

# Herbert Fletcher University Catalogue

2018- 2022



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# Index

I. Administrative contacts	
A. Institutional Staff .....	1
B. Contact Information.....	2
II. Welcome to Herbert Fletcher University.....	3
III. Who are we.....	4
IV. Purpose of this Catalogue.....	5
V. Philosophy, Mission, Vision and Values.....	6
A. Goals and Objectives.....	7
B. Non- Discrimination Policy.....	8
VI. Services Offered to Students.....	10
A. Economic Assistance	
B. Virtual Library	
C. Orientation.....	11
D. Records Office	
i. Transcript of credits	
ii. Certificates	
E. Student's Handbook	
F. Privacy Rights	
VII. Financial Information.....	13
A. Herbert Fletcher Fiscal Policy .....	14
i. Forms or methods of payments	
ii. Programs cost	
iii. Student's responsibility.....	15
iv. Refunds Policy.....	16
v. Regulations and financial procedures.....	17
vi. Changes in charges fee	
VIII. Academic Programs .....	19
A. Master of Arts in Instructional Design Online.....	20
i. Program summary	
ii. Purpose	
iii. Objectives.....	21
iv. Progress Standards.....	22
v. Time limit for degree Completion	
vi. Time limit for course completion	

vii. Grading Systems.....	23
viii. Graduation requirements	
ix. Graduate Profile .....	24
x. Academic Honesty.....	25
xi. Property of Documents	
xii.Cancelation of Registration	
xiii.Academic Counseling	
xiv.Graduation Application	
xv. Curriculum .....	27
xvi. Course Description	
B. Master of Arts in Church administration and Leadership.....	31
i.Program summary	
ii.Purpose	
iiiProgress Standards.....	32
iv.Time limit for degree Completion	
v.Time limit for course completion	
vi.Grading Systems.....	33
vii.Graduation requirements	
viii.Academic Honesty.....	34
ix.Documents property .....	35
x.Cancelation of Registration	
xi.Academic counseling	
xii.Graduation application	
xiii. Curriculum	
xiv. Course Description.....	36
IX. General Regulations .....	40
A. Admission Process .....	41
i.Steps to follow	
ii.Admissions fee.....	42
iii.Complete or conditional admission	
iv.Registration of courses	
X. General Norms.....	44
XI. Admission Requirements.....	47
A. Master of arts in Online Instructional Design.....	48
B. Master of arts in Church administration and Leadership .....	52
XII. Duties and Reciprocal Rights of the Institution and Students.....	55
A. Reciprocal Rights and Duties .....	56
B. Rights and Duties of the institution with students	
C. Rights and Duties of the students to the institution.....	57



D. Duties of Students .....	58
E. Sanctions to Students.....	59
F. Rights and Duties of the faculty with the students.....	61
G. Plan to facilitate the access of students with impediments to installations and institutional activities	
XIII. Regulations and expectations in the courses.....	62
A. Participation on the virtual Forum	
B. Participation on the courses and assignments.....	63
C. Academic Honesty.....	64
D. Additional Important Ideas	
IX. Credit convalidation and transfer Policy.....	66
A. Purpose.....	67
B. Definition of Terms	
C. Norms	
D. Expiration.....	68
X. Satisfactory academic progress policy .....	69
A. Introduction	
B. Purpose	
C. Pertinent Definitions .....	70
D. Elements of the Academic progress Policy	
E. Corrective actions in the satisfactory academic progress policy.....	71
F. Appeal Procedures	
XI. Policy to attend students and graduates ‘complaints and grievance.....	72
A.Unfair qualification .....	73
B.Violation of any Institution policy or any right of the student	
C.Definitions	
XII. Institutional intellectual property and copyright policy.....	75
XIII. Library services.....	78
XIV. Protection measures for active students by the armed forces of the united states and the national guard of Puer- to Rico policy.....	79
A. Purpose.....	80
B.Legal base	
C. Definition of terms	
D.General Dispositions	
E. Procedures .....	81
F. Admissions and Records Office	
G. Finance Office	
XV. Electronic mail policy .....	82

A. Purpose	
B. Reach	
C. Politics	
D. Review of the electronic mail policy.....	82
XVI. Policy of use and disclosure of the social security number.....	84
A. Graduation requirements .....	85
B. Requirements for Electronic Data	
XVII. Graduation Process .....	86
A. Graduation Requirements	
B. Graduation Application	
XVIII. Administration and Personnel .....	87
XIV. Institutional Organization Chart .....	89



# ADMINISTRATIVE CONTACTS

## **Contacts by Office:**

### ***President's Office***

*(Dr. David Siguelnitzky)*

*President@HFUniversity.org*

### ***Admissions and Records Office***

*(Mrs. Sherleen Enid Oyarzabal Guash )*

*Admissions@hfuniversity.org*

*Records@hfuniversity.org*

### ***Academic Administration Office***

*(Prof. Carlos Antonio Robles Carrero)*

*Academic@HFUniversity.org*

### ***Finances Office***

*(Mrs. Evelyn Troche Toro)*

*Finances@hfuniversity.org*

### ***Technical Support Office***

*(Mr. Orlando Acevedo Acevedo )*

*Support@HFUniversity.org*

### ***Adventist Virtual Library***

*(Prof. Raúl Cervantes)*

*Library@HFUniversity.org*

**Curriculum Office**

*(Dr. Miriam Hernández Pérez )*

*Curriculum@HFUniversity.org*

**Student Services Office**

*(Mrs. Jissenia Rodríguez Ruiz)*

*Stundetserv@HFUniversity.org*

**General Information**

*Info@HFUniversity.org*

**Contact Information:**

**Postal Address:**

*PO Box 3269*

*Mayagüez, Puerto Rico 00681*

**Physical Address:**

*Carr. #2 Km. 158.2*

*#744 Ave. Hostos*

*Bo. Guanajibo*

*Mayagüez, Puerto Rico 00680*

**Telephone/WhatsApp:**

*Main: +1 (305) 712-3732*

*Academic Office : +1 (305) – 712-5913*

*Student Services Office : +1 (305)-712-3815*



# Welcome to Herbert Fletcher University



Herbert Fletcher University (HFU) is the only university in the entire educational system of the Inter-American Division and around the world of the Seventh-day Adventist Church that is fully online.

Given the need to motivate brilliant, creative, and capable people to pursue their education, HFU offers an intellectually challenging environment. We are confident that the formula for an outstanding educational institution is to have excellent students, excellent teachers and support staff, and excellent services. I am confident you will find all this in HFU.

Our virtual campus presents a wide range of experiences, cultures and opportunities. We will continue our efforts to make HFU's educational programs more relevant and meaningful than ever before.

By visiting our website, you will see that the teaching and learning modality of HFU is different from other Christian institutions. Our vision as an Adventist institution is to reinforce Christian values and develop leaders and professionals that positively have an impact on our society. If the values of HFU stir your interest, I invite you to be part of our community. You are always welcome at HFU.

David Siguelnitzky, President  
Herbert Fletcher University





# HFU

[www.HFUUniversity.org](http://www.HFUUniversity.org)

## Who are we

Herbert Fletcher University (HFU) is an institution of the Inter-American Division (IAD) of the Seventh-day Adventist Church (SDA).

HFU was established to provide educational solutions based on the philosophical principles and values of the SDA's educational system. For this reason, HFU began its educational activities facing the challenge of providing mechanisms, strategies, and innovative tools adapted to the new paradigm of virtual teaching, but without the limitations of a schedule or classroom.

### Faculty:

HFU has professionals who, for the most part, come from different parts of the world. Places like England, Argentina, Trinidad, United States of North America, Dominican Republic, Belize, Netherlands, Puerto Rico, Spain, among others. Our faculty is highly trained and specialized in their respective areas.

### Students:

At HFU we are proud to report that our students come from different parts of the world, but mostly from Inter-America. We receive requests from students whose principles and interests are in harmony with the ideals and objectives of HFU. Religious affiliation, race, age, gender, physical disability and / or nationality does not constitute admission criteria.

### Licenses and Accreditations:

HFU is an educational institution authorized by the Council of Education of Puerto Rico under certification number 2016-027.



HFU  
[www.HFUniversity.org](http://www.HFUniversity.org)

## The purpose of this catalogue

This catalog's main purpose is to provide the necessary information on Guidelines, Policies, Services and Regulations, as well as those procedures that affect our students. If a student needs specific information on any additional topic addressed in this catalog, feel free to request it directly from HFU by emailing [Info@HFUniversity.org](mailto:Info@HFUniversity.org). This catalog is valid from July 2018.





# Philosophy, Mission, Vision, and Values



## **OUR PHILOSOPHY FOR ONLINE TEACHING**

To study in harmony with the educational philosophy of the Seventh-day Adventist Church (IASD), without being subject to a classroom or set times, if not at the time that best suits the student and the facilitator.

### **MISSION**

Herbert Fletcher University offers higher education programs, using the Adventist educational philosophy, in its virtual environment to encourage the integral development of responsible and committed professionals in the service of God and humanity.

### **VISION**

Herbert Fletcher University aspires to be recognized as one of the best virtual university of higher education at an international level. Distinguished by its academic excellence, Christian values, and leadership, in the formation of professionals that impact society in a positive way, according to the principles of the Seventh-day Adventist Church.

### **VALUES**

Commitment, Excellence, Global Responsibility, Integrity, Transformation

## **GOALS AND OBJECTIVES**

### **GOAL 1 - Knowledge of God**

Promote an environment that fosters personal knowledge with God as Creator, Sustainer, and Savior in the professional and academic environment.

#### **Objective:**

Increase commitment to online education, as an evolutionary process to foster a personal relationship with Christ, following the moral and spiritual principles for the development of a character like that of Christ.

### **GOAL 2 - Teaching-Learning**

To promote a comprehensive education that allows the student to fully develop his mental, physical, social, and spiritual faculties according to the educational philosophy of the Seventh-day Adventist Church.

#### **Objectives:**

Develop the capacity to examine, understand, and exercise values that form the moral conscience of the human being in all its dimensions, through online instruction.

Develop information skills and use of technology.

Promote collaborative attitudes and the development of skills for teamwork online.

Provide students with an education through the virtual methodology that can serve Adventist Church organizations and that are committed to the welfare of humanity.

Support the development of moral conscience in students based on Christian values, which translates into a social commitment based on justice, brotherhood, and peace.

Promote the awareness and attitudes necessary to eliminate all types of discrimination that harm our society.

Encourage critical analysis of social reality and the solution of problems for the transformation for the benefit of the human being.

Be an agent of social change.

### **GOAL 3 - Finance and infrastructure**

Maintain and improve financial stability through the responsible use of all available resources for the achievement of institutional goals.

#### **Objectives:**

Efficiently manage all available resources to sustain and maintain financial stability.

Provide adequate working conditions, care and maintain the existing facilities, and make good use of technological resources obtained to promote online learning.

Protect all our available resources through a sustainability policy.

### **GOAL 4 - Administration and human resources**

Ensure that greater institutional effectiveness is achieved through a sound administration propitiating an adequate environment.





**Objectives:**

To carry out effective and viable planning for greater educational effectiveness.

Make systematic evaluations that will improve the educational process.

Develop innovative and cost-effective strategies to achieve an increase in enrollment, retention and graduation rates.

Creation of a committee to find the adequate and reliable way to raise funds, to help the Institution grow.

**GOAL 6 - Student Services**

Offer quality services to the student so that they can achieve their personal and professional goals so that they render full service to humanity and the church.

**Objectives:**

To facilitate online education that is safe, easy, attractive and reliable; and at the same time serve them in their physical, mental, emotional and spiritual development.

Cultivate a healthy communication and socialization having as a catalyzing agent the moral and Christian values.

Offer a multicultural education that can develop Christian leaders willing to serve as a model for this changing and challenging society.

**NON-DISCRIMINATION POLICY**

As a responsible Institution that responds to the call of God and the benefit of the community, Herbert Fletcher University officially proclaims the practice of the following equality policies:

1. HFU is committed to providing equal opportunities for education and employment for all men and women, without discrimination. It is for this reason that HFU decisively prohibits discrimination in employment or education for reasons of race, color, gender, age, ethnic origin, or social status, marital status, religious beliefs, political or physical disability.
2. Compensation and benefits are administered without distinction of race, color, ethnic origin, country of origin, marital status, social status, religion, politics, disability or gender, age, except where age is an occupational qualification in good faith.
3. Decisions for the promotion of employees are based on the qualifications of the individuals, related to the requirements of the position for which they are being considered.
4. Because an individual's personal life and professional identity are inseparable, all HFU employees are expected to abide by the standards of conduct, in harmony with SDA church norms and practices.





# HFU

[www.HFUUniversity.org](http://www.HFUUniversity.org)

## Services Offered to Students



### **Economic assistance**

The Finance Office provides guidance and material for those who need financial aid. HFU offers financial assistance for people with limited resources who meet the specific requirements of the program.

### **Adventist Virtual Library**

Our Adventist Virtual Library (AVL) is accessible 24 hours a day, seven days a week since all books and databases can be accessed via the Internet. The AVL contains databases of ebooks, research papers, and journals that are extremely important for our Institution. Through these databases, students have access to more than 800,000 articles, 16,000 journals, 90,000 books, encyclopedias, dictionaries, among others from companies like EBSCO, Britannica, Oceano, ProQuest, and SpringerLink among others. If you have questions or need guidance, contact our librarian who will gladly answer any questions or doubts that students may have.



### **Orientation**

The Guidance and Counseling Office was established with the purpose of helping students. Students receive guidance regarding available services of a social, financial, professional, and personal nature. In addition, student requests are processed in accordance with the ADA Law.

