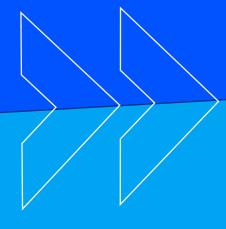# Jala University

Student Catalog
2024-2025

8383 Wilshire Blvd #800
Beverly Hills, CA 90211
Toll-free number: 800-888-3537
https://jala.university/

Version 3.0
Effective Date 7/2024

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Statement from CEO

In many disadvantaged regions, education has not been given the importance it deserves, as evidenced by the underinvestment it has received over the years. It has become clear that the education ecosystem in these communities presents severe deficiencies in the face of a highly competitive technology industry.

It is time to transform our reality and take responsibility for building a future for our countries, regions and families into our own hands. Only a committed investment in education will help us empower today's young talents to grow professionally and improve the quality of life in their communities.

That is why we created Jala University, where we aim to transform the economies of underprivileged regions. We want to do this through the software industry, which offers us many opportunities, since it does not require large infrastructures, as it is an industry that thrives on creativity.

We are committed to profoundly transforming the learning model focused on memorization and repetition to replace it with an education by reasoning, which contributes to building structured thinking. At Jala we define "Knowledge" as the sum of theoretical education and subject-matter expertise obtained through daily work and practice. This is why our proposal not only guarantees a job in this industry, but we make sure that you get to "Knowledge".

Today, I invite you to join Jala University, where we want to support a virtuous cycle that creates incredible professional opportunities, with an impact on the lives of people and regions as a whole, thinking not only about today, but also about leaving a legacy for future generations

<div align="center">

Welcome to Jala University!
Juan Salinas, CEO
Jala University

</div>

History of Jala University

In a region that undeniably needs to develop its production of intellectual property, individuals must access robust and practical learning systems, to be at the forefront of a fast-growing technology industry.

Backed up by 20+ years of experience providing tech education to Latin America, Jala Group has the profound conviction that investing in people and their education is vital. During all this time, we have provided training programs for professionals and engineering students, to bring their skills up to the standards of the high-tech industry.

After years of observing far-reaching problems in the region's educational ecosystem, both in school and college, our expert team analyzed possibilities to face this issue. This is how Jala University was created, to continue the mission started by Jala Group, looking to build exceptional IT talent.

We started planning a traditional campus model, but the impact of the COVID-19 pandemic transformed our initial idea into an online approach. In 2021 we received the exemption from the Bureau for Private Postsecondary Education (BPPE), and California State. Since then, Jala

University has become a functioning US-based institution providing high-quality tech education for students from all around the world assisting them in developing their full potential without having to move abroad.

Thanks to the partnership with Fundación del Saber, Jala University has the support of Jalasoft, the renowned nearshore outsourcing company, and other high-tech partners in the software industry. With this alliance, all of our students receive a full scholarship to be educated without cost and upon graduation become eligible for a full-time job. All our efforts are aimed at remaining at the forefront of education for the technology industry and helping to build tech-savvy regions that transform communities and lives.

Board of Trustees

Name	Office
Jorge Lopez	President
Juan Salinas	Vice President and CEO
Alfonso Megias	Treasurer
Erin P. Keating	Secretary
Christopher Bjorstad	Academic Representative

Advisory Board

Name	Contact	Position	Employer
Ernesto Bascón	ebasconp@gmail.com	Software Engineer	Native Instruments
Adrián Grajeda	adrianrg@gmail.com	Sr. Software Developer	ACR-One Solutions
Silvia Valencia	Silvia.Valencia@jalasoft.com	Unit leader	Jalasoft
Rolando Lora	Rolando.Lora@jalasoft.com	Software Architect	Jalasoft

Mission
To develop the talent of future software engineers through solid academic training, with the economic and practical support of the industry, providing them with hands-on experience in real cases.

Vision
To transform the economies of disadvantaged regions by offering world-class education programs and employment opportunities in the software export industry, enabling them to develop intellectual property and to become active players in the digitization of society.

University Goals
- To bring academy experts and industry experts together so that students reach expertise through practical, industry-supported, education.
- To provide a unique learning experience to students through experiencing hands-on education in a project-based model.

- To open channels of communication between educators and industry experts for the benefit of the students.
- To prepare students for their professional careers by being able to integrate to software engineering teams in the high-tech industry.

University Learning Outcomes

Students completing their educational program at Jala University will be able to demonstrate Institutional Learning Outcomes (ILOs) incorporating the breadth and depth of their learning experiences alongside acquired and core competencies applicable to each program:

- Students will demonstrate evidence of high competence levels of verbal, non-verbal and written communication of ideas, perspectives and values in workplace, academic and social contexts.
- Students will be able to think critically, analyze and resolve problems through gathering information, reasoning, evaluating alternatives and reaching creative appropriate solutions.
- Students will demonstrate professional and ethical behavior with recognition of the diverse and multicultural communities in which we live.
- Students will demonstrate leadership skill sets appropriate to the work, personal and professional environments.
- Students will demonstrate evidence of technology and information literacy resources for evidence-based decision-making as relates to their field of study
- Students will be able to use mathematical concepts or logic and notations (such as formal languages, diagrams, etc.) to express solutions to posed and real-life problems

Accreditation and Approvals

Jala University has met the qualifications for exemption from regulation under the Act, pursuant to California Education Code (CEC) section 94874(b)(1): "*An institution offering educational programs sponsored by a bona fide trade, business, professional, or fraternal organization, solely for that organizations membership*".

Additionally, as an exempt institution, Jala University shall comply with CEC §94927.5 regarding the retention of student records and transcripts and their submission to the Bureau prior to closing.

Jala University is accredited by the Accreditation Service for International Schools, Colleges & Universities (ASIC) as PREMIER INSTITUTION for the accreditation period: 11th October 2023 to 10th October 2027, Accreditation Number: AS38205/1023. Jala University has been awarded commendable grades in the following areas:

- Premises and Health & safety
- Management and Staff Resources,
- Learning and Teaching; course delivery
- Quality Assurance and Enhancement
- Student Welfare
- Marketing and Recruitment

"ASIC accreditation helps students and parents make a more informed choice and will also help a school, college, university, training provider or distance education provider, demonstrate to the international student body that they are a high-quality institution".

Hours of Operation

Jala University Offices are open during standard business hours, Monday through Friday 8:00 AM – 5:00 PM UTC-4.

Academic Calendar and Holidays

Term 1 - January 8 thru June 19, 2024

Module 1
January 8 thru February 28
Grades Due March 1

Module 2
March 4 thru April 24
Grades Due April 26

Module 3
April 29 thru June 19
Grades Due June 21

Term 2 - July 1 thru December 11, 2024

Module 1
July 1 thru August 21
Grades Due August 23

Module 2
August 26 thru October 16
Grades Due October 18

Module 3
October 21 thru December 11
Grades Due December 13

Term 1 - January 6 thru June 18, 2025

Module 1
January 6 thru February 26
Grades Due February 28

Module 2
March 3 thru April 23
Grades Due April 25

Module 3
April 28 thru June 18
Grades Due June 20

Term 2 – July 7 thru December 17, 2025

Module 1
July 7 thru August 27
Grades Due August 29

Module 2
September 1 thru October 22
Grades Due October 24

Module 3
October 27 thru December 17
Grades Due December 19

Spanish track holidays:

Easter/Good Friday: Apr 18, 2025
Labor Day: May 1
Corpus Cristy:
          May 30, 2024; June 19, 2025
All Souls: Nov 2
Argentina Independence Day: Jul 9
Bolivia Independence Day: Aug 6
Colombia Independence Day: July 20
Mexico Independence Day: Sept 16

New Term Start Dates
July 1, 2024
January 6, 2025
July 7, 2025

Portuguese track holidays:

Carnival: Mar 3 and 4, 2025
Easter/Good Friday: Apr 18, 2025
Labor Day: May 1
Corpus Cristy:
          May 30, 2024; June 19, 2025
All Souls: Nov 2
Brazil Independence Day: Sept 7

Note: For country-specific holidays, only students enrolled in the given track are subject to the holiday.

ADMISSIONS INFORMATION

Candidates **must** be active members of Fundación Del Saber in good standing to be accepted into Jala University's programs. Once accepted into the program, the student must be able to submit evidence that she/he is still a member of the institution throughout their enrollment period.

Non-Discrimination Statement

Jala University is committed to nondiscrimination and equal opportunities in its admissions, college policies, academic programs, activities, and employment regardless of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex, marital status, sexual orientation, or any other basis protected by applicable federal, state, or local law, ordinance, or regulation.

