Art and Heritage Module: Representations of Death in the Andean Viceroyalty.

#### **Week 2.**

Communication Module: How to Manage a Collaborative Publication for the Survey of Our Heritage.

#### **Week 3.**

Tourism: Cemeteries as Tourist-Cultural Alternatives.

#### **Week 4.**

Architecture: The Main Threats and Deteriorations of Funerary Architecture.



## History of Religious Art I

This course aims to investigate the origins of religion, from its ancestor, the magical world, to advance to religiosity to crystallize in the religions that were structured in the ancient world (Paleolithic, Neolithic, Egypt, Sumer, Greece and Rome), moving from a magical paradigm to a mythical paradigm. Studying these subjects allows us to understand the central importance that religions have in the social life of the first cultures and civilizations and man as homo religious. Then we will study the two monotheistic traditions - in addition to Christianity - such as Judaism and Islam from the perspective of their buildings for worship and their art when there is any. It will be of capital importance to highlight the sense of aniconic art (without images) that characterizes these religions to contrast them with Christianity and other iconic traditions (which make images)

### **Themes:**

#### **Week 1.**

Sacred art and fundamental concepts.

#### **Week 2.**

From magic to religiosity.

#### **Week 3.**

The first temples of the Neolithic.

#### **Week 4.**

Religions in agricultural empires.

#### **Week 5.**

Echoes of the sacred mountain.

#### **Week 6.**

Religion and mythology in the classical world.

#### **Week 7.**

Religion and Jewish worship.

## **Week 8.**

Principles and methods of Islamic art.

### Creative Writing Course: Narration as a Spiritual Practice

It could be said, roughly speaking, that creativity is what differentiates us today from artificial intelligence. One could ask the GPT Chat to resolve a legal case based on the jurisprudence of a certain country and it would do so with practically no margin of error. However, the world evolves and what is not a problem today could be a problem tomorrow or what does not exist today could exist tomorrow. This brings with it the possibility of new conflicts arising for which there is still no answer. Only our creativity can resolve them.

#### **Themes:**

##### **Week 1.**

Literature as a game

##### **Week 2.**

Literary creation, Part A

##### **Week 3.**

Literary creation, Part B

##### **Week 4.**

Strategies

## Spiritual and Anthropological Foundation of an Environmental Ethics

This course has a duration of 4 sessions distributed over 4 weeks in e-learning mode. The sessions will be recorded, which will allow them to be addressed and consulted throughout the course. Aimed at professionals from various disciplines but interested in deepening both ethical and spiritual aspects that are intertwined with environmental ethics, this diploma course leads to the objective of training professionals capable of reflecting on both religious, philosophical and ethical aspects with our environment, considering man as a part and fundamental piece of nature and its creation. With this, it is intended to outline the substantive and solid link that man has with all of God's creatures in which any influence on any of them impacts on them.

### **Themes:**

#### **Week 1.**

Religion and present-day nature.

#### **Week 2.**

The modern conception of present-day nature.

#### **Week 3.**

Present-day philosophical anthropology.

#### **Week 4.**

Challenges and proposals for an environmental ethic.

## Rock, Poetry and the Search for the Sacred

This course includes 4 sessions that will be distributed over 4 weeks in e-learning mode. The sessions will be recorded, which will allow them to be addressed and consulted throughout the course through forums and debates implemented by the teacher in charge of this course. The dates and times of the various sessions will be communicated and recorded on the University's extension courses platform. Rock, in addition to being one of the most important manifestations of contemporary music, is a phenomenon that goes beyond the purely musical to become the spokesperson for the dreams and desires of several generations, especially in the transition towards the permanent search for that which is considered sacred. This course seeks to explore, from the lyrical analysis of some of the most representative bands and soloists of the genre, the contribution that rock has made from a literary point of view, in dialogue with the great universal literature, and whose culmination and recognition was marked by the Nobel Prize to Bob Dylan in 2016. Additionally, from the literary dimension of rock, the presence of a transcendent dimension expressed as a search for the sacred, linked to various spiritual traditions from both the East and the West, will be investigated. Such configurations between the expression of the musical, the expression of the poetic and the expression of the search for the sacred constitute the fundamental pillars of this course. It should be noted that this formative transition includes the analysis of songs and poetic productions that intertwine the desires and dreams of generations with that which is sacred.

### **Themes:**

#### **Week 1.**

Origins of Rock & Its Characteristics.

#### **Week 2.**

George Harrison & Religious sense in The Beatles.

#### **Week 3.**

An American Prayer, Poetry & Music.

#### **Week 4.**

Poetic and Musical Influence of Bob Dylan in the Search for the Sacred.

## ACADEMIC INFORMATION: DOCTORAL PROGRAMS

### STUDY PLANS – DOCTORATES

Summus Philosophy Doctor in Christian Virtual Education.(PhD.)

Summus Doctor in Christian Virtual Education (PhD.)

The Doctorate in Christian Virtual Education is designed for professionals who have a Master's degree in Education or similar, and want to seek more opportunities for professional advancement, including management, research and consulting positions in private and public organizations and educational institutions, both secular and religious.

Among the strengths of the program are the approach to different innovative educational areas such as:

1. Personalized learning.
2. Gamification.
3. Artificial intelligence.
4. Virtual and augmented reality.
5. Collaborative learning.

The above contents for the master program, aligned with specific lines of research, will train top-level educational researchers with a Christian approach

These lines are the following:

- A. Virtual education, teaching and contemporary educational paradigms.
- B. Theology of education and virtual education.
- C. Culture, education and ethics.

## STMAIU PROFESSORS

PROFESSOR HERNÁN MUSALZKY

Director of the Summus Philosophy Doctorate

PROFESSOR SEBASTIAN BUZETA UNDURRAGA

Director of the Summus Philosophy Doctorate

PROFESSOR PAULA ANDREA PARADA

Director of the Funerary Heritage Program

Faculty of Communication and Culture

PROFESSOR GUILLERMO PÉREZ A.

Master in Environmental Education Faculty of Natural and Territorial Sciences

PROFESSOR CRISTIAN LEÓN G.

Architect and Doctor in Art History

Faculty of Communication and Culture

PROFESSOR ÁNGELES OBARRIO

Master's Degree Faculty of Law, Religion and Philosophy

PROFESSOR ANDRÉS GALLARDO GÓMEZ

Master's Degree and Doctor in Philosophy

Faculty of Natural and Territorial Sciences

PROFESSOR LUIS HERRERA ORELLANA

Lawyer and Specialist in Law

Faculty of Law, Religion and Philosophy

PROFESSOR MAYERLIN MATHEUS

Lawyer and Specialist in Law

Faculty of Law, Religion and Philosophy

PROFESSOR ARMANDO ROA VIAL

Lawyer, Poet, Translator, Essayist and Narrator

Faculty of Economics and Administration