### **Registration office**

Its main function is the custody of students' academic records and to ensure compliance with federal laws and the academic and administrative regulations that govern the institution. The services offered are:

### **Transcript of credits:**

- Officers
- Copy of Students

### **Certifications:**

- Study
- Graduation
- Total and partial withdraw (according to the deadline established in the academic calendar).
- Removal of incomplete and/or grade changes
- Program Changes
- Permit for taking courses in other Institutions
- Record Revision
- Academic Progress
- Change of address

### **Student's Handbook**

Any student who desires to be accepted by HFU must follow the rules of conduct established in the Student Handbook. This handbook includes regulations on the required assistance, behavior, and standards applicable to students of the online methodology. The Handbook is available to all students, as it is located on the learning platform and the institution's website.

### **Privacy Rights**

HFU is committed to complying with the Buckley Amendment of the FERPA Act (Family Educational Rights and Privacy Act 1972, as amended). This Act must be adhered to by all public and private educational agencies and institutions, which receive federal funds from the Federal Office of Education, or whose students receive such funds to cover their study expenses. Students will have the right to the privacy of their educational records, access to their educational records, question the content of their files, be informed of the staff working inside and outside the institution and have access to their records, that the institution keep him informed of his rights and appeal to the Federal Government if the Institution violates the Law.



# FINANCIAL INFORMATION





## HFU FISCAL POLICY

### I. FORMS OR METHODS OF PAYMENT

1. PayPal
2. Wire Transfer (Additional charge per transfer depending on the country)
  - a. Bank Name: Oriental Bank and Trust
  - b. Bank Address: Professional Office Park V  
997 San Roberto  
San Juan, PR. 00926
  - c. Account number : 3096614284
  - d. ABA: 221571415
  - e. Beneficiary: Herbert Fletcher University
  - f. Beneficiary Address : P.O. Box 3269  
Mayagüez, P.R. 00681
3. Check o Money Order (only from USA or its territories) on behalf of:

Herbert Fletcher University  
Office of Financial Affairs  
P.O. Box 3269  
Mayagüez, P.R. 00681

### II. PROGRAMS COSTS

1. Master’s Degree - \$7,702.02
2. Cost breakdown:

Item	Cost	Details
Registration	USD \$168.3	Paid at the beginning of each session
Credits	USD \$143.31	Cost for one (1) credit

3. Estimated cost per academic session:

Item	Cost
Registration	USD \$168.3
Credit (\$143.31 x 6)	USD \$859.86
Estimated total	USD \$1,028.16





#### 4. Additional Program Costs :

Item	Cost
Late registration	15% of the established value of the payment
Withdraw	USD \$100
Course repetition	USD \$598.23
Readmission	USD \$35

The Institution reserves the right to increase costs when the Executive Committee for Financial Affairs deems it necessary.

#### 5. Special fees:

Admission fee	USD \$50
Graduation fee	USD \$250

The graduation fee covers the diploma, graduation gown, shipment and administrative expenses. This amount will be charged to the student's account.

#### 6. Deposits

To begin an academic session, every student must pay their tuition in full. View payments session to review all the payment methods available.

### III. STUDENTS RESPONSIBILITY

1. HFU will inform its established norms or statutes using any of the following communication channels: Web page, Virtual Campus, Catalog, Student Handbook or email address. Once published in one or more of the above mentioned, HFU will assume that the information provided will be public knowledge.
2. The student is responsible for staying informed about the payment rules and financial aspects published by HFU.
3. The institution will send a quarterly statement of account for the credits taken, other charges, and payments applied. Any student found with an outstanding balance will not be enrolled. Final exams, grades, diplomas, togas, or transcripts will not be given to students who have a debt with the institution.
4. The final term to check the outstanding debt payment is the first day of classes of the academic session in question. The mentioned payment evidence must be digitized and sent via email directly to [Finances@HFUniversity.org](mailto:Finances@HFUniversity.org).
5. If a student fails to achieve the academic objectives in a given course (grade of C + or less) or has requested the academic withdrawal of the same, the course must be repeated and pay the corresponding registration charges, according to the updated price list of HFU, at the time this occurs.





6. In the event that a student or institution does not fulfill the commitment to pay on or before the date published by HFU, there will be an additional charge for tardiness, which is 15% of the established payment value (which will grant the student the benefit of being able to continue studying up to ten working days after the date initially established by the institution for payment of tuition.). HFU considers late payment from the second day of classes and up to the tenth day of classes of the academic session (last day for registration and late payment), it being understood that courses in HFU begin on Monday morning and end on Friday at 11:59 p.m. (according to ET schedule).
7. HFU is not responsible for financial agreements established between students and any sponsoring institution.
8. In case a sponsoring institution does not comply with the established payments, the student is responsible for making the appropriate financial arrangements.
9. HFU reserves the right to update fees.

#### IV. REFUND POLICY

1. The student should consult the academic calendar to see what percentage of refund that applies. The Academic Calendar specifies registration and enrollment deadlines, reimbursements, withdrawal / entry fees, and what grades are assigned when you decide to unsubscribe. The refund policy will be according to the following table.

Session	Refund	Charges*
1st week	100%	0
2nd week	80%	20%
3rd week	60%	40%
4th week	40%	60%
5th week	20%	80%
6th week on	0%	100%

\* If the student studies without paying for an exception that the institution has done, you will be charged according to the percentage the week down occurs.

2. Withdraw

Refunds will be made once the student has submitted the withdrawal form, with the required signatures, to the Registration Office for processing.

The charges for admission, registration and other additional charges are not refundable.

#### V. FINANCIAL REGULATIONS AND PROCEDURES

1. If payment is not met, the student will be administratively suspended and will be responsible for the debt they have. If not paid, the account will be passed to a collection agency (fees and costs for this concept will be paid by the student and/or legal guardian).
2. If the student has a credit, the corresponding refund will be made.



## VI. FINANCIAL AID ( SCHOLARSHIPS)

Clasificación	%
Member of the Seventh Day Adventist Church (SDA)	8%
Grade Point Average (GPA) (3.25 or higher).	7%
Grade Point Average (GPA) (2.90 - 3.24).	4%
Resides within the Inter-American Division (IAD)	10%
Works for the SDA church (within the IAD).	8%
Works for the SDA church (within the IAD).	5%
Brought a friend to register for a program.	4%
Computer skills (e.g. took a course on Introduction to computer or similar within the last 3 years)	5%
Work experience (within the specific chosen program in the last 1-4 years).	5%
Work experience (within the specific chosen program 5 years or more).	7%
Additional certificates or diplomas (Minimum of 30 hours of attendance each. Up to a maximum of 8%)	2%
Academic degrees (University level). Related to the program chosen.	Sí=7% No=3%
Discount for paying in advance the registration: first day of registration, only for the registration.	30%

**Note:** To evaluate and grant the proposed Scholarships, the Finance Office requires documentation that proves the statements and will communicate the final decision via email directly to the applicant.

**Important:** Copy of document (card or passport) will be necessary when applying the discounts offered by HFU.

## VII. CHANGES IN CHARGES AND FEES:

The University reserves the right to review charges and fees provided that:

1. There is an increase in Educational and General Expenses and/or Mandatory Transfers.
2. The budget projections indicate a possible increase in these expenses.
3. After a careful analysis of any special situation, the administration of the University understands that the changes in charges and fees are reasonable and justified.



# ACADEMIC PROGRAMS







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# Master of Arts in Online Instructional Design

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## SUMMARY OF COURSE

The Online Instructional Design program (OID) has been developed for educators who have the passion for embracing the new paradigm of instruction, that is, online instruction. One of the significant changes that have occurred since the year 2000 is the proliferation of online programs, mainly in higher education institutions. In many Western countries, most colleges and universities are offering some online instruction. Today some universities are running solely online.



Online instruction has expanded even to elementary schools. Instead of the traditional distance education that relied heavily on paper-and-pencil communications and the post office, millions of students today are taking classes online, from the comfort of their home, office, or internet café. Because of the need to deliver instruction online, more and more people are finding themselves in charge of guiding the design process and design team as institutions transition between face-to-face to online instruction delivery.

Unfortunately, few people have been adequately prepared to lead such a process. Using common sense from the face-to-face instructional design experience does not help much in the transition process, because the face-to-face instruction is different from online education.

## PURPOSE

Whenever “traditional” (that is, mortar-and-brick) educational institutions, or brand-new ones, would like to launch online instruction programs, one of the most important experts they need is the online instructional designer, who has the required knowledge and experience. Unfortunately, not many online instructional designers are accessible to the thousands of institutions that would like to join online instructional delivery approaches. In the end, due to the pressure imposed by the 21st-century reality, several institutions have had to design their online instruction; based solely on either misconception of what online instruction is thought to be or based solely on their understanding of face-to-face instruction. For instance, it is



easy to find professors' copying their face-to-face instruction files from their computer and pasting them on a website or online courseware, then call it online instruction.

Online instructional delivery is different from face-to-face teaching, and so is online instructional design. In a traditional environment, the teacher has the advantage of meeting the students face-to-face and can provide more instructions as they become available or as the need arises. Therefore, unlike designing instruction for face-to-face delivery, designing courses for online learning settings is a serious endeavor before the course begins. The online instructional design is supposed to be entirely done before the class starts. Communication between students and teachers is different. It is an erroneous assumption to think that online instruction is to be a "copy-and-paste" of face-to-face instruction. This is one of the reasons why one can often hear people say that online instruction is more relaxed, less rigorous, disorganized, or less valid. In this case, the problem is not with online instruction, but instead with the instructional design.

## **OBJECTIVES:**

The Online Instructional Design program prepares people for the knowledge and skills needed to be an online instructional designer or online instructional design leader. Thus, the program pursues five major goals:

1. Trains educators in the rationale behind the online instructional design by providing sound, Christian-based background knowledge in the theories and instructional design for online learning.
2. Equips educators with practical approaches and strategies needed to design, develop, implement, and manage online instruction.
3. Develops the leadership skills required to manage online instructional design team projects.
4. Provides educators with the different choices of current instructional technologies and fundamental technology skills needed to design online instruction.
5. Provides tools to research the field of online instructional design.

## **PROGRESS STANDARDS:**

To remain in good academic standing, candidates for the MOID degree must maintain the following standards:

1. The cumulative GPA must be at least 3.0 calculated using all graduate work taken at HFU. The director for Academic Administration must approve exceptions to this standard.
2. A student whose cumulative GPA drops below 3.0 will be placed on academic probation. The student must work with the Academic Administration Officer to develop a schedule of courses that ensure the GPA will rise above the required 3.0 promptly. Any student who does not meet such a plan is not allowed to continue except by the recommendation of the Office of Academic Administration.





3. Students who accumulate more than six credit hours with grades below C typically are not allowed to continue. The Office of Academic Administration must approve exceptions.
4. Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.

### **TIME LIMIT FOR DEGREE COMPLETION:**

All credit applied to the degree must be earned within a four-year period to ensure that a degree when granted, presents information that is current and focused (not acquired a little at a time over an unreasonably extended period).

### **TIME LIMIT FOR COURSE COMPLETION:**

All students are given one session (10 weeks) from the first day of the session to finish the course.



## GRADING SYSTEMS:

HFU uses the following grading system:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00
Incomplete	
Withdraw	
Administrative Withdraw	
Military Withdraw	

The percentages used to determine individual grades are as follows:

A	100% - 94%
A-	93% - 90%
B+	89% - 87%
B	86% - 83%
B-	82% - 80%
C+	79% - 77%
C	76% - 73%
C-	72% - 70%
F	69% - 0%

## GRADUATION REQUIREMENTS:

Every candidate for graduation must apply, six months in advance for their academic record to be evaluated. The student must submit the official application for graduation to the Records Office. An evaluation will be done, and the student will be notified by e-mail, the requirements that must be met. The student is responsible for complying with all graduation requirements and being in contact with the Record's Office to know what is missing.



To graduate the student must:

1. Complete all the required credits according to the programs.
2. Have a GPA of no less than 3.00 and a grade not less than B- in each course.
3. Pass a comprehensive exam as a final requirement to obtain the degree of the program that applies.
  - a. The minimum grade to pass the exam is 80 percent.
  - b. The student has three opportunities at most to approve the final requirements for obtaining the degree.
  - c. If the student fails in one area, it can be repeated on the date set in the calendar of activities for repetitions. In the case of failure in two areas of the test, it must be repeated entirely. The comprehensive examination should not fail more than twice. In the event that the student fails the comprehensive exam twice, he / she must take courses (6 credits) in the area of deficiency before repeating it for the third time.
  - d. The exam consists of three parts that include the following areas:
    - i. Basics
    - ii. Concentration
    - iii. Investigation

**NOTE:** It is the student's responsibility to prepare and study for the test themselves according to the material received or course syllabus.

4. Complete a graduation application and pay it six months in advance and be sent to the Records Office after completion.
5. When applying for graduation, the student is responsible for completing all the requirements specified in the Catalog. The payment of any type of graduation fee and the enrollment of the student as a candidate for graduation in any document, will not be interpreted as a graduation offer or as a commitment.
6. The student make the necessary financial arrangements in the Finance Office before graduating.

## **GRADUATE PROFILE**

1. Know and apply their knowledge in online Instructional design, considering the mastery of strategies, instructional models and theories in learning.
2. To be able to communicate online efficiently and effectively, with its different audiences within the framework of moral and Christian values.
3. Acquire organizational skills for online studies.
4. Demonstrate the ability to develop online courses that are effective and efficient.
5. Prepare a work plan for the design and development of an online course.
6. Integrate the instructional theories and strategies that apply to online learning environments.



7. Apply efficient online evaluation processes.
8. Show a desire for self-improvement as a professional and inspire their peers by applying leadership techniques necessary for teamwork.
9. Be a creative designer, bringing new ideas to the virtual field.
10. Be willing to impart their knowledge to benefit others by using up-to-date technology to facilitate instructional design.
11. Conduct research and apply the results of these in the field of online learning.