Application and Admission Process

1. Initially, the applicant must submit their application through the official website of Jala University. Their application will be reviewed by our admissions officers and they will be invited to a career information session.
2. Applicants who decide to proceed with their application will take a test to demonstrate their vocational preferences, types of intelligence, and other aptitudes and logic. The results of these tests are meant to indicate whether the chosen career is the right professional decision for them. Additionally, they need to take an English proficiency test and provide information about their virtual/online workspace.
3. Candidates who passed the tests are invited to the next admission course, according to the admissions calendar. They will be required to fill out a form to be registered in the admission course. The admissions course consists of 2 modules; candidates must successfully pass both.
4. Interviews will be scheduled for approved candidates, which require the participation of parents or guardians. Additionally, an informational session will be conducted to explain the content of the documentation (contracts) necessary to continue with the admission process.
5. The Director of Student Admissions will verify that all listed candidates meet the necessary requirements for the program they applied to. If eligibility is met for a Jala University program, the Director of Student Admissions will recommend the applicant to Fundación del Saber for the scholarship and to the CEO who will make the final decision regarding granting the applicant's admission and enrollment to Jala University.
6. The admitted candidates will receive a copy of the current University Catalog and the Enrollment Agreement that he/she will need to sign and return, with other applicable paperwork.
7. Upon Jala University's receipt of the signed Enrollment Agreement and all additional requirement paperwork, the candidate will officially become a student of Jala University.

Admission Criteria:

Candidates applying to our Portuguese and Spanish programs must demonstrate proficiency in Portuguese/Spanish, be deemed "college-ready" and able to study in these languages. Additionally, they are required to present their Certificate of Studies of Higher Secondary or Baccalaureate.

In addition, applicants need to complete the following:
1. Personal, Social and Vocational Profile (PSV) test, a carefully selected set of assessments, all validated by the American Psychological Association:

a. Intelligences Psychometric: 40% or above
   b. Vocational Interest: 70% or above
   c. Vocational Aptitudes: 60% or above
   d. Personality Inventory (IPIP): 60% or above
   e. Social Skills: 60% or above
2. Admission course, designed by industry specialists to teach fundamental concepts and select candidates with potential in the field:
   a. Module 1 with a score 70% or above
   b. Module 2 with a score 80% or above

Students receiving a full scholarship to study in Jala University must enroll in the English for Specific Purposes for Software Engineers Certificate Program (ESP) to qualify for the scholarship. Applicants are requested to take an English Exam from British Council English Score, in a synchronous session with the admission officers, and send results immediately after the test is complete.

ESP Placement

Upon successful completion of the English Exam, students will receive notification of placement level before the start of the Term. Depending on placement, students will be assigned to a corresponding ESP program level. Students will start the level with the first course in the level series, and then, complete each successive course.

English Score Test and Placement Method

For initial program placement, all students must complete the English Score test, given by the Admissions Department, prior to their first Term with the University. The scores and corresponding placement levels follow in this section.

The ESP program offers 2 placement levels based on assessment scores: Level 1 and Level 2.

CEFR		English Score Test Results	ESP Program Level
Level	Description		
Pre-A1	-	0 – 99	Level 1
A1	Beginner	100 – 199	Level 1
A2	Elementary	200 – 299	Level 1
B1	Intermediate	300 – 399	Level 2
B2	Upper-intermediate	400 – 499	Level 2
C1	Advanced	500 – 599	Level 2

Courses in ESP Levels

Level 1 – Beginner (A1-A2)

- ESP 1 – Beginning English for Software Engineers I
- ESP 2 – Beginning English for Software Engineers II

Level 2 – Intermediate (B1-B2)

- ESP 3 - Business English
- ESP 4 - English for Software Engineering I
- ESP 5 - Interview Preparation & Written Communication I

Level 3 - Advanced

- ESP 6 - English for Software Engineering II
- ESP 7 - Interview Preparation & Written Communication II

General ESP Testing Procedures - Initial Program Placement

- **A government-issued, unexpired picture ID is required** to take the ESP assessment **English Score** online.
  - Examples: Driver's License, Military ID, passport, personal identification card from home country. **Pictures including photos on a cell phone or photocopies of identification are not accepted.**
- The application ID number found on the application is needed to take the test. Tests may only be taken by the applicant with the assigned application number.
- Only one test will be administered. This test score will be the official ESP test score used for placement in the ESP program.
- Testing is subject of Jala University's Academic Policies and Procedures. Cheating on a placement test is strictly prohibited.
- Cheating violations may result in cancellation of scholarship or other penalties deemed appropriate by the Chief Academic Officer (CAO).

Common Questions about ESP Testing

Nº	Step	Responsible	Answer
1	Who proctors the tests?	Admission Officer	Admission Officer
2	How does live proctoring work?	Admission Officer	Applicants are invited to a scheduled call with open cameras where admissions officers will validate if the person under evaluation is on the screen. Meeting will be recorded.
3	What technology is needed?	-	Microsoft Teams Mobile device where English Score app can be installed.
4	How is student identity verified?	Admission Officer	The student is validated using the Identification document he/she sent during the Admissions process.

5	What if the student has a disability accommodation?	Admission Officer	If the student reported that has a disability, the Admission Officers team will coordinate with the student the accommodation for the English test.
6	Can proctors respond to questions during testing?	Admission Officer	Yes, but only if the question is related to the installation or problems with the app.
7	How do students schedule live proctors?	Admission Officer	The Admission Officer communicates with students via WhatsApp to schedule the test.

Appeal for Admission Process

Jala University reserves the right of admission. However, if any candidate is not satisfied with the result, they can contact the Admissions Officer to request a review. In this case, the Admissions Officer will request a review of the results from the relevant departments and provide the necessary feedback to the candidate.

For other appeal cases, please refer to the **Complaint and Grievance Policy**.

Transfer Credit Policy

The transferability of credits you earn at Jala University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor Degree you earn in Commercial Software Engineering is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at Jala University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Jala University to determine if your credits will transfer.

The acceptance of credits is solely at the discretion of Jala University. The University will transfer a maximum of 75% of the units or credit that may be applied toward the award of its Bachelor Degree programs, which may be derived from a combination of any or both of the following:

1. Units earned at institutions approved by BPPE, public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by BPPE or accredited by an accrediting association recognized by the U.S Department of Education.
2. Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.

Jala University reserves the right to deny credit for courses that are not compatible with those offered in its degree programs. Some general categories of courses never receive transfer credit or, in some instances, receive credit on a restricted basis.

Challenge Exam Policy

Jala University can award a maximum of 12 General Education credits via College Level Examination Program (CLEP) tests.

To be considered for evaluation, students must submit the appropriate exam score documentation directly to the Jala University Registrar from the testing agency.

Duplicate credit shall not be granted to students who have achieved minimum CLEP exam scores and have taken the equivalent course at Jala University. Credits earned through CLEP do not count toward a student's cumulative grade point average (CGPA).

CLEP Test Requirements

1. A student cannot receive credit by CLEP for a Jala University course for which the student earned a failing or non-passing grade.
2. Students must submit official CLEP transcripts by the deadlines mandated for post-secondary transcripts in order to be evaluated for credit.
3. Students who present CLEP transcripts that do not meet the minimum required scores shall not receive credit
4. CLEP transcripts showing an exam retake shall not be considered for evaluation.
5. CLEP credit shall be applied only to fulfill General Education credit requirements.
6. Courses in the major academic core are not eligible for credit by CLEP.
7. Jala University shall not provide credit for CLEP General Examinations. Only CLEP Subject Examinations will be evaluated for credit.

Transfer of credits earned at Jala University to another school is subject to the receiving institution. **Jala University does not guarantee transferability of credit to any other institution.**

Technology Requirements

Our online curricula are delivered via a learning management system (LMS), and a variety of cloud-based tools that support synchronous sessions and labs. To be able to access all these resources, it is required that students have a computer with the following requirements:

Recommended Minimum System Requirements:

- Processor: i5 de 11th generation or equivalent
- Memory: 20 GB
- Hard drive: SSD 512 GB
- Screen: 15''
- Wi-Fi and ethernet

In addition, students need equipment including a microphone, webcam, and stable internet connection for all online courses. In the event that additional required equipment is needed for the course (printer, flash drive, or other), the Professor and/or Faculty Practitioner will communicate this information on the first day of classes.

TUITION AND FEES

Educational Program Information

Program	Degree	Semester Credits	Program Length	Method of Delivery	Tuition (*)
Commercial Software Engineering	Bachelor of Science	130 Semester Credits	4 Years	100% Online	$40,000.00 USD
English for Specific Purposes for Software Engineers Certificate Program (ESP) – Non Crédit	Certificate (non-credit)	Semester non-credits	4 years	100% Online	No additional fees. The ESP program fees are included in the tuition for the Bachelor Degree program

Refer to the Scholarship Loan Agreement with Fundacion del Saber, the sponsor and Jala University for details.

The cost for tuition includes the following:
- Access to Learning Management System.
- Access to online sessions with Professors and Tutors.
- Access to online Library.
- Printing for one degree/diploma certificate and one official transcript when the program has been completed successfully and the work exchange is completed with your Sponsor. (Excluding sending originals. Any fee for forwarding will be invoiced separately).