## ACADEMIC HONESTY:

HFU promotes academic excellence among all administrative staff, facilitators, and students, as an essential part of its mission and functions. Considering the high academic standards and Christian values promoted by HFU, the following should be respected:

1. **Avoid plagiarism.** Plagiarism is when someone presents someone else's work as if it were theirs, either by merely copying someone else's work and presenting it as their own or by asking someone to do the assignment for them. This practice is unacceptable. HFU has a policy of "zero tolerance" against cases of plagiarism.
2. **Use the APA format.** If you understand that you must use words or ideas from another person, it is imperative to quote according to the APA format and style or to acquire the appropriate permission from the owner of the contents.
3. **Consult your Facilitator.** In case of doubt about copyrighted materials and plagiarism, it is the student's responsibility to discuss the matter with their instructor or academic advisor.
4. **Be honest.** Academic honesty is highly valued in HFU. Your submitted work should represent your original words or ideas. If you use the words or ideas of some other person, you are required to properly cite the related sources according to the APA format and style.

## PROPERTY OF DOCUMENTS

All documents submitted to HFU including the original transcripts become the property of Herbert Fletcher University.

## CANCELATION OF REGISTRATION

The student, together with the sponsoring institution (if any), has the contractual responsibility to pay their tuition on the dates established by the HFU Finance Office. These dates are published in the Academic Calendar. The cost of each credit is \$ 143.31. When a student completes a withdrawal, they are entitled to a partial refund depending on when they have made the withdrawal.



For additional information about reimbursement go to the finance section of this catalog or you can contact the Finance Office.

## **ACADEMIC COUNSELING**

HFU students will receive academic advice from a facilitator explicitly designated for those purposes (since they are specialists in their respective areas in addition to having a doctor's degree). They will be responsible for advising students on the syllabus for each academic session until they complete their program, aspects related to academic progress, and academic alternatives to achieve their goals.

## **GRADUATION APPLICATION**

The minimum GPA must have been reached at least six (6) months before the graduation date. Also, to the graduation requirements, students must not have debts with the Finance Office at the time of requesting graduation. If the student has a debt, it will cause a delay in the date of graduation. Students who do not meet the graduation requirements for the period requested must re-apply for a change in the graduation date at least three months before the original expected date.





## CURRICULUM

Each student is required to take at least 42 credits to graduate with a Master's degree in Instructional Design

<b>Foundational Courses</b>	6 cr.
EDOL 500 lb- Introduction to Online Learning	3 cr.
EDOL 530 lb- Principles of Online Learning	3 cr.
<b>Research Courses</b>	6 cr.
EDOL 600 lb- Educational Research Methods	3 cr.
EDOL 601 lb- Intermediate Statistics	3 cr.
<b>Concentration Courses</b>	30 cr.
EDOL 510 lb- Introduction to Web Design	3 cr.
EDOL 540 lb- Integration of Faith in Online Learning	3 cr.
EDOL 550 lb- Principles of Online Instructional Design	3 cr.
EDOL 551 lb- Online Instructional Delivery	3 cr.
EDOL 560 lb- Online Evaluation and Assessment	3 cr.
EDOL 612 lb- Online Learning Communities	3 cr.
EDOL 620 lb- Online Instructional Media Tools	3 cr.
EDOL 611 lb- Assistive Technology	3 cr.
EDOL 663 lb- Multimedia in Instructional Design	3 cr.
EDOL 671 lb- New Trends in Instructional Design	3 cr.

## COURSE DESCRIPTION:

### 1. EDOL 500 lb Introduction to Online Learning (3 Credits)

This course is an introduction to online learning for all majors. The techniques and tools learned here ensure a successful journey in all online graduate courses at the Herbert Fletcher University. Major topics discussed in this course include, but are not limited to, time management in an online learning environment, organizational skills in online learning, locating books and journal articles online and in an e-library, and writing scholarly at the graduate level. All students are required to take this course in the first session of their coursework.



## **2. EDOL 510 Ib Introduction to Web Design**

**(3 Credits)**

This course introduces future online instructors and online instructional designers to the basic skills needed to design a web page, given that this knowledge is important in developing a course online. This course is based mainly on hands-on activities that help students learn the strategies of web design and apply them as part of their learning process. The cumulative project of this course is a website that a student designs from scratch on a specific topic discussed with the professor. The following are a few of the topics discussed in this course: a brief history of the web, text and its components, links, webpage templates, tables, graphics, audio, basic tags, copyright. This course requires a prerequisite of one Introduction to Computers course.

## **3. EDOL 530 Ib Principles of Online Learning**

**(3 Credits)**

This course introduces students to the fundamental principles of understanding how learning takes place in online learning environments. Thus, the course focuses on the cognitive, environmental, and biological factors that affect the learning process in general, and how this understanding helps online instructors and instructional designers develop effective and efficient online courses.

## **4. EDOL 540 Ib Integration of Faith in Online Learning**

**(3 Credits)**

In any Christian education, it is agreed that educating successfully cannot be dissociated from the spiritual impact on learners. Some education experts believe that both religion and education share one common goal – that of preparing learners for both this world and the world to come (Ellen White, Education). It is under this assumption that students in the graduate studies, aiming at teaching as a profession, must learn how to integrate faith in learning. This course starts with fundamental biblical principles of education and moves on to practical strategies that can be applied to integrate faith in online teaching. Prerequisite: EDOL 530 Principles of Online Learning

## **5. EDOL 550 Ib Principles of Online Instructional Design**

**(3 Credits)**

Building on the knowledge gained in the Principles of Online Learning course (EDOL 530), students in this course are expected to expand their understanding of the learning mechanisms by discussing effective strategies that should be used for instructional purposes both face-to-face and most importantly in online instructional environments. The focus of the discussion in this course is on theoretical foundations of instructional design and how these apply to online instructional design. The course takes students through the instructional design process, from designing instructional goals to selecting materials and content, to organizing content, to evaluating learning. It helps each student pave a roadmap for designing and developing an online course. Prerequisite: EDOL 530 Principles of Online Learning

## **6. EDOL 551 Ib Online Instructional Delivery**

**(3 Credits)**

In this course, students synthesize online instructional design theories discussed earlier in the program, and then discover instructional delivery theories and strategies as they apply to online learning environments. The following are some of the topics covered in the course: synthesis of online instructional design, getting ready for the course, online instructional theories and strategies (communication, learner-centered instruction), online assessment (feedback, copyright, and plagiarism), teacher's professionalism and Christian values. EDOL 550 or EDOL 552

## **7. EDOL 560 Ib Online Evaluation and Assessment**

**(3 Credits)**

At the completion of this course, students are expected to understand and successfully apply a variety of learning assessment theories and techniques as they specifically apply to online learning environments. The importance of assessment and evaluation in the learning process is discussed. Other topics that are discussed in this course include, but are not limited to, formal and informal assessments, as well as alternative assessments and evaluation. Prerequisites: EDOL 530 Principles of Online Learning

## **8. EDOL 600 Ib Educational Research Methods**

**(3 Credits)**

This course discusses the essential fundamentals of research approaches, techniques, and methods in graduate studies. It defines research methods and provides step-by-step procedures taken to read and write a thesis, a project, or a research study. Among other topics, this course discusses quantitative and qualitative methods, mixed-method approaches and how each category fits for specific research studies. The equivalency of this course cannot be transferred from another university.

## **9. EDOL 601 Ib Intermediate Statistics**

**(3 Credits)**

While this course is based on the assumption that students have taken an introductory statistics course, it begins with basic knowledge of statistics such as the knowledge of descriptive statistics. The course discusses all the foundational knowledge of normal distribution and moves on to the correlations, and analysis of variances. This course does not address multiple regressions.

## **10. EDOL 611 Ib Assistive Technologies**

**(3 Credits)**

Online instruction is believed to be a powerful avenue to provide learning accessibility to students who have different disabilities. This course focuses on the basic knowledge of physical and mental disabilities, and technologies that can be used to help disabled students access successfully both online and face-to-face instruction. Different hardware devices and software programs are discussed in relation to different disabilities.



This course is especially important for people who are expecting to be working closely with instructional technical support positions. Prerequisite: EDOL 530 Principles of Online Learning

**11. EDOL 612 Ib Online Learning Communities (3 Credits)**

With the current global village that is so strengthened with the use of the internet, people are part of different communities, in some instances, communities whose members may never meet together physically. Technology has made it possible for people to stay connected without any physical or time limitations. To prepare for this interconnected world, the idea of online learning communities drives this course. This course discusses the principles and benefits of online learning communities. Additionally, it discusses challenges that students and teachers face in creating online learning communities, and guidelines on how online instructors and online instructional designers can prepare and guide online learning communities. Netiquette and how to communicate with community members from different personality, linguistic, and cultural backgrounds are also discussed. As a result of this discussion, the course also emphasizes the role and benefits of communities of practice. Prerequisite: EDOL 530 Principles of Online Learning

**12. EDOL 620 Ib Online Instructional Media Tools (3 Credits)**

This course dives deep into the understanding and use of different types of media that can help instructional designers in delivering high-quality instruction. This course thus discusses a variety of topics including, but not limited to, online courseware, online use of texts, audios, graphics, and videos. In this course, a special emphasis is placed on how the use of different media tools can positively affect online instruction. The course integrates the discussion of different media with learning styles. Prerequisite: EDOL 550 or 552.

**13. EDOL 663 Ib Multimedia in Instructional Design (3 Credits)**

This course dives deep into the development of conceptual, technical, and visual skills needed in developing online multimedia projects. While this course is backed by the theoretical knowledge of multimedia design, it is rather more practical than theoretical. Knowledge gained in this course is directly applied in a multimedia project as part of the learning process. In this course, at least one specific professional multimedia application (such as Adobe Photoshop, Macromedia Flash, etc.) is used. Some of the topics discussed in this course include audio, photo, and video editing, scripting/story-boarding, and basic interface design principles. Prerequisite: EDOL 510 Introduction to Web Design.

**14. EDOL 671 Ib New Trends in Online Instruction (3 Credits)**

This course is a trial version of any new course that will be developed in the future as the need arises or new research becomes available in the field of Online Instruction. Once the course has been offered successfully





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during two sessions and it has led to positive results, it will be assigned a new number and title that will become permanent in this program.



# Master's Degree in Church Administration and Leadership



## SUMMARY OF THE PROGRAM

Due to the increasing complexity of administrative responsibility and leadership in positions related to churches or nonprofit institutions, it has become clear that managers and leaders can no longer rely on common sense alone. For greater effectiveness, leaders and administrators need to be explicitly trained in modern and Christ-centered approaches, techniques, and strategies that are relevant to the world in which we live. This program was developed for church members who occupy leadership positions such as Hospital Administrators and Department Heads among others. It helps students prepare to effectively manage all essential

issues such as organizing, guiding, and motivating church members or employees in the unfolding of the church's mission.

This program prepares future administrators and leaders to establish the vision and goals for their institutions, conflict management, management of church resources and the care of the congregation of the church in spiritual growth in general. The program, therefore, helps the student to develop necessary skills to delegate responsibilities and synergize the common effort of the structure of the ecclesiastical organization while focusing all efforts to fulfill the highest goals and performance of the mission of this organization.

## PURPOSE

Today's Seventh-day Adventist institutions and their leaders are expected to assume several responsibilities including, but not limited to: managing finances, personnel, properties, offices, coordinating meetings, missions, extension programs, operating offices and supervising or participate in boards meetings. Nowadays, as the structure of the world becomes complex, so are the responsibilities related to administrative and church leadership positions.

With the help of God, the student who graduates from this program will demonstrate the knowledge needed to assume the responsibilities of any organization of the Seventh-day Adventist Church.



## **PROGRESS STANDARDS**

To remain in good academic standing, candidates for the MCAL degree must maintain the following standards:

1. The cumulative GPA must be at least 3.0 calculated using all graduate work taken at HFU. The director for Academic Administration must approve exceptions to this standard.
2. A student whose cumulative GPA drops below 3.0 will be placed on academic probation. The student must work with the Academic Administration Officer to develop a schedule of courses that ensure the GPA will rise above the required 3.0 promptly. Any student who does not meet such a plan is not allowed to continue except by the recommendation of the Office of Academic Administration.
3. Students who accumulate more than six credit hours with grades below C- typically are not allowed to continue. The Office of Academic Administration must approve exceptions.
4. Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.

## **TIME LIMIT FOR DEGREE COMPLETION**

All credits applied to the degree must be earned within a four-year period to ensure that a degree when granted, presents information that is current and focused (not acquired a little at a time over an unreasonably extended period).

## **TIME LIMIT FOR COURSE COMPLETION:**

All students are given one session (10 weeks) from the first day of the session to finish the course.

## **GRADUATION REQUIREMENTS:**

Every candidate for graduation must apply, six months in advance for their academic record to be evaluated. The student must submit the official application for graduation to the Records Office. An evaluation will be done, and the student will be notified by e-mail, the requirements that must be met. The student is responsible for complying with all graduation requirements and being in contact with the Record's Office to know what is missing.

### **To graduate the student must:**

1. Complete all the required credits according to the programs.
2. Have a GPA of no less than 3.00 and a grade not less than B- in each course.
3. Pass a comprehensive exam as a final requirement to obtain the degree of the program that applies. The minimum grade to pass the exam is 80 percent. The student has three opportunities at most to approve the final requirements for obtaining the degree. If the student fails in one area, it can be repeated on the date set in



the calendar of activities for repositions. In the case of failure in two areas of the test, it must be repeated entirely. The comprehensive examination should not fail more than twice. In the event that the student fails the comprehensive exam twice, he / she must take courses (6 credits) in the area of deficiency before repeating it for the third time.

The exam consists of three parts that include the following areas:

- a. Basics
  - b. Concentration
  - c. Investigation
  - d. It is the student's responsibility to prepare and study for the test themselves according to the material received or course syllabus.
4. Complete a graduation application and pay it six months in advance and be sent to the Records Office after completion.
  5. When applying for graduation, the student is responsible for completing all the requirements specified in the Catalog. The payment of any type of graduation fee and the enrollment of the student as a candidate for graduation in any document, will not be interpreted as a graduation offer or as a commitment.
  6. The student will make the necessary financial arrangements in the Finance Office before graduating.

## **GRADING SYSTEMS:**

HFU uses the following grading system:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00
Incompleto	
Baja	
Baja Administrativa	
Baja Militar	





The percentages used to determine individual grades are as follows:

A	100% - 94%
A-	93% - 90%
B+	89% - 87%
B	86% - 83%
B-	82% - 80%
C+	79% - 77%
C	76% - 73%
C-	72% - 70%
F	69% - 0%

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3. **Consult your Facilitator.** In case of doubt about copyrighted materials and plagiarism, it is the student's responsibility to discuss the matter with their instructor or academic advisor.
4. **Be honest.** Academic honesty is highly valued in HFU. Your submitted work should represent your original words or ideas. If you use the words or ideas of some other person, you are required to properly cite the related sources according to the APA format and style.
5. The use of copyrighted content without permission is illegal and is considered theft. This is the reason why such practices are not encouraged. HFU has a policy of "zero tolerance" in this illicit issue of secular practice.



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## **CANCELATION OF REGISTRATION**

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## **CURRICULUM**

Each student is required to earn at least 42 credit hours to graduate from the master's program in Church Administration and Leadership. These must include eighteen (18) credits for foundational courses, three (3) credits in research courses, and twenty-one (21) credits in concentration courses. Foundation courses are used as a foundation for the other courses. Research courses provide students with the scientific knowledge and skills necessary to conduct a research study in general. The concentration courses are the courses focused on leadership and administration.



Important: You must have a minimum knowledge of technology to be able to enter this program.

## **COURSE DESCRIPTION :**

<b>Cursos de Fundamentos</b>	18 cr.
EDOL 500 Ib- Introduction to Online Learning	3cr.
EDOL 612 Ib- Online Learning Communities	3cr.
EDOL 620 Ib- Online Instructional Media Tools	3cr.
MCAL 501 Ib- Introduction to Leadership	3cr.
MCAL 505 Ib- Conflict Management	3cr.
MCAL 514 Ib- Organizational Behavior	3cr.
<b>Cursos de Concentración</b>	21 cr.
MCAL 603 Ib- Family life Issues	3cr.
MCAL 516 Ib- Human Resource Management	3cr.
MCAL 605 Ib- Church Leadership and Administration	3cr.
MCAL 607 Ib- Management in Church Related Organization	3cr.
MCAL 609 Ib- Administrative Finance	3cr.
MCAL 612 Ib- Pastoral Care and Counseling	3cr.
MCAL 614 Ib- Church Growth and Church Planting	3cr.
<b>Cursos de Investigación</b>	3 cr
MCAL 616 Ib- Research in Church Leadership	3cr.

### **1. EDOL 500 Ib- Introduction to Online Learning**

**( 3 Credits)**

This course is an introduction to online learning for all majors. The techniques and tools learned here ensure a successful journey in all online graduate courses at the Herbert Fletcher University. Major topics discussed in this course include, but are not limited to, time management in an online learning environment, organizational skills in online learning, locating books and journal articles online and in an e-library, and writing scholarly at the graduate level. All students are required to take this course in the first session of their coursework. Prerequisite: None.



**2. EDOL 612 Ib- Online Learning Communities ( 3 Credits)**

This course discusses the principles and benefits of online learning communities. Additionally, it discusses challenges that students and teachers face in creating online learning communities, and guidelines on how online instructors and online instructional designers can prepare and guide online learning communities. Netiquette and how to communicate with community members from different personality, linguistic, and cultural backgrounds are also discussed. As a result of this discussion, the course also emphasizes the role and benefits of communities of practice. Prerequisite: EDOL 500 Introduction to Online Learning.

**3. EDOL 620 Ib- Online Instructional Media Tools ( 3 Credits)**

This course dives deep into the understanding and use of different types of media that can help instructional designers in delivering high-quality instruction. This course thus discusses a variety of topics including, but not limited to, online courseware, online use of texts, audios, graphics, and videos. In this course, a special emphasis is placed on how the use of different media tools can positively affect online instruction. The course integrates the discussion of different media with learning styles.

**4. MCAL 501 Ib- Introduction to Leadership ( 3 Credits)**

This course introduces the practical definition and nature of leadership. It introduces a brief history of leadership and a discussion on the roles of leaders in today's changing world. This course focuses on general leadership theories, concepts, and principles. Practical implications of these theories, concepts, and principles to church administration, are also discussed. This course also introduces different elements of leadership such as how to set and achieve goals, vision, mission statement, organization, supervision, human relations, delegating, group dynamics, and the training of other leaders.

**5. MCAL 505 Ib- Conflict Management ( 3 Credits)**

Wherever there is an organization in this world, no matter the size, conflict can be expected. Sometimes, common sense may not be enough to solve all the problems effectively. This course introduces fundamental and biblical effective principles to prevent, manage, and resolve conflicts. In this course, students are trained to develop personal skills and attitudes that are conducive to successful conflict resolution.

**6. MCAL 514 Ib- Organizational Behavior (3 Credits)**

This theoretical course discusses the fundamental principles of the Christian ethics framework. It applies the behavioral science concepts to church organization. It emphasizes the understanding of the individual, group, and organization behavior. Additionally, this course introduces theories of moral organizational culture, development of organizational culture, and development of Christian moral values in a church organization. Additionally, the course discusses values, perception, attitude, motivation, communication, group behavior, leadership, church politics, conflict, empowerment, organizational change, and globalization.

**7. MCAL 516 Ib- Human Resource Management (3 Credits)**

This course emphasizes the attraction, recruitment, and retention of competent personnel, management of human resources, work systems, and reward system. Students learn about practical strategies needed to manage human resources during critical and critically- financial situations, and how to become an effective active listener in the process of employee's problems.





**8. MCAL 503 Ib- Family Life Issues**

**(3 Credits)**

The church is a place where people learn how to live a better family life. Given the importance of a family in the church structure, the "enemy" attacks families in ways that are not expected. This course discusses the principles of a Christian home, contemporary problems and issues that directly affect today's family wellness. It includes topics such as interactions between and responsibilities of spouses, parents, and children, issues of child abuse, aging, health, and other needs and crises at critical periods in the family life cycle.

**9. MCAL 605 Ib- Church Leadership and Administration**

**(3 Credits)**

This course introduces different leadership theories from both biblical and SDA perspectives. In this course, students learn leadership principles and theories of leadership development. Additionally, this course includes administrative and financial structures of the SDA Church, while recommending church and mission administration approaches.

**10. MCAL 607 Ib- Management in a Church-Related Organization**

**(3 Credits)**

This course introduces different leadership theories from both biblical and SDA perspectives. In this course, students learn leadership principles and theories of leadership development. Additionally, this course includes administrative and financial structures of the SDA Church, while recommending church and mission administration approaches.

**11. MCAL 609 Ib- Administrative Finance:**

**(3 Credits)**

This course synthesizes the essential concepts of financial management and their applications in the context of church administration. This course discusses practical topics of church finance, including but not limited to, capital budgeting, financial statements, financial analysis, managing working capital and liquidity, fundraising, and other issues involved in strengthening the financial condition of the church or church organization. This course links all of its discussion to Biblical principles as defined by Biblical stewardship.

**12. MCAL 612 Ib- Pastoral Care and Counseling**

**(3 Credits)**

Part of any pastor's responsibilities is the caring and the counseling of the church members. Most church members see in a church pastor a spiritual expert who has special skills and wisdom in guiding people in the right direction. This course combines biblical principles with modern counseling approaches to interpersonal relationships. Additionally, it provides practical strategies that pastors can use to help the church or community members deal effectively with life issues, courting, bereavement, financial empowerment, community issues, and personal bad habits.

**13. MCAL 614 Ib- Church Growth and Church Planting**

**(3 Credits)**

This course discusses the goals and approaches for soul-winning strategies, conversion and nurturing of new church members. Additionally, it provides an overview of the entire church growth and church planting process and church planting models. A particular emphasis is placed on how to apply biblical principles of church growth and church planting under a financially tight budget, and the role that church members should play in church growth and church planting processes. The challenges of church growth and church planting in varied geographical locations, and in a contemporary dynamic world are divergent. This course, therefore, is designed to enable students to construct their models and approaches that apply to their varying targeted contexts.



**14. MCAL 616 Ib- Research in Church Leadership**

**(3 Credits)**

This course synthesizes exploratory and descriptive research approaches that help church leaders understand the phenomenon happening in a church, church-related organization, or community and proposes professionally effective solutions. It thus emphasizes research approaches such as survey, ethnography, case study, and phenomenology. In this course, a distinction will be made between qualitative, quantitative, and mixed methods approach of research. Additionally, the course introduces students to steps that are followed to write a thesis and a project. Prerequisite: At least one statistics course at university level.



# General Regulations





# Admission Process



## Steps to follow

1. The candidate must contact the Admissions Office by telephone, email, or an authorized representative.
2. The Admissions Officer will guide the candidate through the process of sending admission documents.
3. The candidate will provide all required documents including the admission fee.
4. The Admissions Office will review all documents and will inform via email one of the following:
  - a. Fully accepted
  - b. Conditionally accepted
  - c. Denied

If the candidate is admitted conditionally or denied, an explanation will be sent by email, justifying the decision.

## Admission Fee

When the candidate submits the required documents along with their admission form, a non-refundable fee of US \$ 50.00 will be required. This fee can be sent via electronic transfer or another method that is approved by the Finance Office.





### **Complete or Conditional Admission**

1. If a candidate is "Conditionally Accepted," he or she will receive instructions on how to change their status to "Fully Accepted."
2. A candidate who is "Conditionally Accepted" will have thirty (30) days to submit the documentation required by the Admissions Office.
3. The admission will be valid for up to six (6) months. If the candidate for admission does not begin to study during that period, the admission will be canceled, and the process will have to start again.
4. If a candidate does not submit the required documents before 30 days (in case of conditional acceptance) or does not begin to study within the six (6) stipulated months (if fully accepted), the candidate must begin the process again from the beginning.

### **Course Registration**

1. The Registration Office will determine the process of registering for the courses and will use any of the following methods: Website, Virtual Campus, Academic Calendar and email to inform students. Once published in any of these previously mentioned places, HFU will understand that the information provided is public knowledge.
2. For a registration to be duly authorized and for the student to begin their studies, any outstanding balance must be canceled with the staff of the Finance Office ([Finanzas@HFUniversity.org](mailto:Finanzas@HFUniversity.org)).
3. To start the registration process, the student must have an official notification of Acceptance from the Admissions Office ([Admissions@HFUniversity.org](mailto:Admissions@HFUniversity.org)).
4. The Registration Office will guide students during the pre-registration and registration process within the days specified by the Academic Calendar. A registration outside the stipulated days will be considered late and therefore will incur an additional charge. Each registered course will be reflected in the transcript of the student.

**Important:** In case a student wishes to take a single course in each session, he/she must understand the risk of not being able to complete the program at the stipulated time. HFU divides the academic year into four (4) sessions, which are distributed as follows: An Introduction to Online Learning course in the first session, a course in the second session, two courses in the third session, a course in the fourth session (this cycle is repeated except for the first session where there will be two (2) courses). HFU reserves the right to change the number of courses per session according to the minimum student capacity



## GENERAL NORMS



1. **Academic Average.** The student must have a minimum of 2.75 according to the scale of 4.00 of the United States for postgraduate studies. If the student has an Grade Point Average (GPA) lower than the established general averages, they must send a letter to the Admissions office justifying the reasons why they should be allowed to continue in the study program. After the case has been discussed by the Admissions Committee, you are notified in writing of the decision.
2. **Active Participation.** To help students in a timely manner and to stay focused on their studies, each student is required to participate actively in each course offered by the HFU, a minimum of three (3) days a week with a dedication of at least thirteen and a half hours (13.5) per week.
  - If a student does not participate in a module or part of it (forums and/or assignments), he/she must catch up with their work during the following week (or in extreme cases and duly justified, in a couple of additional days as agreed or authorized in writing with the course facilitator) Otherwise the qualification of the assignment will be affected. HFU does not encourage students to send the final papers on dates other than the due dates for specific assignments.
  - The maximum time allowed for absence in a student's active participation is 20% of the class for each class session, which means that two (2) full weeks of classes during a session completes 10 weeks of classes.
3. **Incomplete qualification ("I")** – If an emergency is experienced, such as serious illness that prevents the completion of the course in a given session, the student must request an "Incomplete" grade, using the Incomplete application form. To qualify for this benefit, the student must have successfully completed at least 70 percent of the attendance (active participation in the online course) and have satisfactorily completed at least 80 percent of the subject affected so that the request to be considered. The facilitator can



accept or reject the request. Documentation is required, has proof of the reason the student is requesting the “Incomplete” Grade in the specific course. If the application is accepted, the facilitator signs the form and sends it to the Academic Administration office for a final approval or denial, knowing that the score which the student can be eligible is a 90 percent (A-) as the maximum grade of the subject.

- a. If its approved, a grade of “I” together with the grade hat it has so far will be recorded in the report card ( example IB= until the moment of requesting the incomplete, it has “B”). A copy of the application form is submitted to the Records Office, the student and the professor receive a copy. The maximum time allowed for the Incomplete is two (2) weeks after the approval of the request or the end date of the Online course.
  - b. A facilitator can suggest less than 2 weeks, if necessary. After 2 weeks, if the student does not deliver the requested work, the facilitator gives him the score he had at the time of requesting de “Incomplete” grade.
  - c. If a student is eligible to receive an incomplete, the following process must be followed:
    - i. The student must complete the “Incomplete Petition” form by completing the “student” section and sending it by email to the facilitator.
  - d. The facilitator completes the form and sends copies to:
    1. Records Office – [Records@HFUniversity.org](mailto:Records@HFUniversity.org)
    2. Academic Administration Office – [Academic@HFUniversity.org](mailto:Academic@HFUniversity.org)
  - e. The Academic Administration Office accepts o denies this petition taking in count the evidence sent by the student and the information given by the facilitator. A copy of the decision is sent to the student and Facilitator by email with an explanation of the final decision.
4. **Policy of repetition of Courses:** All the Averages of income, Academic and Graduation grades are calculated on the basis of credit hours achieved, except in case where a student repeats a course in which he has receive a grade of B-, C, C- or F. In these cases, average grades, credit hours and scores obtained in the second effort are calculated.
- Note:** If a student receives a low grade (hast stated before), he/she may repeat the course only once.
5. **Academic Year.** HUF stablishes the academic year program by dividing it in four sessions of ten (10) weeks each. Students are required to maintain active enrollment at least three (3) of the four (4) sessions, once they begin their studies. Exceptional cases are dealt exclusively by the Records Office. In case a student stays inactive for a prolonged period of time, that is, does not enroll in any HFU course of (4) consecutive sessions or more and wishes to request a readmission to continue with their studies, the process will be done under the following conditions :
- a. If re admitted, it will be under the actual Academic Catalogue at the time of the request.
  - b. Fulfill with all the requirements of the program and other general admission requirements that apply at the time of application.
  - c. You must submit an explanatory letter so that the HFU can consider your readmission. The admission office will guide the student as needed.
  - d. A new application for admission does not guarantee an automatic acceptance to study at HFU.