Students are responsible for the following fees:
- Additional Official Transcripts - $15 USD
- Additional Diplomas - $15 USD
- Textbooks - Students choosing to purchase or lease any books that are not included in the Jala University Online Library are responsible for that cost. The cost for these textbooks are $10.00 to $100.00 USD

Cancellation Policy

All students at Jala University receive a full scholarship from Fundación del Saber to cover the student's tuition costs. Students do not make any payments out of pocket, except if they withdraw their enrollment 5 days or more after signing the enrollment agreement. Therefore, no refund is owed, and students are not responsible for reimbursing the scholarship to the Fundacion del Saber if they cancel their enrollment within 5 days of signing the enrollment agreement.

Students who cancel their enrollment after the 5-day period of signing the enrollment agreement but before classes begin will not be responsible for reimbursing the scholarship loan to the Fundación del Saber. However, the student will be responsible for paying $75 USD for the application fee and $200 USD for the registration fee, a total of $275 USD to Jala University.

Refund Policy

Once classes have begun any student has the right, without explanation, to cancel the enrollment agreement and withdraw from the school at any time. In these cases, students will be responsible for reimbursing the prorated amount of the scholarship loan (Liquidation Rate) to the Fundacion del Saber, which is calculated based on the number of years they have been enrolled in the University (as stated in the loan scholarship agreement).

The liquidation fee of $10,000 USD per year of enrollment (*) as follows:

- $10,000 USD if Student withdraws during first 12 months
- $20,000 USD if Student withdraws during second year of enrollment
- $30,000 USD if Student withdraws during third year of enrollment
- $40,000 USD if Student withdraws during fourth year of enrollment
- $50,000 USD if Student is enrolled but withdraws during fifth year (**)
- $60,000 USD if Student is enrolled but withdraws during 6th year or does not earn a Degree or complete all requirements of the loan scholarship contract (**)

Payment of the Liquidation Fee shall satisfy the condition for repayment of the Scholarship Loan.

(*) Jala University considers the years of enrollment to begin with the date of the start of classes for the first term the student is enrolled in.
(**) Jala University's programs are designed to be completed in 4 years at a yearly cost of $10,000 USD (total tuition = $40,000 USD). However, Fundación del Saber commits to sponsor a student for up to 6 years if necessary. If the student needs to extend enrollment beyond 4 years an additional $10,000 USD per year of enrollment will be added to the loan scholarship contract.

Under certain conditions students may appeal the liquidation fee if the withdrawal is caused by unforeseen circumstances, such as illnesses/accidents that affect the health of the student, which will prevent the student from completing the degree. If the appeal is granted, students must return the laptop, if one was given to them, to the Sponsor via Fundacion del Saber.

Students wishing to cancel their enrollment must submit the withdrawal request to StudentSupportCenter@jala.university. Students also have the option to request, in writing, to freeze their scholarship for up to a maximum of one Term.

Commercial Software Engineering Program

Official program name: Bachelor of Commercial Software Engineering Concentration in Design and Architecture
Total Program Requirements: 130 Credits + ESP Certificate of Completion
Program Total: 130 Semester Credits
Program Length: 4 years

Description: The Bachelor of Commercial Software Engineering Concentration in Design and Architecture program focuses on the discipline concerned with the processes, methodologies, techniques, and tools of developing high-quality software systems in an efficient and effective manner. The program emphasizes the development of communication and presentation skills in a team-based software development environment. The curriculum encompasses all of the important aspects of software engineering, including: requirements engineering, software architecture and design, software construction.

Program Learning Outcomes

1. **Industry-Relevant Skills**: Apply current techniques, skills, and tools necessary for software development and computing practice, with a strong emphasis on matching industry requirements and standards.

2. **Problem Solving and Critical Thinking**: Investigate complex computing problems, identify and define requirements, and utilize principles of computing and other relevant disciplines to develop effective solutions.

3. **Design and Implement Solutions**: Create, implement, and evaluate software systems, components, or processes that meet specific needs, ensuring efficiency, maintainability, and scalability.

4. **Collaborate in Diverse Teams**: Function effectively as a member or leader of diverse teams in various roles, working towards a common goal in software development projects.

5. **Communicate Effectively**: Articulate thoughts and ideas, both orally and in writing, with a range of audiences, including the ability to present technical information to non-technical stakeholders.

6. **Professionalism and Ethics**: Understand and assess professional, ethical, legal, and social responsibilities in computing, and make informed judgments based on these principles in real-world situations.

7. **Pursue Continuous Learning**: Recognize the need for, and engage in, lifelong learning and professional development, as well as adapt to new technologies, methodologies, and evolving industry trends.

8. **Cultivate Social Responsibility and Gratitude**: Develop an awareness and appreciation for the well-being of people, the environment, and society, and actively contribute to positive change through computing innovations and community engagement.

General Education: 37 Credit Hours

Code	Course	Credits	Pre-requisites
Term1			
FMA-111	Logic	3	None
FMA-112	Discrete Mathematics	3	None
FMA-113	Calculus I	3	None
COM-118	Communication 1	3	None
Term 2			
FMA-121	Linear Algebra	3	FMA-112
COM-127	Communication 2	3	COM-118
FMA-212	Calculus II	3	FMA-113
Term 3			
FHC-129	History of Software Engineering	2	None
FMA-213	Statistics	3	FMA-113
COM-219	Writing and Composition 1	3	None
Term 4			
COM-229	Writing and Composition 2	3	COM-219
Term 6			
FHC-324	Social issues and Professional practice	2	None
Term 8			
FHC-425	Management and Leadership	3	None

Core Courses: 56 credits

Code	Course	Credits	Category	Pre-requisites
Term 1				
APR-114	Programming 1	2	Core Lab	None
ISO-115	Software Development 1	3	Core Lab	APR-114
IRE-116	Operating Systems 1	2	Core Lab	None
BDA-117	Database 1	2	Core Lab	None
Term 2				
APR-123	Programming 2	3	Core Lab	APR-114
ISO-124	Software Development 2	3	Core Lab	APR-123 ISO-115
IRE-125	Operating Systems 2	2	Core Lab	IRE-116
BDA-126	Database 2	2	Core Lab	BDA-117
Term 3				
APR-211	Programming 3	2	Core Lab	APR-123

Code	Course				
ISO-214	Software Development 3	3	Core Lab	APR-211 ISO-124
IRE-215	Computer Networks 1	2	Core Lab	IRE-125
ICA-216	Software Quality Engineering 1	3	Core	None
ICA-217	Software Quality Engineering 2	2	Core Lab	ICA-216
Term 4					
APR-221	Programming 4	2	Core Lab	APR-211
APR-222	Algorithmics 1	3	Core	None
ISO-223	Software Development 4	2	Core Lab	APR-221 ISO-214
IRE-224	Computer Networks 2	2	Core Lab	IRE-215
ICA-225	Software Quality Engineering 3	2	Core Lab	ICA-217
ICA-226	Software Quality Engineering 4	2	Core Lab	ICA-225
Term 5					
IRE-315	Unix Administration	1	Core Lab	None
APR 317	Algorithmics 2	3	Core	APR-222
Term 7					
TDG-412	Research Project on Software Development 1	2	Core Int	None
TDG-413	Research Project on Software Development 2	2	Core Int	TDG-412
Term 8					
TDG-423	Research Project on Software Development 3	2	Core Int	TDG-413
TDG-424	Research Project on Software Development 4	2	Core Int	TDG-423

Major Specialization Courses: 37 credits

Code	Course	Credits	Category	Pre-requisites
Term 5				
APR-311	Programming 5	3	Major Lab	APR-221
APR-312	Programming Languages	2	Major Lab	None
ISO-313	Software Development 5	3	Major Lab	APR-311 ISO-223
IRE-314	Systems Programming	3	Major	None
ASO 316	Unix Software Development 1	1	Major Lab	None
Term6				
APR-321	Programming 6	3	Major Lab	APR-311
ISO-322	Software Development 6	4	Major Lab	APR-321 ISO-313

ISO-323	Software Development Management 1	1	Major	None
ASO-325	Web Development	1	Major Lab	ISO-313
ASO-326	Human-Computer Interaction Design	3	Major	None
ASO-327	Asynchronous Programming	1	Major Lab	None
Term 7				
ISO-411	Software Development Management 2	1	Major	ISO-323
ASO-414	Mobile Application Development	3	Major	ASO-325
ASO-415	System Integration	1	Major Lab	ASO-325
ASO-416	System Scalability	1	Major Lab	ASO-325
Term 8				
APR-421	Machine Learning	2	Major Lab	APR-321
COM-422	Technical Documentation	1	Major Lab	None
ASO-426	Interaction of Technological Devices	2	Major Lab	None
ASO-427	Cloud Development	1	Major Lab	ASO-416

English for Specific Purposes for Software Engineers Certificate Program (ESP) – Non Crédit

Program Description

The English for Specific Purposes for Software Engineers Certificate Program (ESP) is a required non-credit program for all students. The program is specifically designed to help students learn and enhance their English language skills for professional communication in the global software industry. The program combines cross-cultural communication skills training, Business English, and English for Software Engineering.

All students must successfully complete the English for Specific Purposes for Software Engineers Certificate Program (ESP) and be awarded their certificate in order to be eligible for employment with the Sponsor following graduation. Courses and labs are offered every Module and are dependent on student placement.

It is important for the student to take into account that:

- Without the ESP certificate, students cannot graduate
- Without English, students may not be employable in-field upon graduation

All students must complete the English Score test, given by the Admissions Department for placement. Placement testing occurs prior to your first term with the University. Test scores and corresponding placement levels can be found in this section.

Weekend Labs

Asynchronous ESP labs will be scheduled on weekends; however, students have additional time to complete lab work outside of assigned lab times. Labs will provide additional time to practice and acquire written and spoken English language proficiency. Labs will be offered each Term depending on your placement level. If assigned to a lab, it will appear on your course schedule.

Course	Contact Hours	Homework Hours	Total Hours
ESP 1 - Beginning English for Software Engineers I	55	110	165
ESP 2 - Beginning English for Software Engineers I	55	110	165
ESP 3 - Business English	55	110	165
ESP 4 - English for Software Engineering I	55	110	165
ESP 5 - Interview Preparation & Written Communication I	44	88	132
ESP 6 - English for Software Engineering II	40	80	120
ESP 7 - Interview Preparation & Written Communication II	40	80	120

Annual Testing

Students will be required to complete annual testing via English Score or other established program assessments to address any areas deficiencies and track language proficiently progress.

ACADEMIC POLICIES

Overview of Academic Model

In Jala University's academic model, students take General Education along with core courses for the first two years of their respective program. During the third and fourth years, students move into their specializations and courses.

In their final year of study, students pursue internships at Jalasoft or affiliates, the goal upon graduation is for students to transition into entry to mid-level positions within Commercial Software Engineering Concentration in Design and Architecture at those industry partners.

Jala University's instructional team, led by the Professors, is supported by Faculty Practitioners, who are industry experts. Professors and Practitioners form collaborative teams to support student learning needs. Professors provide the theoretical foundation for each subject with weekly online lectures. Faculty Practitioners bring current field-based experience in Software Engineering to the learning environment for students through direct hands-on learning in each Module, providing supplemental subject-matter expertise to students in required weekly tutoring sessions.

Hands on industry practice:

During weekly tutoring sessions, Professors will provide masterclasses and Practitioners will provide guidance to strengthen concepts and hands on practice. Through structured labs, students will interact with real-life scenarios and case studies in the current software engineering industry. They will apply theoretical concepts learned with their Professors to learning activities in the weekly lab sessions with the Practitioners.

Reasoning across the curriculum:

Reasoning and logic are the basis of Jala University's curriculum design. Reasoning and logic are built into all courses as a part of the curriculum to provide students with seamless ways to inquire, to organize thinking and to build advanced prediction skills. As students move through courses, they will have the opportunities to increase thinking outside the box, develop solutions-based thinking and creativity which are the cornerstones for their fields in Software Engineering.

Faculty Practitioners

Practitioner Role in Learning Process

Jala University uses a combination of Professors and Faculty Practitioners to enhance student performance and ensure mastery of knowledge and skill. Practitioners supplement the educational experience provided by the Professors.

Labs and Tutoring Support

Class sessions with Practitioners provide students with additional time to practice theoretic lessons and apply lessons to real life workplace scenarios. Practitioners oversee labs and offer additional tutoring support to all students. Weekly practitioner sessions are mandatory for all students.

Practitioners' Oversight

Direct Practitioner oversight is the responsibility of the Academic Coordinators. Observations are to be conducted by the Academic Coordinators to ensure that Practitioners are providing sufficient educational support to the students. Weekly meetings between the Faculty and Academic Coordinators will ensure that classroom objectives are met.

Disabilities Policy

Jala University is committed to providing students with disabilities equal access to the educational opportunities. Recognizing the specific needs of students with disabilities, the University provides an accommodation process and accommodations, within reason, these accommodations may be denied if medical documentation is incomplete or missing, following the Student Accommodations Process.

Disabilities are conditions experienced by certain individuals due to various physical, mental, sensory, or intellectual limitations that can impede their full participation in activities on an equal basis. These conditions are typically identified through specific diagnoses conducted by trained professionals. Within the educational sphere, adaptations are implemented, which involve reasonable modifications aimed at addressing the needs of individuals with disabilities, thereby enabling them to better engage in and benefit from the learning process.

Student Accommodations Process

The student must inform Student Services about any type of disability and the need for an accommodation. Student Services will share the Accommodation Request Form with the student. The student must complete the form with the accommodation needs, attaching the corresponding supporting documents (diagnosis and recommendations provided by the professional who treated them). In case the recommendations are not available, an alternative document may be attached in coordination with the Student Services department.

This information will be sent to the Dean, who will review the request, approve and provide feedback regarding the accommodations. Student Services will share the signed form from the Dean with the student. It will be the student's responsibility to share this form with the approved accommodations with their Professors and Faculty Practitioners, copying the Academic Coordinator and the Dean. Additionally, the student must submit this form to the Student Services Director before the start of each Term, considering that there may be updates in their diagnosis and accommodation needs. There are some cases where the student may be referred for accommodations based on identified needs by the psychological support service or the Professors and Faculty Practitioners.

Grading Scale

Grade	Percentages	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	86-89	3.3
B	83-85	3.0
B-	80-82	2.7
C+	76-79	2.3
C	73-75	2.0
C-	70-72	1.7*
D+	66-69	1.3*
D	63-65	1.0*
D-	60-62	0.7**
F	< 60%	0.0

*A grade of D- or lower is considered a failure and will require the course to be repeated for all classes.

Other letter grades the University may use:

Grade	Description	Impact to GPA
P	Proficient	N/A
AU	Audit	N/A
I	Incomplete	N/A
W	Withdrawn	N/A
WF	Withdrawn – Failing	Counts as an "F"
TR	Transfer Credit	N/A
LOA	Leave of Absence	N/A

Grading For Courses

Course weights are distributed between the Masterclass and the Faculty Practitioner (also called Labs) sections in Canvas. Courses may be: Core courses, General Education courses, ESP courses or ESP Labs. Review the course syllabus for more specific details applicable to a given course.

TEMPLATE A: COURSE WEIGHTS for GENERAL EDUCATION COURSES

FACULTY PRACTITIONER: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Weekly Faculty Practitioner Labs	Weekly Faculty Practitioner Labs	350	35%
TOTALS:	**N/A**	**350 Points**	**35%**

MASTERCLASS: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Discussions	Discussions and Peer Responses	40	4%
Assignments	Assignments	160	16%
Quizzes, Tests, Exams, Projects	Quizzes, Tests, Exams, Projects	450	45%
TOTALS:	**N/A**	**650 Points**	**65%**

Attendance	Weekly Attendance (for Master Class and Faculty Practitioner Live sessions- points come from Registrar in Week 8)	50	-5 % Penalty Only (for greater than 25% total attendance)

TEMPLATE B: COURSE WEIGHTS for CORE COURSES

FACULTY PRACTITIONER: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Weekly Faculty Practitioner Labs	Weekly Faculty Practitioner Labs	650	65%
TOTALS:	**N/A**	**650 Points**	**65%**

MASTERCLASS: CATEGORY	ASSIGNMENTS	TOTAL POINTS	PERCENTAGE OF FINAL GRADE
Discussions	Discussions and Peer Responses	20	2%
Assignments	Assignments	80	8%
Quizzes, Tests, Exams, Projects	Quizzes, Tests, Exams, Projects	250	25%
TOTALS:	**N/A**	**350 Points**	**35%**

Attendance	Weekly Attendance (for Master Class and Faculty Practitioner Live sessions- points come from Registrar in Week 8)	50	-5% Penalty Only (for greater than 25% total attendance)

Note: Although these are the standard Course Weights, some courses may use Core Weights that vary from the above. Check the course syllabus to determine the Course Weights in use for each course.

Assessment Process

Following the due date for each assignment, the course Professor and Faculty Practitioner will utilize a clearly defined grading rubric to access student performance for each metric. Points will be totaled, and grades provided to each student with substantive feedback within 1 week of the due date.

Incomplete Grade Steps

There are rare occasions where a student may have a justifiable need to submit work past the last date of the course. An incomplete can extend a student's ability to submit work by a maximum of three weeks after the last date of the Module.

1. First, the student must contact the respective Professor or Faculty Practitioner regarding the incomplete course work **before** the end of the Module.
2. Next, the student must complete and submit the Incomplete Form, available from Student Services.
3. The form must be submitted to the course Professor. The Professor will submit the form to the Dean.
4. The request may be approved or denied with reason.
5. If approved, the Professor will submit a grade of "I" for the grade.
6. The student, then, has up to three weeks to complete the work as outlined on the Incomplete Form and submit the work to the Professor for grading.
7. Once the incomplete work is submitted, Faculty will have 48 hours to grade the work and submit a Change of Grade Request form.