6. Due to the general requirements of the courses, students are encouraged to enroll in two (2) courses in the first and third sessions of classes (except for the first session of the beginning of a new program, in which they must register only one course) and one (1) course in the second and fourth class sessions. If a student requests to enroll in more courses than recommended per session, he/she must request a special permit from the Records Office.

**Note.** In case of not having the needed number of students required for a specific course, HFU reserves the right to postpone the session of that course, which is communicated in a timely manner to the students.

7. **Time to finish.** Once the student begins any program at HFU, he has a maximum of (4) years to complete it. It is recommended to do what is necessary to complete the program within the aforementioned period, otherwise the student will be disenrolled from the program unless there are justified reasons or previous arrangements made with the Records Office.

8. **Subject to Policies and Rules.** Every student of HFU is subject to the policies and ethical standards of this institution. Any suspension of the student is possible for justified reasons in accordance to the manual and regulations.

9. **Credit Transfers.** Every applicant has the right to transfer a maximum of nine (9) credits approved from other accredited universities. The credits that are transferred need to have been successfully completed with the minimum qualification required for the program or its equivalent. In this case, the process must meet certain academic conditions to send the pertinent documents to HFU, for a final evaluation and approval of the credits to be transferred. This process has an additional cost, which must be properly arranged with the HFU Finances office.

a. Students who wish to transfer credits of a non-HFU study program, must submit to the Records Office an official application with a detailed copy of the study programs of the courses whose credits they wish to transfer. The Records office evaluates the petition and the study programs submitted and, if necessary, asks for additional information and/or documentation that could be used to approve or reject the petition. The candidate is informed of the decision within a period of up to ten (10) weeks after submitting all requested documents.

10. **Definition of credit time for the course.** Students earn 1 course credit for every 15 hours of instruction for 10 weeks. There is also the expectation that 15 hours of instruction will require 30 hours of additional course work for 10 weeks. In recognition of the dynamic nature of the online classroom and that classroom instruction can occur at any time, no distinction is made between the classroom or faculty instruction and “out of class” student work. The time estimates for assigning credit hours are defined as the total time student spend complying with the course requirements, which can occur inside or outside the online course platform.





# ADMISSION REQUIREMENTS





## Admission Requirements for the Master of Arts in Online Instructional Design

### ADMISSION REQUIREMENTS

In order to be accepted into this program, each applicant must follow a specific procedure, which has been established and approved to be considered by HFU. All applicants must submit the following documents as part of the admission process:

1. **Application of Admission:** Application form admission provided by the admission office duly completed.
2. **Admission fee:** the admission fee is USD \$50.00 (non-refundable). For payment options, see ways of payment methods.
3. **Copy of Diploma:** with the application for admission, each applicant must send a copy of the diploma from the Bachelor's degree or bachelor's.
4. **Official Credit Transcript (Original) (certification of Grades):** The applicant will be responsible for requesting the official transcript of credits from the colleges or universities where he has previously studied; and it must be sent stamped to the Admissions Office within 60 days. It must be sent directly to:

Postal Address:

HERBERT FLETCHER UNIVERSITY  
Oficina de Admisiones y Registro  
PO BOX 3269  
Mayagüez, Puerto Rico 00681

Physical address:

HERBERT FLETCHER UNIVERSITY  
Oficina de Admisiones y Registro  
Carr. #2 Km 158.2  
#744 Ave. Hostos  
Bo. Guanajibo  
Mayagüez, Puerto Rico 00680

The bachelor's, or Associate degree credit transcript, must be sent by postal mail in an envelope stamped by the University of origin. If the Transcript of credits is not received within the stipulated time, The Admissions Committee will analyze each particular case and determine if the student should remain in waiting status (without permission to take additional courses) until the requested documents are received or , in its effect, if it will be able to continue studying subjects until a period of additional extension is fulfilled. In case of granting an additional extension time, this will be determined by the Admissions committee. This extension is intended to provide additional time for the receipt of requested documents. If additional time is required, the applicant must request in writing an extension of time from the Admissions office to be evaluated. Upon receipt of the credit transcript, the student will be notified via email. To enter the program, you must have a minimum average of 2.75 points on the scale of 4.00 points. If you have a lower average, you must send a letter explaining the reason why you should be accepted with that average.

**IMPORTANT:** All transcripts and other documents submitted must be official. If a document or transcription Is not written up in English or Spanish, a translation made by an official translator that is notarized or an accompanied by an apostille seal will be required. Certified and authenticated copies, duly notarized or certified, of educational documents or certificated issued by a non- US institution may be accepted.

If your credit transcript contains a name from other than the one that appears on the documentation submitted to HFU, you will be required to submit a Affidavit or sworn declaration stating that both names belong to the same person. In this document the person must indicate which of the names he wishes to appear in his official documents at the time of graduation.

5. **Statement of Purpose:** The applicant must write an essay or document (from 350-500 words) that includes the following aspects and any other relevant information:
  - i. A brief overview of the significant factors in childhood, family and academic life.
  - ii. A brief statement of personal technological and educational goals.
  - iii. The main reason that motivate him to study.
6. **Letter of Recommendation :** Two letters of recommendation are required, which must be sent directly to the Admissions Office by the corresponding person as specified in the information provided in the Admission application . Letters of recommendation must provided by:
  - i. Pastor or religious minister who knows the applicant fully, who testifies of the character and spiritual commitment of the same.
  - ii. Current or previous employer or teacher who is able to evaluate the applicant's strengths or weakness. In case of being a self-employee worker or or special cases, it will be necessary to contact the Admissions and Records office for more information.
  - iii. Letter from the sponsoring institution (only for the scholarships applicants or sponsored by an institution).
7. **Document copy of personal identification (with photography):** Identification card or passport.

**IMPORTANT:**

- When requesting admission to this program, it is understood that the student has minimum knowledge of computer skills ( basic use the computer, words processor, presentation programs , spreadsheets, internet, etc).

- If one (1) year has passed by without the admission process being completed, these documents must be submitted again. All documents received, including the original transcript, become the property of Herbert Fletcher University.

## **OTHER REQUIREMENTS**

As part of the admission process, all applications will be evaluated in order to determine the acceptance of the applicant. During this process the Academic Committee will take into consideration factors such as:

- Work experience
- Professional references
- General Average Index (GPA)

## **TRUTHFULNESS OF INFORMATION**

All the information presented in the admission process must be accurate, authentic, complete and presented with honesty. Providing incorrect, erroneous information or omitting information in the application form for admission or in any other official document will be cause to deny an official request or to revoke a degree granted if it is discovered later.

**IMPORTANT:** HFU reserves the right of admission of applicants without the necessary documentation for more than 60 days from the date of notification of the Admission Office. Exceptional cases (upon written request by the applicant) will be evaluated by the Academic Committee, which may approve an additional period of time, and will be notified written to the interested party.

## **DENIAL OF ADMISSION**

An applicant may be denied admission when the evidence presented shows that the person:

1. Does not meet the admission requirements or is below the level of preparation for pursuing a university degree.
2. If you have submitted fraudulent, incomplete or inaccurate information/documentation.
3. Has participated in compartments or exposed characteristics contrary to the established norms.







## Admission Requirements for the Master of Arts in Church Administration and Leadership

### ADMISSION REQUIREMENTS:

In order to be accepted into this program, each applicant must follow a specific procedure, which has been established and approved to be considered by HFU. All applicants must submit the following documents as part of the admission process:

1. **Application of Admission:** Application for Admission provided by the Admissions Office duly completed.
2. **Admission Fee:** The admission fee is USD \$50.00 (non-refundable). For payment options, see ways of Payment Methods on the last page.
3. **Copy of Diploma:** With the application for admission, each applicant must send a copy of the diploma of their bachelor's degree.
4. **Official Credit Transcript (Original) (Certification of Grades):** The applicant will be responsible for requesting the official transcript of credits from the colleges or universities where he has previously studied; and it must be sent stamped to the Admissions Office within 60 days. It must be sent directly to:

Postal Address:

HERBERT FLETCHER UNIVERSITY  
Oficina de Admisiones  
PO BOX 3269  
Mayagüez, Puerto Rico 00681

Physical Address:

HERBERT FLETCHER UNIVERSITY  
Oficina de Admisiones y Registro  
Carr. #2 Km 158.2  
#744 Ave. Hostos  
Bo. Guanajibo  
Mayagüez, Puerto Rico 00680

The bachelor's credit transcript, or associate degree must be sent by postal mail in an envelope stamped by the university of origin. If the transcript of credits is not received within the stipulated time, the Admissions Committee will analyze each particular case and determine if the student should remain in waiting status (without permission to take additional courses) until the requested documents are received or, in its effect, if it will be able to continue studying subjects until a period of additional extension is fulfilled. In case of granting an additional extension of time, this will be determined by the Admissions Committee. This extension is intended to provide additional time for the receipt of requested documents. If additional time is required, the applicant must request in writing an extension of time from the Admissions Office to be evaluated. Upon receipt of the credit transcript, the student will be notified via email. To enter the program you must have a minimum average of 2.75 points on the scale of 4.00 points. If you have a lower average, you must send a letter explaining the reason why you should be accepted with that average.

**IMPORTANT:** All transcripts and other documents submitted must be official. If a document or transcript is not written in English or Spanish, a translation made by an official translator that is notarized or accompanied by an apostille seal will be required. Certified and authenticated copies, duly notarized or certified, of educational documents and certificates issued by a non-US institution may be accepted.

If your credit transcript contains a name other than the one that appears on the documentation submitted to HFU, you will be required to submit an Affidavit or sworn declaration stating that both names belong to the same person. In this document the person must indicate which of the names he wishes to appear in his official documents at the time of graduation.

5. **Statement of Purpose:** The applicant must write an essay or document (350-500 words) that includes the following aspects and any other relevant information:

- i. A brief overview of the significant factors in childhood, family and academic life.
- ii. A brief statement of personal technological and educational goals.
- iii. The main reason that motivate him to study.

6. **Letter of Recommendation:** Two letters of recommendation are required, which must be sent directly to the Admissions Office by the corresponding person as specified in the information provided in the Admission Application. Letters of recommendation must be provided by:

- i. Pastor or religious minister who knows the applicant fully, who testifies of the character and spiritual commitment of the same.
- ii. Current or previous employer or teacher who is able to evaluate the applicant's strengths and weaknesses. In case of being a self-employee worker or special cases, it will be necessary to contact the Admissions Office for more information.
- iii. Letter from the sponsoring institution (only for scholarship applicants or sponsored by an institution).

7. **Copy of the personal identification document (with photograph):** Identity card or passport.

## **IMPORTANT:**

- When requesting admission to this program it is understood that the student has a minimum knowledge of computer skills (basic use of the computer, word processors, presentation programs, spreadsheets, Internet, etc.).
- If one (1) year has passed without the admission process being completed, these documents must be submitted again. All documents received, including the original transcript, become the property of Herbert Fletcher University.

## **OTHER REQUIREMENTS**

As part of the admission process, all applications will be evaluated in order to determine the acceptance of the applicant. During this process the Academic Committee will take into consideration factors such as:

- Work Experience
- Professional references
- General Point Average ( GPA)

## **TRUTHFULNESS OF INFORMATION**

All the information presented in the admission process must be accurate, authentic, complete and presented with honesty. Providing incorrect, erroneous information or omitting information in the application form for admission or in any other official document will be cause to deny an official request or to revoke a degree granted if it is discovered later.

**IMPORTANT:** HFU reserves the right of admission of applicants without the necessary documentation for more than 60 days from the date of notification of the Admission Office. Exceptional cases (upon written request by the applicant) will be evaluated by the Academic Committee, which may approve an additional period of time, and will be notified written to the interested party.

## **NEGACIÓN DE ADMISIÓN**

An applicant may be denied admission when the evidence presented shows that the person:

1. Does not meet the admission requirements or is below the level of preparation for pursuing a university degree.
2. If you have submitted fraudulent, incomplete or inaccurate information/documentation.
3. Has participated in compartments or exposed characteristics contrary to the established norms.





# Duties and Reciprocal Rights of the Institution and Students

## *Preamble*

Herbert Fletcher University in its mission to educate holistically and with excellence, has the responsibility to formulate and enforce the rules of conduct and the current and institutional government laws. In the same way, it complies with the obligation to protect its procedures from any act that attempts to prevent, obstruct or threaten its normal operations. Such responsibilities are met with the following statutes:

- Law of confidentiality of Files (Privacy Right for Parents and Students Act of 1974). Law that regulates access to student records, requires the institution to keep them private and confidential, the student is allowed access to his file. The student may write an authorization to third parties who need access to their file.
- Title IX of the Education Act Amendment of 1972, a federal civil rights law that prohibits discrimination based on sex in education programs and activities against students and/or employees.
- The Americans with Disabilities Act of 1990, the ADA is a federal civil rights law that prohibits discrimination against people with disabilities. It is complemented by Section 504 of the Rehabilitation Act of 1973, which is intended to prevent intentional or unintentional discrimination against persons with disabilities, against persons believed, considered, or have a history of disabilities.
- Laws applicable to the limitations on the use of social security, from April 2007, to prohibit the use of the social security number as routine identification in public and private educational institutions from the elementary to the postgraduate level, to establish the norms on the use of this date in educational institutions, empower the Higher Education Council and the General Education Council to impose administrative fines for violation of these rules and set a deadline for compliance.