Make-up Work

The acceptance of make-up work for an assignment, and the determination of appropriate penalties are at the discretion of the Professor and/or Faculty Practitioner. If approved, students have up to seven days to make up a missed assignment. Grading for missed work may be subject to penalty. Make-up work in the last week of class may require an incomplete grade.

Change of Grade

There are limited instances where a change of grade may occur: administrative error, grade appeal, incomplete.

Faculty must attach the work that was completed by the student to a Change of Grade Form and submit to the Dean for signature. The Dean will forward the completed form to the Registrar to update the grade, accordingly.

Grade Appeal

In cases of grade appeals, the student must submit the request along with justification and relevant supporting documents through the Grade Appeal Request Form which will be sent to the Academic Coordinator. If the request is deemed, the request will be forwarded to the Professor and Faculty Practitioner for review. The Professor or Faculty Practitioner will decide whether to change the student's grade. If the grade has been entered into the SIS, the Change of Grade process will be initiated, which must be approved by the Dean.

Standards of Satisfactory Academic Progress Policy

This policy aims to inform students about the academic criteria necessary to maintain satisfactory academic progress.

A student must be able to:
- Maintain a minimum cumulative grade point average **(CGPA) of 2.0**
- Achieve the minimum rate of progress **(ROP) of 67%** of all registered/attempted credits each semester. Grades of F, WF, W, and I are treated as registered credits but NOT earned credits and thus negatively impact the rate of progress. (This is based on credits enrolled per term.) % earned = cumulative earned credits divided by cumulative registered credits.
- Complete the program within a maximum allowable **timeframe of 6 years**.

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Academic Dean and Registrar's Office within five (5) business days of determination. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic Dismissal, a student may appeal the Academic Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend the university and will forfeit their scholarship from the Fundación del Saber scholarship program.

We have two types of measurement: qualitative (GPA) and quantitative (RPO), which are explained below. Both are calculated at the end of each term. A term is equal to three 8-week modules. If the GPA and/or ROP falls below the minimum required 2.0 and 67% respectively at the end of a term, the student will be placed on Academic Warning. Students will be placed on Academic Probation after two-consecutive terms of below the minimum required 2.0 GPA and/or 67% ROP. If a student does not achieve Satisfactory Academic Progress after two consecutive warning periods, the student will be Academically Dismissed from the university. To be removed

from Academic Warning or Academic Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

New Student SAP Monitoring
In addition of monitoring a student's GPA and ROP at the completion of each term Satisfactory Academic Progress will also be reviewed for all NEW students after Module 2 in Term 1 of the program. If the student has failed a total of five (5) or more classes, he/she may be subject to Academic Dismissal from the University. If the review of a student's Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress at the next mandatory check point, the student will result in Academic Dismissal from the University.

SAP Table

SAP Levels	Meaning	Student Action	University action
SAP Alert	Student nearing SAP Warning. SAP Alert to be triggered after every mode if mod GPA is below 2.0 or ROP is below 67%.	Student must increase his/her academic efforts to not fall below minimum 2.0 GPA and/or 67% ROP by completion of the term.	Email sent to student.
SAP Warning	GPA below 2.0 and/or ROP below 67% at the end of a term.	Student must increase his/her academic efforts to be at or above the minimum 2.0 GPA and 67%	Warning letter is emailed to student.
SAP Probation	GPA below 2.0 and/or ROP 67% for two consecutive terms.	Create a written action plan. Must be at a minimum GPA 2.0 and ROP of 67% at the end of the probation period.	Student Services will meet with student to create a written action plan that must be approved by Academic Dean.
SAP Dismissal	Does not achieve minimum 2.0 GPA and/or 67% ROP after Probation period or is at any given time during the Probation period is mathematically impossible to meet minimum SAP standards.	Student withdrawn from university. Student may appeal the dismissal.	University will dismiss student from the program with formal letter sent via email.
SAP Appeal	Written explanation of circumstances that lead to the Academic Dismissal with a plan of action to move back into good academic standing.	Follow SAP Appeal process.	University will follow the SAP Appeal process.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk. D- or lower is not considered a passing grade for any core course or general education course. If a student earns a D- or lower in any course, the course must be repeated. Note: *A student may not repeat a failed*

course more than two times. If a student fails a course three times, he/she will be dismissed from the program and could lose scholarship eligibility. Poor academic performance may lead to Alert, Academic Warning, Academic Probation and/or Academic Dismissal. It is very important that students attend all registered courses and complete them successfully.

Calculation of Cumulative Grade Point Average

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned b) Totaling the grade points earned for all the courses c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Courses in the English for Specific Purpose (ESP) certificate program are non-credit bearing courses and are not calculated into the program GPA.

Calculation of Rate of Progress

A student's completion rate/rate of progress (ROP) is calculated by dividing successfully completed credit hours by attempted credit hours (Rate of Progress = Successfully Completed Credit Hours ÷ Attempted Credit Hours) then multiple by 100 to obtain percentage.

Student Communication Process

The Office of the Registrar will be the responsible office of notifying students of SAP violation and with CC the Academic Dean and the Director of Student Support Services. For students on Academic Probation the Student Support department will assist the student with writing a plan of action to be approved by the Academic Dean. Refer to the SAP Student Communication Procedure for more detailed information.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA. All attempts are included in the credit hours attempted for the purposes of calculating the rate of progress (ROP). Withdrawn and failing grades are included in the maximum allowable timeframe and rate of progress (ROP) as credit hours attempted but not earned. The grade Incomplete (I) is calculated as if it is an F for CGPA and ROP purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade. *A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program and could lose scholarship eligibility.*

Incomplete Grades

An incomplete grade (I) will count as a F in the overall GPA and ROP calculation and the end of each SAP cycle (term). If a student is granted an extension to complete course work and the student meets the criteria for a grade change the (I) grade will be changed to the revised earned grade and GPA and ROP will be recalculated for the end of term overall GPA/ROP. If the student does not meet the criteria for a change of grade the (I) grade will be changed to an F or the original earned grade.

Procedure for Appealing Academic Dismissal

A student who is Academically Dismissed for violating Satisfactory Academic Progress must appeal in writing to the Academic Dean for re-entry within a minimum of 10-days before the start of the term in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal and must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed along with an action plan to meet SAP.

The Appeals Committee will review the student's appeal and will determine within 5-business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. Upon the Appeals Committee decision, the student will be notified by the Registrar's Office in writing. The Appeals Committee decision will be final.

If a student's appeal is successful, the student will be placed on Academic Probation for one term (or two if eligible) following re-admittance. Student Services' advisors must develop, document, and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his/her remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic Probation period or by the end of the term included in the Academic Plan.

The Academic Plan must detail specific time frames and student success measures and cannot be greater than two (2) terms if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students that may have an Academic Plan for more than one term, the student must meet the academic targets of the Academic Plan at the end of the first term when the student is on Academic Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. Failure to meet the established goals included in the Academic Plan will result in Academic Dismissal.

Note: a student who is Academically Dismissed within one-year from graduation is still eligible to appeal.

Maximum Time Frame

An undergraduate student must complete all course work within 6 years from the start of study. Students who do not meet this maximum program time will be dismissed from their program.

Attendance Policy

At Jala University, we believe that consistent attendance is crucial for academic success and personal development. All students are expected to attend all classes outlined in their program curriculum, including those designated as ESP, and to actively participate in activities organized by Student Services. Exceptions for excused absences may be granted in rare circumstances. Below, we provide detailed information about our attendance policy.

Classroom attendance is recorded automatically in Microsoft Teams once a student enters the session. If students arrive late or leave early, that attendance time is also recorded. Students should only attend the corresponding classes for their assigned sections (parallels).

All students are expected to attend and participate in all classes as scheduled, on time, and to continue attending classes for the full duration of the course or module, regardless of modality.

Each instructional week begins on a Monday and ends on a Sunday, and students who participate in a course prior to its official start date will not have that participation counted as attendance.

Students enrolled in synchronous online courses are recorded as either present or absent for each course meeting, students who spend less than 70% of classroom time in the session will be marked as absent. Students with 25% of absences from a course will be penalized with 5% of the final grade.

Students who do not attend a course at least once in any 14 consecutive day period will be dropped from the course.

Students who are absent from all courses in any 14 consecutive day period, and do not notify the university in writing during this period of their intention to continue, will be administratively withdrawn from the University retroactive to the last date of recorded attendance.

Students who are administratively withdrawn from a course or the University after the add/drop period will receive an "W" or "WF" grade, based on the withdrawal deadline, for the related course(s), which will count toward attempted hours at the University.

The University may schedule periods of non-enrollment during which no courses are held. When this occurs, such as on holidays or during the annual winter break, the non-enrollment period may extend the 14-day limit to include the scheduled break.

Who is affected by this Policy:
Students, Faculty, and Office of the Registrar

Procedures

Attendance Monitoring
Each student must attend the class and lab portion of all courses.
- Attending 100% of all sessions = Full points
- Absences of 25% to 39% or more of the total number of sessions = deduction of 5% on course grades
- Absences of more than 40% of total sessions = Withdraw Fail (WF) grade

Professor and Faculty Practitioner can use various other tools to assess students' participation in class (e.g., by using class exercises or presentations).

Students who spend less than 70% of classroom time in the session should be marked as absent.

Excused Absences
Students are expected to attend all their scheduled classes.

However, Jala University recognizes that there are some circumstances that may force students to miss a class. In all instances, it is the student's responsibility to inform their Professor(s) and Faculty Practitioner(s) ahead of time and to discuss how the absence will affect their ability to meet course requirements. Students must understand that not every course can accommodate absences and neither the absence nor the notification of the absence relieves them from meeting all course requirements.

Since missing classes may affect a student's ability to meet course learning outcomes and develop required competencies, any absences may impact your grades in particular courses. This not-withstanding, certain absences are always considered acceptable by the University.

Acceptable reasons for an excused absence include:
- Student illness or injury;
- Death, injury, or serious illness of an immediate family member;
- Religious observance;

- Jury duty or other government obligation; or
- Any other unavoidable circumstance that necessitates the student's absence from class.

Students must contact both their Professor, Faculty Practitioner and Student Services advisor any time they have to miss a class. A student may be required to provide written documentation substantiating an excused absence, and all documentation must be sent to the Student Services' advisor. An approved excused absence indicates the student's intent to remain enrolled in the course and at the institution and will prevent students from being withdrawn.

Professors and Faculty Practitioners will individually work with students in these instances to determine if/how students can make up work and set timelines for assignment submissions. Jala University expects all instructors to be reasonable in accommodating students whose absence from class meets the guidelines above, and if a student's grade is impacted by a legitimate absence or absences, he/she may appeal through the normal grade appeal process.

Leave of Absence

Jala University may grant, on a limited basis, a leave of absence (LOA) to students when the student is experiencing extenuating circumstances that prevent attendance and/or challenge academic success. Examples of extenuating circumstances that may qualify a student for a LOA may include:

- serious injury or illness of a student that prevents the student from attending school;
- serious injury or illness of a family member that prevents the student from attending school;
- death of an immediate family member;
- maternity;
- military duty;
- jury duty;
- other extenuating circumstances as approved by the Academic Dean

Jala University reserves the right to request supporting documentation from relevant authorities.

A request for a leave of absence must be made in writing, and be e-mailed to Student Services at StudentSupportCenter@jala.university including:

- Student's full name (First and last name)
- Student ID
- Program name and registered courses
- Reason for the request
- Date of requested leave
- Supporting Documentation

A leave of absence may only be from the first day of the following term, and students cannot return from a leave of absence in the middle of a term. A leave of absence cannot exceed 180-days within a twelve-month period, beginning on the first day of the student's initial leave of absence. Students who fail to return to class by the end of their leave of absence will be withdrawn from Jala University. Students granted a leave of absence when on academic probation will return to their studies with the same status.

The time granted for a student's leave of absence will not count against the total time allowed for the program completion. The Dean will decide and approve whether or not to grant the student's request for a leave of absence after Student Services provide the information behind the request, with the supporting documents through the Leave of Absence Request Form. Jala University's decision to grant or refuse a request for a leave of absence will be final and binding.

Graduation

Students must meet the following academic requirements for their BBA degree:
- Successful completion of program coursework* within 6 years of the start of study, includes Degree and ESP program
- Minimum overall cumulative grade point average of 2.0 for all (core and general education courses) in the program

Drops and Withdrawals

Course Drop/Add Period

A student can request to drop a course during the first 7-days of the start of a course term without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect grade point average (GPA).

Note: Please refer to the Academic Calendar in order to verify the last date for a course drop.

A **course drop** applies to one course at a time and does not assume withdrawal from Jala University unless the student is registered for only one class. Students are responsible for executing course drops by sending an e-mail to Student Services Department at StudentSupportCenter@jala.university.

The request must include:
- Student's full name (first and last)
- Student ID
- Course name and number

If the student has not received a response from Student Services within three days of the original request, another inquiry to Student Services Department should be made by the student.

Withdrawal of a Course

Students have the option after the add-drop period to withdraw from a course.

From the end of add-drop through week 5:
- The student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA, but course credits are included in attempted credits when monitoring academic progress.

After Week 5
- The student receives a grade of "WF" for the course
- The grade of "WF" appears on the student's transcript
- The grade of "WF" counts as an F for GPA purposes.

Students must fill in withdrawal paperwork from the Student Services department. This document must be signed by the student affirming the decision to withdraw and stating the reason for withdrawal.

Any withdrawal from courses may have an impact on graduation date.

Withdrawal of the Program

A student may withdraw from Jala University at any time for any reason. Students must fill in withdrawal paperwork from the Student Services department. This document must be signed by the student affirming the decision to withdraw and stating the reason for withdrawal.

Prior to submitting a withdrawal paperwork, the student is required to meet with and obtain signatures from the financial department, academic department and CEO.

The date of determination for all withdrawal is the date that the student notifies the school of the intent to withdraw.

Dismissal
- Students may be dismissed from the university if at any time they are no longer a participant in Fundación del Saber.
- Students who violate the code of conduct may be subject to dismissal.
- Any student who does not attend any class for fourteen (14) consecutive days is subject to dismissal.

Students are notified of dismissal via email. Students may appeal a dismissal through the grievance process. Please refer to the Grievance Policy.

Faculty Office Hours
Faculty Admin Day: Fridays or other designated day
Professor Office Hours: Fridays (by appointment only)

Faculty and Course Surveys
Students are provided with a course survey at the end of each course. Course surveys are anonymous. This survey covers the course, faculty, and material for the Module.

Class Sizes
The student-teacher ratio is dependent on enrollment and the needs of the University.

Under Enrollment of Classes
In the event a course is under-enrolled, the University may cancel the course.

LMS Platform - Canvas
Jala University's instructional learning management platform is Canvas. Canvas is accessible 24/7 at https://jalauniversity.instructure.com/. It is a flexible web-based software that facilitates remote learning.
Instructions: Overview of weekly session goals, objectives and activities
Discussion: Student direct course reflection question(s) for self-engagement.
Peer Discussion Response: Student-to-student direct course interaction and engagement based on initial Discussion question(s)

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Required Readings, Course Videos, and Additional Materials: This section may include links, PDF's, Google Docs, video, textbooks and non-textbook materials for the weekly session. The goal is to make learning accessible for all students by providing easy access to classroom resources.

Assignment: Course-related learning and activities to be completed with students; in-**class assignments may be completed or started during the class session**

Lab: This section is for Tutor use. It includes hands on practice, exercises, labs and materials to create a learning context that relates to the concepts, theories, and practices used in the industry.

Library

The Library is staffed by a professional librarian holding a Master's in Library Science. The library is entirely online and uses the *eLibro* resource to provide academic resources and tools to support Jala University's students. The *eLibro* library provides access to the following collections.

Content by Subject Areas eLibro Collections, include:
- Architecture, Urbanism and Design
- Biology, Veterinary, Agriculture & Forestry
- Fine Arts, Visual Arts and Semiotic Science
- Business and Economics
- Engineering and Technology
- General Interest
- Health Science
- Information and Communication
- Natural Sciences
- Social Science
- Information Technology, Computer Science and Telecommunication Psychology
- Law
- Literature

STUDENT POLICIES

Code of Conduct

Student Rights:

1. Students will receive a syllabus which outlines the expectations of the course on or before the first day of class available in the Canvas course shell
2. Students are entitled to due process and are made aware of the grievance procedure
3. Students are to be treated with respect and dignity
4. Students are to be fully aware of the financial implications of attendance
5. Students are afforded the ability to attend class in a safe atmosphere

Student Expectations:

1. Attend class
2. Maintain satisfactory progress in the program
3. Observe the rules and regulations of Jala University
4. Do not discriminate against any student, faculty or staff
5. Do not discuss any grievance or complaint outside of the published process
6. Respect students, faculty and staff, treat others with dignity

General Conduct:

Students who violate any of the following codes of conduct are subject to disciplinary actions, which may result in dismissal from the school:
1. Providing the University with false information
2. Unauthorized use of the computer system, student information system or learning management system
3. Lewd, obscene or offensive behavior during class
4. Verbal abuse of any other student, faculty or staff
5. Solicitation of any student, faculty or staff to purchase a product
6. Failure to comply with directions from University's administration
7. Violation of the Anti-Harassment Policy
8. Violation of the Information Security Policy
9. Violation of the Academic Honesty Policy
10. Violation of the FERPA policy
11. Violation of the student/faculty interaction policy

Academic Honesty
Students at Jala University are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience Jala University establishes clear standards for student work.