## ***I. DUTIES AND RECIPROCAL RIGHTS***

Herbert Fletcher University through its curricular and extra-curricular activities promotes educational quality through active leadership and knowledge management. The aim is to train people who have a clear command of the basic principles of science and technology, with an integrating perspective of natural and social phenomena, to act as leaders with a solid and secure integral preparation.

The university bases its procedure on the fact that each member enjoys the freedom and rights to education granted by the Constitution of the Commonwealth of Puerto Rico when he mentions that “Everyone has the right to an education that is conducive to the full development of their personality and to the strengthening of the respect of the rights of man and of the fundamental freedoms”, likewise it is based on other laws and internal regulations of defense of people of global reach.

We can say that our institution in reciprocal compliance with the established norms and for effect and application in policies and university life, requires the fulfillment of the admission requirements and has the quality of student in accordance with the current regulations regardless of sex, race, nationality, religion or political convictions.

The student is required to have a high respect for the rights of others, excluding all forms of violence or incitement to it either physically or virtually. The university protects the individuality of opinion and behavior but does not protect the exclusion or aggression of other people that derive from individuality.

## ***II. RIGHTS AND DUTIES OF THE INSTITUTION WITH STUDENTS***

The student has the right to, and it is the duty of the university that it:

1. Contribute a comprehensive education that covers the scientific, technical, professional, under the philosophy of Adventist Education.
2. Develop in each student a strong conviction of service and leadership and innovation to contribute to society.
3. Encourage critical thinking as part of the training process within the respect and commitment of individuals and groups.
4. Report, disseminate all information that affects university life especially those related to rules, regulations and university regulations.
5. Have known, informed, fair and equitable appeal mechanisms to express appeals and petitions. With a procedure to judge the university infractions, which will be known as well as the sanctions to impose.
6. Provide mechanisms to be heard by the appropriate authority on any aspect of university life.
7. Always maintain a space of freedom and equal rights, without gender discrimination, Sex, race, nationality, religion or ideology.
8. Guarantee privacy in student information and provide the means to amend them.
9. Do not be used as research subjects without your informed consent.
10. Provide advice and academic follow-up in any university activity accepted or required.

## ***III. RIGHTS AND DUTIES OF STUDENTS TO THE INSTITUTION***

### ***a. Statement of Purposes and Application***

The fundamental right of the human being to access education is not limited to the formal activities of each subject in the virtual field but covers the set of interactions and experiences with other members of

the university community. The primary duty of the student is to exercise this right to the maximum and show a behavior that allows other members the same exercise of their rights and the fulfillment of their duties.

HFU has the purpose to establish the regulations of the actions and participation that's generated from the academic, cultural and spiritual spheres; they recognize the rights and duties of legal, moral and intellectual responsibility, establishes the structures necessary for their effective participation in university life and other members of the virtual community.

It is the duty of each student of Herbert Fletcher University to demand from the university, the following common, individual or collective rights:

1. The equality of rights and duties will be guaranteed, executing policies in a fair and impartial manner, under the general principle of university co-responsibility, which is defined as reciprocity in the exercise of rights and freedoms and respect for individuals and of the institution as a common good of all those who make it up.
2. A space is provided within the virtual field conducive to their spiritual growth.
3. The privacy of the records will be ensured in accordance with the FERPA (Family Educational Rights and Privacy Act of 1974).
4. To an appropriate and impartial disciplinary process, adjusted to the law and institutional regulations.
5. To an appropriate and impartial evaluation process.
  - To an objective evaluation, based on an online methodology. The evaluation of the academic performance of the students will respond to criteria established by the academic program.
  - The evaluation will be adjusted to what is established in the teaching plans of the subjects and assignments approved by the Academic Administration Office.
  - The dates and timetables of the tests will be agreed upon by the appropriate group, guaranteeing the participation of the students.
  - The programming of comprehensive exam cannot be altered, except in those situations in which, due to the impossibility, the result is unrealizable as established. Faced with the exceptional situations, the institution will proceed to propose a new schedule in accordance with the provisions of the regulations of the university itself.
6. To equal opportunities, without any discrimination, in access to the university, and exercise of their academic rights.
7. To a quality academic education, that promotes the acquisition of the competences that correspond to the chosen studies and includes knowledge, skills, attitudes and values, that the online education offers, taking into account the respect for others and the environment.
8. The advice and assistant by the facilitators and attention services to the student, in accordance with the mentioned statute.
9. To the academic and professional information, as well as to the advice by the universities on the activities of the ones that applies.



10. To be informed of the university's standards on the evaluation and the grade review procedure.
11. To obtain academic recognition for their participation in extracurricular university activities that warrant it.
12. To the recognition of the authorship of the works elaborated during their studies and the protection of their intellectual property.
13. To have an active and participatory representation, within the framework of collective responsibility, through the delegates/commissions that require student participation.
14. To programs and tutoring activities adapted to the needs of students with disabilities, using appropriate methodological procedures in each case according to their needs, to ensure equal opportunities and full integration into the virtual university community.
15. To be assisted and advised by those who have the direct responsibility and teaching, through the mechanism and facilities provided by our virtual field.

#### ***IV. DUTIES OF STUDENT***

Understood as an expression of that commitment, the duties of Herbert Fletcher University students will be the following:

1. The HFU student must comply with the policies established in this Catalog and other regulations of the university.
2. The student is responsible for knowing and reflecting the vision, mission, values and philosophy of the institution through their attitudes, actions and participation in the different activities sponsored by HFU.
3. HFU's students must assume the commitment to have an active and co-responsible presence on the virtual campus of the university, respect its bylaws and other operating rules approved by the regulatory procedures.
4. Respect the members of the university community, refraining from publishing in any mass media or social networks, photographs, videos, offensive words or disqualifying that harm the good name, individually or collectively.
5. Respect the name, symbols, and emblems of the university, as well as their proper use.
6. Actively exercise and promote non-discrimination on the basis of birth, ethnicity, sex, religion, conviction or opinion, age, disability, nationality, illness, sexual orientation and gender identity, socio-economic, linguistic or linguistic condition, political affinity and union, by reason of appearance, overweight or obesity, for any other condition or personal or social circumstance, of the members of the university community, of the personnel of the collaborating entities or that provide services in the university.
7. In registration, it is the duty of the student to process the registration and request changes, inclusion, and withdrawal of courses from the Records Office.
8. Comply with the tasks and obligations established in the different regulations in the institution.
9. Refrain from carrying out propaganda, political or any other kind of activity that is not strictly academic within our virtual field.



10. Participate in the extracurricular activities assigned by the facilitator and those that are promoted in the virtual field.
11. The student is responsible for making the necessary arrangements to have access to a computer or technological equipment with high speed internet connection (DSL or better). If you have problems with your computer, the student may use our computer lab, by appointment, located at the HFU Offices in Mayagüez, Puerto Rico.

#### ***V. SANCTIONS TO STUDENT***

##### 1. Serious Offenses are considered

- a. Impersonate or be supplanted by another person during the course of your studies.
- b. Make by electronic medias or by any other, insulting expressions or that go in dishonor and contempt of any authority of the institution, academics, administrative personnel or students.
- c. Incurring in any conduct qualified by the laws as criminal or contrary to good customs, affecting our virtual community.
- d. Do fraud in the documentation required for admission, will be sanctioned with the loss of the right to enroll in all the programs offered by the university, or with the cancellation of enrollment if it is in force, or with the loss of the right to opt for the corresponding title, without prejudice to the penal sanctions that may apply.
- e. Plagiarize works, investigations or others.

Those students who incur some of the infractions foreseen in the previous articles will be sanctioned, always depending on the seriousness of the fault.

##### 2. Disciplinary and Academic Sanctions

Faults against the regulations of the university, social behavior, will be sanctioned according to the seriousness of the fault, thus:

- a. Writing private warning, by the Student Services Office and other institutional dependencies depending on the infraction or damage committed.
- b. Conditional registration.
- d. Cancellation of the registration.
- e. Expulsion from the university, which will be imposed by the Executive Committee of the President of the institution.
- f. Non-renewal of enrollment for a quarter.

##### 3. Disciplinary and Academic Sanctions Procedures

- a. All sanctions will be recorded in the student's academic record.
- b. In everything related to the sanctions regime, it will have the backing of the Academic Administration Office.

- c. Any student who considers the applied sanction invalid or unfair may file an appeal. Bearing in mind that the same must be done in writing within five (5) days of the notification of the sanction, this appeal will be addressed to the Complaints and Grievances Committee, who review the evidence, may interview the parties and grant their decision. No later than five (5) business days after receiving the appeal. The Student Services director shall report the final decision to the student and affected parties. The decision of the Executive Commission for Student Services will be final.
- d. The sanctions that are applied in definitive, whatever their nature, must be communicated in writing by the authority that determined them to the instances that require it.
- e. In the procedure of disciplinary sanctions, the governing group of the university may consult a Legal Counsel.
- f. Any matter not foreseen in these regulations will be conducted by a special commission appointed by the Executive Committee of the president to attend to report his investigation, issuing his opinion within a period no exceeding 72 hours after his appointment.

5. HFU contemplates two types of appeals for sanctions:

a. Appeal for sanction applied

Any student who considers the applied sanction invalid or unfair may appeal. Having in mind that it must be written with five (5) days following the notification of the sanction. This appeal will be addressed to the Complaints and Grievances Committee, who will review the evidence, may interview the parties and grant their decision no more than five (5) labor days after receiving the appeal. The Student Services director shall report the final decision to the student and affected parties. The decision of the Executive Commission of Student Services will be final.

b. Reasonable accommodation appeal

Any student who considers the approved reasonable accommodation invalid may file an appeal. Bearing in mind that the same must be done in writing through a letter with sustainable elements that will lead to the review of the case, within five (5) days following the official notification. This appeal will be addressed to the Complaints and Grievances Committee, which will review the evidence, may interview the parties and grant its decision no later than five (5) business days after receiving the appeal. The Student Services director shall report the final decision to the student and affected parties. The decision of the Executive Commission for Student Services will be final.

## ***VI. RIGHTS AND DUTIES OF THE FACULTY WITH THE STUDENTS***

It is the rights of each student and the duties of the Faculty, that each student:

- 1. Possess a space of known, informed, fair and equitable appeal to any academic event in which the student wishes or requires a resolution.
- 2. Be informed of all the evaluation mechanisms to which it will be submitted 5 days before the beginning of each academic activity
- 3. Be treated with equality.

4. Not be forced to commit any infraction in a forced, conscious, unconscious or voluntary manner.
5. Receive the syllabus in advance of the courses that the student will take.

***VII. PLAN TO FACILITATE THE ACCESS OF STUDENTS WITH IMPEDIMENTS TO INSTALLATIONS AND INSTITUTIONAL ACTIVITIES***

The University will offer all its courses by online education mode, the physical facilities of the administrative offices have the minimum requirements necessary to facilitate access to students with physical disabilities, in compliance with the regulations of the Americans with Disability Act (ADA).

Those students with special needs may contact the Student Services director, who will refer the case as needed.



# REGULATIONS AND EXPECTATIONS IN THE COURSES



## Participation in the Virtual Forum

Participation in the course means the process of using the forums. According to Arango (2003), “A virtual forum is a stage for communication on the Internet, where debate, consensus and consensus of ideas are encouraged.” It is a tool that allows a user to post their message at any time, being visible to that other users who enter later, can read and answer it, this communication style is called asynchronous given its non-simultaneity characteristics over time.” (Arango M., 2003).

1. **Material comprehension is required.** In all discussion forums, each student is expected to have a solid understanding of the reading materials (or other instructional material found in the module) and be able to explain them when necessary in a substantial contribution.
2. **Citations.** It is recommended to use material from academic sources relevant to the course and the subject in question. However, direct citations should only be used in cases of extreme need, always using the APA format.



3. **Number of words.** Each comment or original contribution must contain 250-350 words. Long contributions should be avoided if possible.
4. **Original contribution.** An original comment or contribution should be published until Wednesday afternoon of each week, to facilitate classmates and the course facilitator to comment on it before the weekends. The repetition of late comments may result in grade discount for that specific job.
5. **Substantial reactions.** It is required that all students read all the contributions and respond to their classmates with a reaction and/or constructive feedback. A reaction is substantial and constructive when it meets two important criteria:
  - a. It should highlight at least one positive aspect of the comment found and clearly relate that aspect of the comment to the readings.
  - b. You should provide guidance or important questions that will help your classmate expand their ideas presented in your original comment. Only after meeting these criteria, whoever responds or comments can add an illustration of their experience or knowledge found in the bibliography or web bibliography.  
Therefore, comment like “I agree with what you have written” , “that has been a very good comment” or “ I enjoyed reading your thoughts” are incomplete, and therefore will not be considered for qualification.
6. **Constructive reactions.** A minimum of two constructive reactions (from each student) is expected for all the discussion forums. Instead of posting many non-significant reactions for their peers, they are urged to devote time to develop a constructive reaction that leads to the critical thinking of their peers, and thus to expand each other’s learning process. Finally, when your original comment receives a reaction or question, you are expected to respond to it with a response that proves your understanding of the materials or subsequent research you have done on the subject.
7. **Respectful disagreement.** It is expected that all student will respond, with a substantial reaction, all the questions that have been asked to their original comment. The discussions must be collaborative and not simply combative. All students and the facilitator of the course supposed to maintain a respectful and professional relationship and at the same time use a conversational tone with Christian character in the comments. On certain occasions, people may not agree on the perspectives presented by their peers. It is encouraged to maintain, in such cases, a respectful disagreement that will help each student to see the topics or problems from a different perspective. Anyway, this should be done with special care, because sometimes comments of disagreement can be misinterpreted by the reader.
8. **Attached documents.** With the exception of cases when the course instructor requires it, all comments in the forums should NOT be published as annexed files, but as common and public messages.