In any presentation - creative, artistic, or research - it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes but is not necessarily limited to:
- Plagiarism
- Submission of work that is not the student's own for papers, assignments, or exams.
- Submission or use of falsified data.
- Theft of or unauthorized access to an exam.
- Use of an alternate, stand-in, or proxy during an examination.
- Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
- Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
- Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source of a written phrase, sentence, or paragraph or an idea derived from the work, published or unpublished, of another person with quotation marks or footnotes where appropriate.:

Any instance of a breach of academic integrity will result in an automatic 0 for the assignment and will initiate an academic review of the incident.

Professors are responsible for documenting all instances where there has been a breach of academic integrity to the Academic Dean. The Dean will have seven (7) days to make a decision.

The Dean can opt for one of the following:
1. Return to the assignment for a grade if it is determined there was no breach of academic integrity
2. Accept the zero grade and issue a warning to the student if there is sufficient evidence that the breach was unintentional.
3. To forward the case to an academic review board.

Academic Review Board:
The Dean will convene an academic review board consisting of two professors not involved in the incident, an Student Service's advisor and staff member to take minutes. The Dean is not a member of the board. The board will set a date and time to meet and request written statements from all parties involved.

The board will review written statements by the instructor as well as the student and any additional information given to the board. The board will consider the issue and vote on a resolution.

The board can consider any combination of the following resolutions:
- Re-grading of the assignment
- Upholding the 0 grade
- Assigning a 0 for the course and requiring the student repeat
- Providing a formal warning to the student
- Suspension of the student
- Dismissal of the student

The board will submit the finding to the Dean who will issue a letter within seven (7) days to the student informing of the decision and the right to appeal.

Student appeals are to the Chief Academic Officer and must be in writing. The Chief Academic Officer will have fifteen (15) days to respond.

FERPA Policy
Jala University
Exhibit 18: Student Confidentiality and Privacy Policies
Student Confidentiality and Privacy Policy

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a U.S. federal law that gives students access to their records and protects the privacy of their education records. Jala University may not disclose personally identifiable information about students or allow inspection of their education records without written permission unless such action is covered by certain exceptions permitted by the act.

Once a student has registered for courses at Jala University, all rights provided by FERPA rest with the student even if the student is younger than 18 years old. This applies regardless of country of residence or citizenship.

FERPA grants five basic rights to you as a student:
- To inspect and review the information maintained in your student record.
- To seek an amendment to your records and in certain cases add a statement to the record.
- To consent to disclosure of his/her records (with exceptions).
- To obtain a copy of the institution's policy.
- To file a complaint with the Department of Education if Jala University fails to comply with FERPA Policies.

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-4605

Directory Information
Directory Information may be released without written authorization. FERPA defines Directory Information as being information not generally considered harmful such as name, address, enrollment status, telephone, e-mail, place of birth, degree, and awards, etc.

Jala University considers the following to be directory information:
- Student's name
- Address
- Telephone number
- E-mail address

- Date and place of birth
- Major field of study
- Enrollment status
- Dates of attendance and graduation
- Degrees, honors, and awards received

If you decide to request that your directory information, not be disclosed, please send a request for a Directory Information Block via email to your Program Advisor. The request must come from the email address specified in your student record and must include your student ID for us to process it.

Non-Directory Information
Non-Directory Information may only be released to third parties (including parents, spouses, and siblings) with written authorization. If a third-party tuition assistance agreement requires Jala University to report grades or academic status, only the information required by the agreement will be reported (e.g., Military Tuition Assistance, VA benefits). Some examples of non-directory information are:
- Race, ethnicity, and citizenship
- Grades, GPA, course schedule
- Documents required for admission
- Billing or Financial Aid Information

Giving Access to a Third-Party
You may sign a Third-Party Authorization Form to allow FERPA protected information to be released to a third party. To request the form, email your Program Advisor. The request must come from the email address in your student record and must include your student ID for us to process it.

Change of contact information
Students seeking to change contact information should submit a ticket via the ticketing system available on the student portal. Once updated information is submitted, the change will take effect in the Student Information System (SIS) within 72 hours.

Student/Faculty Interactions
Faculty are encouraged to meet with students as part of the educational process. Faculty are expected to keep these meetings professional at all times. Faculty should avoid becoming familiar with students outside of the educational process. This includes using professional language during meetings, avoiding the sharing of personal details, and observing proper decorum. Faculty are expected to provide an example for students as professionals.

It is forbidden for faculty and students to date should faculty and students seek a business partnership, they must first seek approval of the CAO and CEO. Any violation of this policy will result in disciplinary hearings.

Anti-Harassment Policy

Jala University stands as an institution committed to fostering inclusion and equity, while valuing diversity and upholding the rights and dignity of every individual. We strive to cultivate a safe and inclusive environment for all members of our community, both in our educational endeavors and workplace settings.

We define harassment as any unwelcome verbal or physical conduct that is offensive and detrimental, causing harm or distress to another person's physical, emotional, or mental well-being.

Our institution unequivocally condemns all forms of harassment, including but not limited to bullying, cyberbullying, sexual harassment, racism, or bias based on any protected characteristic such as race, creed, color, sex, pregnancy/childbirth, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, marital or domestic partnership status, affectional or sexual orientation.

We expect all individuals, whether they are students, faculty, staff, or visitors, to treat each other with respect, kindness, and consideration at all times.

Any student, faculty member, or staff member who believes they have experienced harassment within the institution is encouraged to report their concerns to the CEO. Upon receipt of a complaint, university officials will act within fifteen (15) business days of receipt of the report. Formal complaints will include a written complaint and an investigation by designated university officials. The investigation may include interviews with witnesses and gathering written statements from all parties involved. At the conclusion, a report will be submitted which will include recommendations for action regarding the complaint. If it is determined that a party is responsible for such violations, it is grounds for disciplinary action against that party, which may include removal of the party from campus through dismissal or termination of employment, as appropriate.

Jala University prohibits any form of sexual harassment or sexual violence, we adhere to federal law Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., regulation, which may require following a specific process when the institution becomes aware of or reports any event involving sexual misconduct.

Security and Technology Policies

Information Security Policy

Jala University seeks to protect sensitive information of students, faculty and staff. To this the University has taken steps to ensure that:
- Information will be protected against unauthorized access or misuse.
- Confidentiality of information will be secured.
- Integrity of information will be maintained.
- When information is no longer of use, it is disposed of
- All information security incidents will be reported immediately to the IT Help Desk.

The institution requires all users to exercise a duty of care in relation to the operation and use of its information systems.

Students and Faculty will be issued a unique user identity. Any password associated with a user identity must not be disclosed to any other person.

Acceptable use of information systems:

    a. All computing assets delivered by Jala University remain entirely under the |responsibility of the scholarship student.

    b. The computing asset has to be used for educational and research purposes only.

    c. The use of these assets like laptops are for personal use only, therefore, the loan of these assets to third parties is totally prohibited.

    d. In the event of theft or loss of the delivered assets, the student has the responsibility of notifying the immediately superior manager or Manager of this event, the notification should not be more than 24 hours after the event occurred.

    e. In the event that these assets suffer damage caused by falls, blows, liquid spills, among others, these actions must be notified to the immediate superior or Manager in charge and according to the damage caused, the corresponding measures will be taken.

    f. The use of these assets for malicious purposes like the installation and use of programs to carry out computer attacks such as denial of service, malware infection, exploitation of vulnerabilities, among others, is totally prohibited.

    g. You must activate the antivirus protection and the firewall which are installed by default in the operating system, it is totally prohibited to deactivate these two functions.

Social Networking Policy

The Internet provides a number of benefits for common use, However, when someone clearly identifies their association with Jala University they are expected to behave appropriately when on the Internet, and in ways that are consistent with the code of conduct. Access to the internet changes the way that faculty and students engage, and the same principles and guidelines that apply to interactions between faculty and students in general, applies to activities online.

- Should not engage in online activities that are unfavorable to Jala University
- Should not use any form of online social network in any way to attack or abuse colleagues and/or students.
- Should not post derogatory or offensive comments on the Internet.
- Are strongly encouraged to make any and all personal online profiles private

Policy on the Video and Audio Recording of Classroom Lectures

Students are not permitted to record classroom lectures unless permission is obtained from the instructor and there are no objections from any of the students present in the class.

If recording is permitted students are not allowed to share the recording outside of personal use. Any sharing of recording including posting online is deemed a violation of the Student Code of Conduct and may be subject to disciplinary action.

Disciplinary actions

Any reported breach of conduct will result in an investigation by the Dean. The dean will gather relevant facts and information and speak to the parties involved. If a student is found to have violated policy the student is subject to any of the following penalties.

- Oral Warning
- Written Warning
- Nullification of examination results or any part of the examination results
- Suspension, is a set time where the student is not permitted to attend classes, Jala University functions, or events. The Dean will define the terms of the suspension, if those terms are not met the student can be dismissed.
- Probation, is a term of one grading period where students must improve grades in order to remain in the program.
- Expulsion, is a dismissal from the University.

All decision can be appealed by the student following the Student's Appeal Procedure.