### **Participation in the Course and Assignments**

1. **Due dates.** In HFU, the weeks begin on Monday and end on Friday at 12:00 PM (USA, Eastern time). All assignments, unless otherwise specified in writing by the course facilitator, must be turned in by Friday 4:00 PM each week in which they are assigned. This rule is used to make sure that people do not continue to work on their assignments during Sabbath hours.. **Important:** it should be noted that most

of the HFU facilitators allow the final delivery of assignment to be done on Sundays; therefore, the student should consider it as an extra benefit provided by the facilitator.

2. **Official time in HFU.** HFU works according to the official Eastern US schedule. If you live in a country in the world different from the country where HFU is located, it is advisable to use the following link to know the time difference between the countries: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)
3. **Late delivery.** Any assignment remitted late receives a 10% reduction for each day of delay. If there is an emergency that does not allow a student to meet any of the deadlines, it is the student's responsibility to inform the instructor of the course and duly coordinate the procedures to be followed.

### **Academic Honesty**

HFU promotes academic excellence among all staff, facilitators and students, as an essential part of its mission and functions. This procedure is reflected as follows:

1. Considering the high academic standards and Christian values promoted by HFU.
2. Plagiarism is when someone presents someone else's work as if it were theirs, either by simply copying someone else's work and presenting it as their own, or by asking someone to do the assignment for them. This practice is unacceptable because it does not meet the academic, professional and Christian expectations that HFU promotes. HFU has a policy of "zero tolerance" against cases of plagiarism.
3. To understand that you must use words or ideas of another person, it is imperative to quote according to the APA format and style or to acquire the appropriate permission from the owner of the contents.
4. In case of doubt about copyrighted materials and plagiarism, it is the student's responsibility to discuss the matter with their instructor or academic advisor.
5. Academic honesty is very appreciated in HFU, forming part of the high academic standards and the Christian values that we promote. Your submitted work should reflect your original words and ideas. You can submit copyrighted materials in the courses if you obtain the appropriate permission from the owner of the materials. You are required to properly cite the related sources according to the APA format and style.
6. The use of copyrighted content without permission is illegal and is considered theft. This is the reason why such practices are not encouraged. HFU has a policy of "zero tolerance" in this illegal issue of secular practice.

In case of doubt about copyrighted materials and plagiarism it is the student's responsibility to discuss it with their instructor or academic advisor.

### **Additional Important Ideas**

In order to help you in the online learning process we want to share some additional details:

1. Always save your work in more than one place. It is advisable to keep backup copies of your work or "backups" to save documents related to your courses. There are several "programs" that allow you to do this type of services for free through the Web. Services like Skydrive, Dropbox, Idrive, Google Drive, et.

They allow to copy in automatic from (automatic synchronization) eliminating the process of having to look for the page in internet.

2. Keep your files well organized so you can easily locate them.
3. If you have reading materials in PDF, Power Point, or other format, save them on your computer along with the other course materials (preferably a dedicated folder for that purpose) for easy access.
4. Students have to work in groups in some modules of the courses offered by HFU. For this reason, the use of communication programs is suggested: Skype, Google Drive, etc. These programs allow synchronous (simultaneous) communication. Which facilitates the interaction for works, projects and documents in development. In addition, HFU has a virtual classroom for students and facilitators to meet. This room must be requested in advance to the Academic Administration Office.



# CREDIT CONVALIDATION AND TRANSFER POLICY





## **Purpose**

The admissions policy of Herbert Fletcher University provides, to all interested and eligible persons, the opportunity to enter and complete a university graduate program.

As part of this commitment and to contribute to the achievement of this goal, a policy is established to validate courses taken at other university institutions duly accredited and accepted by the Department of Education of the United States.

## **Definition of terms**

### 1. Student transfer

The student who has approved one or more credits in one or more post-secondary or university institutions duly accredited and authorized by the State. The admission requirements for transfer students are governed by the Admission Policy of Herbert Fletcher University.

### 2. Validation of courses by transfer

It is the acceptance of academic courses from duly accredited universities and authorized by the State, whose description and contents are homologous to those offered by Herbert Fletcher University. The validation is carried out taking into consideration each of the courses approved at the university of origin and its equivalence with the corresponding courses offered by Herbert Fletcher University.

## **Validation of transferred courses**

### **Rules**

- a. The credits presented to be transferred are for courses at the university level, in which the student has obtained a grade of B or higher.
- b. Courses with grades of B-, C+, C, C- or F will not be validates.
- c. It will be accepted to transfer a maximum of nine (9) credits from other accredited university institutions.
- d. Official transcripts of each institution, college or university that are printed in a language other than English or Spanish, must be accompanied by an official translation into one of these languages.
- e. The courses that are validates pass to the academic record of each student with the coding (T) as “transferred course”.
- f. A catalog or description of each institution of origin that corresponds to the period in which the student was enrolled must be presented; when necessary.
- g. Approved courses of accredited foreign universities must be validated, and must submit the catalog of said university or description of each course when necessary.
- h. Approved courses with grades other than A, A-, B+, B will not be validated.
- i. No one will be exempted from taking the course EDOL 500 – Introduction to Online Learning.

### **Expiration**

The transfer courses that will be validated will not exceed five (5) years after being taken.

**Herbert Fletcher University reserves the right to validate the credits of other Universities in Puerto Rico or abroad.**



# SATISFACTORY ACADEMIC PROGRESS POLICY



## **INTRODUCTION**

Herbert Fletcher University intends to show a genuine interest in its students. For this reason, it states among its responsibilities to establish a policy that ensures the compliance with state and federal laws and regulations for the benefit of our students. In accordance with the academic standards and regulations of the United States Department of Education, the institutional policy is established to regulate and apply satisfactory academic progress standards among students.

## **PURPOSE**

HFU, being a fully online institution, has a policy to monitor the academic progress of students while studying their programs at the institution. All students are required to maintain a general average and a percentage of credits approved in accordance with this Policy.

## **PERTINENT DEFINITIONS**

### *Attempted Credits*

All attempted credits are understood as those in which the student obtains a grade of A, B, C, D, and F. They also include the credits in which the student is an Official Withdrawal (W) and Administrative Withdrawal (WR)

### *Incomplete Qualification*

The credits in which the student obtains a grade accompanied by Incomplete (I) are not considered for average or for attempted credits until it is removed. If it is not removed in or before the second month of the next trimester, the I will be removed and the grade that accompanied it will become the grade.

### *Repeated Courses*

Repeated courses (a maximum of two times) are counted as credits attempted. The grade that is used to compute academic average in repeated courses is the highest grade obtained.

### *Approved Courses*

All approved courses are those in which the student obtains a rating of: A, A-, B+, B or B-.

### *Evaluation Period*

The Evaluation Period to determine satisfactory academic progress varies according to the study program in which the student is enrolled. Students who exceed the number of quarters normally required to complete the curriculum, each additional session will be evaluated in order to monitor its satisfactory academic progress. Includes part-time students.

## **ELEMENTS OF THE ACADEMIC PROGRESS POLICY**

### *Qualitative Element- Grade Point Average (GPA)*

Students must meet the general academic index required by the program at which was accepted. The Grade Point Average (GPA) is cumulative and is calculated by taking consideration of the credits and grades obtained by the student in the courses of his study program at the moment of evaluation.

### *Quantitative Element- Approved Credits in Maximum Time*

In order to ensure that a degree, when granted, is reasonably focuses (in the time required), all credits applied to this title must be obtained within no more than four years.

## **CORRECTIVE ACTIONS IN THE SATISFACTORY ACADEMIC PROGRESS POLICY**

**Academic Risk-** Any student who is referred to as Academic risk conclude a session the Admissions Office and Records Office will analyze the qualifications (grades) of the student and is found to have a tendency to continue lowering their grade point average (GPA). These students will be contacted by email to arrange an appointment with the Academic Administration Office to establish a plan to help the student.

**Academic Warning-** is the classification that indicates that a student does not meet the average acceptance rate for the program. An appointment will be arranged between the student and the Academic Administration Office to develop a student plan.

All students who have not improved their average at the end of the next class session will not be able to be enrolled in the study program.

## **APPEAL PROCEDURES**

The student may appeal the decision of this Academic Progress Policy by directing an email to the Admission and Records Office. The student will have a maximum of ten (10) business days from the date of notification. The Admissions and Records Office will have ten (10) business days to respond to the appeal requested by the student. The student must submit any evidence that he/she has to be analyzed by the Admissions and Records Office such as: Certificate of death of close family member (father, mother, children or wife), extenuating health conditions, serious accident, natural disaster that affect the student's ability in their studies, etc. )





# POLICY TO ATTEND STUDENTS AND GRADUATES COMPLAINTS AND GRIEVANCE



# Student Complaints and Grievance Process

Students who consider that any of their rights has been violated, assigned an unfair grade or violated any policy of the institution, have the right to submit a complaint to the Complaints and Grievance Policy Committee for their request to be studied. The procedure is as follows:

## **Unfair grading:**

1. First, the student must send an email to the faculty member to whom they wish to appeal the score. In this email, the student must clearly state the reasons why he/she understands that his/her score does not adequately reflect the evaluation criteria, which were defined by the facilitator in his/her study program (syllabus). This email should be written in a friendly tone, with great respect, courtesy and consideration. This is very important at all times. Once the facilitator receives the email, he/she will have five (5) business days to articulate in writing the student the evaluation criteria and how he/she received that score. This clarification must be appealed 10 days after the score in dispute is awarded.
2. If the student is not satisfied with the facilitator's explanation, the second step would be to send an email with all the steps he has taken to the Student Services Office which will present this case to the Complaints and Grievance Policy Committee. These committee shall review the evidence, may interview the parties and grant its decision no later than five (5) business days after receiving the request. The Student Services Office shall report the final decision to the student and the facilitator. If the decision requires a change of score, a copy of the report will be sent to the Records Office. The decision of the Committee will be final.

## **Violation of any policy of the institution or any right of the student:**

The student must send an email to the Student Services Office, which will be in charge of presenting it to the Complaints and Grievance Policy Committee. In this email, the student must clearly state the reasons why he/she understands that any policy of the institution was violated or the student's right was restricted. This email should be written in a friendly tone, with great respect, courtesy and consideration. This is of utmost importance at all times for the Complaints and Grievance Policy Committee. These committee shall review the evidence, may interview the parties comments and grant decision no longer than five (5) business days after receiving the appeal. The Student Services director shall report the final decision to the student and to the affected parties. The decision of the Complaints and Grievances Policy Committee will be final.

## **Definitions:**

1. **University, Institution or HFU:** Herbert Fletcher University
2. **Student:** Any active person or graduate of the university.
3. **Student complaint:** Written complaint filed by a student, alleging violations of student rights, violation of any policy, procedure or regulation of the university, including but not limited to academic, administrative or service issues.
4. **Complaints and Grievance Policy Committee:** The committee will be composed of five (5) officials of the institution, such as: Academic Administration director, Chaplain, Counselor and Finance Officer. The members of the Committee will be constituted at the moment by the director of Student Services,

when necessary, due to the complaint. If any member of the Committee is part of the controversy or their intervention will represent a conflict of interest with any of the parties involved or with the complaint itself, it will be replaced by another official.



# INSTITUTIONAL INTELLECTUAL PROPERTY AND COPYRIGHT POLICY



HFU recognizes that the works carried out in different academic activities are the product of the faculty work and the student. Therefore, the copyright will be of these, unless otherwise indicated.

The students and the faculty will maintain the rights of their works and copyright except in the following cases:

1. When the research work or other related activity is subject to a contract between the University and a third party that contains obligations or restrictions concerning the copyright or the uses of the work protected by copyright.
2. On opportunities in which the participation of the University provides university resources or where there is a work sponsored by the university.
3. When the work produced has been performed during the performance of functions directly related to the employment of an employee or when the work has been assigned by the university. HFU será titular del Derecho de Autor en los casos donde el trabajo sea el resultado de Recursos Universitarios o fondos recibidos de la Universidad o aportes económicos que la Universidad administre.



4. HFU will own the copyright in cases where the work is the result of university resources or funds received from the university or economic contributions that the university administers.
5. The university may acquire the authorship of works by means of an agreement in writing with the author(s) who are the owners of the work according to the terms agreed between the interested parties. In addition to the foregoing, the copyright in the following works are expressly established as follows:
  - a. Academic Publications – the university will not claim rights in research or other analogous publications, unless this publication arises as a result of a motivated or required project by the university or when there is a research agreement in place.
  - b. Content of the courses- in the cases of the guides and design and development of courses: the copyright on the syllabus and the curricular design will be of the university. The content will be of the author.

The syllabus or design of a course cannot be commercialized without the approval of the university.

Except specific cases, in any case in which the design of a course results from an express commission from the university, the content of the course will be the sole and exclusive property of the university.

- c. Texts and educational materials – the university will not claim the right of authorship on texts and/or other published materials, except when said materials are expressly commissioned by the University and, as a consequence, are commissions works, including computer programs, online courses and/or at a distance and publications presented in electronic media. If such materials are prepared by direct commission of the university, that work will be under the right of authorship of the university.
- d. Theses and dissertations - the ownership of the copyrights on the works of theses or dissertations prepared by student as part of the requirements for an academic degree will be exclusively of the student. By agreement between both parties, the student may grant the university a free permission to reproduce, distribute or maintain a limited number of copies of the work accessible to the public.

Certification N. 93-140 of the Council of Higher Education establishes that the ownership of the author over his work does not exempt him from the responsibility of granting the university due explicit recognition, as appropriate, for contributions, supports or collaborations that made possible his design, development or disclosure.

Likewise, it does not exempt students from the responsibility of indicating if their works were developed as part of the requirements of courses or academic degrees. In case, the university retains the right to claim said recognition.

When the ownership of the copyright is not of the university, the author has the total responsibility of registering and protecting the works of authorship.

#### Other responsibilities

1. The President will be responsible for administering and implementing this Policy. The President may delegate this responsibility to any other person or entity.
2. Appeals: The President or the person assigned shall have the responsibility to attend the appeals established in this Policy.

3. Conflictos de interés: Conflicts of interest: Persons covered by this Policy who are working on a research project, must notify the person designated by the President of any conflict of interest (or potential conflict of interest) that may result from any relationship that entails remuneration or economic benefit (direct or indirect), either to he or to any member of their family.

In that case, the situation will be brought to the attention of the person designated by the President so that the case is presented to the President who will determine how to proceed in accordance with the applicable law.



# HFU

[www.HFUniversity.org](http://www.HFUniversity.org)

## LIBRARY SERVICES



The virtual Library is a vital part of our institution. It serves as a resource center for information to support the curriculum of the HFU courses. It is located on our website under the title Virtual Library and contains a wide variety of databases and electronic books available for your educational needs. To see the list of databases you can access visit [avl.interamerica.org](http://avl.interamerica.org)

### **LIBRARY SERVICES HOURS**

The schedule of telephone consulting services to the librarian is Monday through Thursday from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. (Eastern time). During the hours that we are not in the office, you can contact us through our e-mail at [library@HFUniversity.org](mailto:library@HFUniversity.org) or consult your virtual librarian through the virtual chat of the library.



HFU  
www.HFUniversity.org

# ACTIVE ARMED FORCES STUDNETS OF THE UNITED STATES AND THE NATIONAL GUARD OF PUERTO RICO POLICY





## **I. PURPOSE**

Herbert Fletcher University (HFU) in compliance with the provisions of Act. No. 109 of April 11, 2003, informs the protection measures for students of Higher Education activated in the armed forces of the United States and the Puerto Rico National Guard. This measures are established to avoid the academic and financial penalty of student active in military service.

## **II. LEGAL BASE**

- A. Law No. 109 of 2003, Law that regulates contractual relations between military students of post-secondary education in the Commonwealth of Puerto Rico and the Higher Education Institutions. .

## **III. DEFINITION OF TERMS**

- A. Activation- Call to soldiers members of the Armed Forces Reserve of the United States and the National Guard of Puerto Rico to serve full-time exercises or war.
- B. CESPR-Council of Education of Puerto Rico.
- C. Student- individual enrolled in a higher education institution that is a member of any of the units of the military bodies that are defines in Law 109 and the CEPR regulations.
- D. National Guard- subdivision of the Military Forces of Puerto Rico.
- E. Reserves of the Armed Forces of the United States – Reserves of the corps of the Army, Navy, Air Force, Marine Corps and Coast guard, highlighted in Puerto Rico.
- F. WM – Code that will be written in the transcript of the student which indicates a Military Withdrawal.

## **IV. GENERAL DISPOSITION**

- A. Herbert Fletcher University will offer students who are activated by the Armed Forces of the United States or the National guard of Puerto Rico a refund or a credit for the money paid for tuition, and other expenses paid by the student that are reimbursable.
- B. The refund, or credit will not include the fees that are not reimbursable.
- C. The institution will prorate the refund, or credit at the time of the academic session in which the student is activated.
- D. HFU will award a credit if the student does not indicate a preference at the time of presenting evidence of activation.
- E. Priority will be given to the student to reintegrate according to the availability of courses during the academic session If the activated student is a candidate for graduation during the quarter of their activation, they will have priority over other students in the arrangement of the courses.

## **V. PROCEDURE**

- A. The student must notify the Admissions and Records office that he is a member of the Armed Forces of the United States or of the National Guard of Puerto Rico during the first fifteen (15) calendar days of the session.

- B. If the student is activated by the Armed Forces of the United States or by the National Guard of Puerto Rico, he must present original evidence of the orders of his activation to the Admissions and Records Office of Herbert Fletcher University. You must present them at least fifteen (15) days before the date of activation or as soon as reasonably possible.
- C. When submitting the activation evidence, you must indicate if you prefer a refund or credit for the money paid prorated at the time of the quarter in which the student has been activated.
- D. Once you finish your military service, you can join their studies by completing a re-admission application without having to go through the application payment process.

## **VI. ADMISSIONS AND RECORDS OFFICE**

- A. The Records Office will proceed to cancel the student's registration by placing the WM (Military Withdrawal) code on their grade book along with the date the student submitted the activation.
- B. After awarding a WM in its report card, it will proceed to inform the Finance Office of the canceled courses for the activation of the Armed Forces of the United States or the National Guard of Puerto Rico for the corresponding adjustment.
- C. The Records Office will ensure priority in the courses that were registered at the time of its activation, according to the availability of the courses.

## **VII. FINANCE OFFICE**

- A. The Finance Office will calculate the amount to reimburse or credit the student.
- B. After reimbursing or crediting the calculated amount, the Finance Office will suspend any collection action when the student is activated.



# Electronic mail policy



## **I. Purpose of the Electronic Mail Policy**

Our university is virtual, therefore the primary communication method is electronic mail. We make use of electronic communication among our students, faculty, staff and administrators. This facilitates the convenience, speed, cost effectiveness, and environmental benefits of using e-mail instead of written communication or the cost of long-distance telephone calls. Based on this premise, the official way of communication of HFU is electronic mail.

## **II. Reach**

The student e-mail Policy provides guidelines regarding the following aspect:

1. Use of the institutional email.
2. Assignment of an email from the university.
3. The use and responsibilities associated with the assignment of an email.
4. Expectations of the use of communication through email between faculty, students and administrators.

## **III. Politics**

1. Use of email:



Email is the official way of communication in our institution. Therefore, the university has the right to send communications to students through this media and expect that communication to be received and read in a reasonable time (24 to 48 hours).

2. Assignment of an email from the university to the student:

The HFU Technical Support Office will assign students an official email address from the university, to which the communications will be sent. Any technical problem or help concerning this address should be directed to this office.

3. Expectation about the use of email:

Students are expected to check their email account daily to be informed of communications from the university. It is recommended daily since some communications may require that they be answered immediately.

4. Educational use of email:

Facilitators can determine how email will be used in their classes. The virtual campus is set up by the facilitators and they can activate the option of receiving notifications from the virtual campus when an event occurs in the course. This means that students must constantly check their accounts to be up-to-date.

5. Appropriate use of email:

Generally, emails are not appropriate to send or transmit sensitive or confidential information. If you are sending confidential information, it is recommended that you increase the security of your account to an appropriate level for your protection.

Remember:

a. All uses of electronic mail, including for the use of sending sensitive or confidential information, must be consistent with the Policy of Use of Electronic Mail of this institution.

b. Confidentiality regarding student records is protected by the “Family Educational Rights and Privacy Act of 1974” (FERPA). All use of electronic mail must be compatible with the FERPA law.

c. If the email account is lost by either a “hacker” or a password loss, it is the student’s responsibility to immediately inform the HFU Technical Support Office and they will provide you with a new account as soon as possible.

## **IV. Review of the Electronic Mail Policy**

The Academic Administration Office and the Technical Support Office will review this policy as necessary. Changes to this policy will be approved by the Executive committee for Academic Affairs of HFU. If you want more information or have any question about it, you should contact the Technical Support Office.





# POLICY OF USE AND DISCLOSURE OF THE SOCIAL SECURITY NUMBER

Herbert Fletcher University (HFU) follows and respects Act No. 186 of September 1, 2006, approved by the Commonwealth of Puerto Rico. This law establishes that the institution will not show or display any Social Security number (SSN) for the purpose of identifying any student anywhere, nor will it be included in any means visible to the general public.

This provision shall not apply with respect to the use of SSN in cases in which it is required or authorized by the student, their parents or by any federal law or regulation, for the internal purposes of identity verification, validation of identity, for employment, for economic assistance; this subject to guarantees of confidentiality of the institution.

HFU recognizes the importance of protecting and using the student's SSN. This policy raises awareness about the confidential, protected nature of the SSN. In addition, it reduces the use of the student's SSN for identification purposes and increases the student's confidence in the handling of their SSN.

HFU is committed to ensure the correct management and privacy of confidential information collected and maintained by faculty, staff and students, including the SSN; in addition to compliance with the reports required by the federal and state government on the subject.

This institution has the policy to protect the privacy of the student's SSN and to place appropriate restrictions on its use during the process of admission, financial assistance, billing and enrollment. The taking, use and dissemination of the student's SSN or any part thereof for other purposes, are prohibited in HFU.

This policy outlines the acceptable use of the student's SSN; limits for its institutional use and establishes procedures to ensure that HFU employees and students are informed and comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), and other laws and regulations acceptable to the Commonwealth of Puerto Rico.

This institution considers the SSN or any information directly related to it, to be "personally identifiable information" under the Education and Privacy Rights Act of 1974 (Family Educational Rights and Privacy Act-FERPA). No part of a student's SSN may be disclosed to the public via email to student groups, student lists or on electronic bulletin boards, etc. The student's SSN may be part of the application process for admission and be required by the Records Office.

The student's SSN is also generally required for certain reports required by the government and as part of the application for financial assistance, billing and employment. The risk of unauthorized student SSN access increases with each additional electronic or paper copy of the SSN. Each director of the office is responsible for ensuring that the number and scope of physical and electronic deposits of the SSN are kept to the minimum

necessary. This reduces dependence on the use of the student's SSN for identification purposes and increases the student's confidence in the handling of their SSN.

### **General requirements**

(These requirements apply to written and electronic records)

- Document handling and storage. Documents that contain the student's SSN must not be distributed or viewed by unauthorized individuals. Such documents must be stored in secure archives and locations. In high traffic areas, such documents should not be displayed on desks or other visible areas.
- Disposition. The SSN of the students stored in paper or electronic format must be destroyed (shredding the papers, cleaning the electronic files, etc.) before their disposal.
- Current and future records. HFU will insert in all the educational records of the students in the information system new primary identifier. Until these numbers are available, it is acceptable the use of the last 4 digits of the student's SSN has a second identification.
- Historical Records. Historical Records are understood as those documents physically filed or in the database that contain the student's SSN. These historical records may not be altered. All records and files containing student data must be considered sensitive information and must be handled and stored correctly.
- Relief to Acceptable third parties. HFU may make a student's SSN available to third parties as permitted by law, when authorization is granted by the student, when the legal counsel has approved the release, by subpoenas, when authorized third parties are acting as HFU agents or when appropriate security is guaranteed by agreement, as in the cases of: financial institutions that provide loans or other financial services for students and designated entities by the student to receive an academic transcript from the student.

### **Requirements for Electronic Data**

- SSN data includes any integration or collection of the student's SSN from HFU stored, processed or transmitted in an electronic format. Examples of these include: Institution databases, small databases; such as MS Access (Access MS), Web Pages, emails (E-mail), includes worksheets, tables and lists in documents processed with Word (word processing).
- Transmission of the student's SSN by email (e-mail), File transfer Protocol (FTP), Instant Messaging, etc. SSN data cannot be remitted by email, FTP, or immediate messaging to third parties outside of HFU without appropriate security controls. Generally, such controls include encryption and authentication of the recipients, such as file password protection. Care should be taken to ensure that emails are sent only to the intended recipients.
- Data storage of the student's SSN. The databases and student data systems of HFU may not store or maintain the student's SSN, except as required by the government for reports or other specific institutional purposes. The office managers will be responsible for:
  - o Maintain an updated inventory of the database or data systems of the SSN.
  - o Minimize the use of the SSN including the use of substitutes, such as: partial use of the SSN and the identification number of Herbert Fletcher University.
  - o Document security controls and risk reduction.



# GRADUATION PROCESS

## **GRADUATION REQUIREMENTS**

A student must complete his studies at the time mentioned in the program he chooses (example: master's degree, must finish in two and a half years (2 1/2) up to a maximum of four years (4). The following specific requirements are necessary for to receive your title:

1. Successfully complete the number of credit hours requested by the selected program.
2. Obtain the academic average index required by the program in which you participate.
3. Pass a comprehensive exam with 80% or more (only in cases of Masters).

## **GRADUATION APPLICATION**

The average academic index required by the program to which it is admitted must have been achieved with at least one (1) session in advance of graduation.

In addition to the academic requirements, the candidate for graduation must pay any debt owed to HFU before applying for graduation. Failure to pay a delinquent account may cause the graduation permit to be delayed for another term. Students who discover that they do not have all the requirements to graduate, must apply against to request a change of graduation date at least three (3) months before the expected initial date of graduation.



# ADMINISTRATION AND PERSONNEL

## **ADMINISTRATION:**

Dario David Siguelnitzky	President
Carlos Antonio Robles Carrero	Academic Administration Director
Evelyn Troche Toro	Finance Officer
Jissenia Rodríguez Ruiz	Student Services Associate Director

## **SUPPORT AND SERVICE PERSONNEL:**

Sherleen Enid Oyarzabal Guash	Admissions and Records Officer
Raúl Cervantes	Librarian
Orlando Acevedo Acevedo	Technical Support Officer
Miriam Hernández Pérez	Curriculum Officer

## **Government Board:**

- President of the Interamerican Division of the Seventh-day Adventist Church (IAD)
- President of Herbert Fletcher University
- Secretary of the IAD of the Seventh-day Adventist Church
- Treasurer of the IAD of the Seventh-day Adventist Church
- President of the IAD of the Seventh-day Adventist Church Education Department
- President of the Inter-American Theological Seminary
- President of the Montemorelos University
- Presidents of the Inter-American Unions





HFU  
[www.HFUniversity.org](http://www.HFUniversity.org)

Director of Education of the Seventh-day Adventist Belize Union

Associate Director of Education of the General Conference of the Seventh-day Adventist Church



# HERBERT FLETCHER UNIVERSITY

## Institutional Organization Chart