Complaint and Grievance Policy

Jala University ensures each student a highly positive experience through its academic program. However, we recognize that sometimes situations may arise where a student wishes to lodge a complaint against a faculty member or staff of Jala University. The complaint and grievance procedure at Jala University is designed to guide and assist students who perceive unfair and/or illegal treatment with a step-by-step process for resolution.

Grievances can be filed for any of the following issues: Disciplinary action taken for a violation of student conduct standards, admissions decisions, financial policies, including satisfactory academic progress.

In addition, any faculty, staff member, student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll-free line: (888) 370-7589, press 3 when prompted) or by completing a complaint form, which can be obtained on the bureau's website, http://www.bppe.ca.gov.

Complaint and Grievance Procedure

1. Jala University recommends that the student should first attempt to resolve the matter directly and informally with the faculty/staff member involved. Many issues, problems and concerns can be addressed and possibly resolved by an initial conversation and discussion with the faculty/staff member involved. However, Jala University also understands that due to the specific nature of the student matter that this approach may not always be possible, appropriate, or acceptable to the student. We fully understand that not all situations can be resolved with this initial conversation between the student and faculty/staff member involved.
2. If the student chooses not to try to resolve the matter in this initial conversation or if the initial conversation does not result in a satisfactory resolution of the matter, the student can pursue a formal process of resolution by filing a grievance or complaint with the Dean.
3. The student must submit the complaint or grievance to de Dean through the Student Services Department.

A written complaint or grievance should contain:

a) A complete description of the complaint or grievance,
b) Any supporting documents, and
c) The desired outcome sought.

Students should use one of the two forms:
a) General Complaint Form or
b) IT Complaint Form.

A completed complaint or grievance form should be sent to (StudentSupportCenter@jala.university)

Note: A complaint or grievance should be initiated as soon as possible after the issue/concern/problem has occurred but in no more than five (5) working days from the date of the occurrence of the incident.

4. Jala University will investigate the complaint and respond back to the student within thirty (30) working days from the date the complaint is received.
5. If the issue is not resolved with the Dean, the student will then escalate the concern to the Chief Academic Officer. This must be done within ten (10) days of the initial incident or dismissal. If the CAO does not resolve the complaint or grievance to the satisfaction of the student, then the final appeal is the Chief Executive Officer.
6. Written notice to the Chief Executive Officer must include a description of the issue, the date the issue occurred, steps taken by the student to resolve the issue, and any data or documentation pertaining to the issue. The CEO will then review the complaint and collect any other data or documentation that may be necessary. The CEO will then convene a review committee to hear the complaint. The Review Committee will consist of: CEO, Head of Relevant Departments, Faculty or Staff Member: Nominated by the CAO and a Student Representative: Nominated by the CEO
7. The committee will issue a decision within ten (10) days after the meeting. The student will be notified of the decision via email. All committee decisions are final.
8. Should a student feel that the complaint or grievance is not fully resolved they may wish to contact the:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
(916) 574-8900

If a student is dismissed, the student will remain dismissed during the grievance process. If the appeal is successful, the student will re-enter at the next available class start date.

Student's Appeal Procedure

This appeal process is applicable for the following student complaints:
- Violation of Student Academic Rights (Grade issues, informed notice of course content and course grading criteria, etc.)
- Cases of an Alleged Student Academic Offense (Cheating, plagiarism, falsification of academic records, etc.)
- Cases of an Alleged Student Non-Academic Offense (Violation of computer usage policy, falsification of student records, disorderly behavior, etc.).

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For matters related to an alleged violation of any of the student issues listed above, the student needs to file a written appeal with the Chief Academic Officer (CAO). If the matter is resolved by the CAO to the student's satisfaction, the complaint is closed. If the matter is not resolved by the CAO to the student's satisfaction, the matter is referred to the Chief Executive Officer (CEO). If the matter is resolved by the CEO to the student's satisfaction, the complaint is closed. If the matter is not resolved by the CEO to the student's satisfaction, the student may file a written request for a hearing by the Appeals Committee. All parties involved in the complaint will be invited to provide written documentation to support their case.

The Appeals Committee will decide whether it will hear or not hear the student's complaint. If the Appeals Committee decides to hear the case, a hearing will be scheduled and a decision rendered. The decision by the Appeals Committee is final and cannot be appealed further at Jala University. The complaint will be considered closed. If the Appeals Committee decides not to hear the case, the decision of the CEO will stand and the matter will be considered closed. The matter is considered a final resolution and cannot be appealed further at Jala University.

The Appeals Committee shall be constituted as follows:
- Chief Academic Officer
- Faculty or Staff Member: Nominated by the CAO
- Student Representative: Nominated by the CEO

STUDENT SERVICES

The Student Services department is equipped with advisors in each country to provide a wide range of services aimed at enhancing the health and well-being of Jala University's students. These services also aid in their professional development and address various personal and academic needs. It is crucial to clarify that although guidance and support are offered to tackle academic matters, these issues are under the jurisdiction of the academic department.

Orientation

Initial: Advisors will assist new students during their transition into the University. The New Student Orientation Course and the Canvas LMS Orientation Course are designed to equip students with the necessary information and tools to embark on their college journey successfully.

These courses will be scheduled via email before the first module starts at the University. Students will familiarize themselves with:

- Roles and support provided by staff and faculty in each country
- Academic model overview
- Instructional technology tools
- Understanding Jala University's culture and intercultural learning
- University's processes
- Academic and University policies
- Strategies for academic success
- Time and stress management techniques

Continuous: The orientation process is ongoing because adapting to university life requires time. Throughout this process, the team of advisors remains readily available to support all students. Orientation aims to address any questions, concerns, or needs—academic or otherwise—that student may have, through both group and individual meetings.

Academic Success Support

At-Risk Students Monitoring and Follow-up. Our advisors will receive updates from different areas on student academic and behavioral anomalies. At-Risk list includes:

- **Attendance.** Students with consecutive absences will be reported weekly and receive follow-up contact. Advisors will investigate the reasons behind the absences to identify underlying challenges and provide personalized guidance and support to the students
- **Mid module academic performance and SAP.** A follow-up process is implemented for students who may be identified as at-risk or who have received failing grades or grades below a C-. The advisors will assess any challenges the student may be facing in achieving academic success and will work collaboratively with them to develop a tailored plan aimed at enhancing their performance in class.

Academic Support. Our initiative aims to assist at-risk students through small study groups, mentoring sessions, connecting students with resources such as counselors or tutors, and other forms of academic support.

Workshops: Designed to equip students with essential tools and cultivate skills that enhance their time management and study habits to accomplish their professional goals.

Requests, Complaints and Grievances

Ticket Reporting System. In the event of a request or complaint, students can utilize the form provided at https://forms.office.com/r/dmPrjrVpb0 to submit their inquiry along with all pertinent details. Upon receipt, the advisor will promptly contact the student and take the necessary steps to address their request or complaint promptly.

University Community

Fraternity. Facilitating connections among students with shared interests to establish communities or clubs for extracurricular activities. The Student Services department arranges both in-person and virtual events aimed at fostering camaraderie and social interaction among classmates. These activities encompass a range of recreational pursuits, games, discussions, meetings, intercultural fairs, and more.

Emotional Wellbeing

Prevention. Through workshops, guides, and vignettes, Student Services socialize information, exercises, and tools to address issues, support, and promote positive mental health among students.

Psychological Support. Students needing assistance with mental health issues can use our psychological support service, offering up to 5 sessions of counseling and guidance. In cases requiring ongoing monitoring or therapy, students will receive referrals to specialized services outside the University. If the student needs a justification for absence or delay in the submission of academic assignments, based on mental or emotional health-related issues, the student must consult with an external service to the university.

Graduation ceremony

Graduation may include in person ceremonies in each service country, along with virtual ceremonies. There will be one graduation ceremony per year. In person ceremonies in each country will be held at a local location to be determined.

Meeting Graduation Requirements

To be eligible for graduation, program degree and ESP certificate students must adhere to the following guidelines:

Degree Program Requirements

Students must:

- Fulfill all coursework and credit hour requirements as outlined in the University Catalog
- Refer to your Degree Graduation Report to monitor your progress toward your degree completion
- Earn a minimum grade point average of 2.00 in your degree program
- Complete a minimum of 25% of the required credit at Jala University

Students may graduate with distinguished academic honors based on final GPA in degree program, if:

Cumulative GPA	Academic Honors
3.20 to 3.49	Cum Laude (with high honor)

| 3.50 to 3.79 | Magna Cum Laude (with higher honor) |
| 3.80 to 4.00 | Summa Cum Laude (with highest honor) |

ESP Certificate Program Requirements

Students must:

- Fulfill all coursework and requirements as outlined in the University Catalog
- Refer to your Certificate Graduation Report to monitor your progress toward your certificate completion
- Successfully complete all courses in the ESP certificate program

Graduation Application Due Dates

Graduation application forms will be available through Student Services. Application forms will include, confirmation of name on degree and number of graduation tickets information. Forms must be completed and submitted to Student Services as indicated in the schedule below:

If you plan to graduate in ...	Your graduation application is due by...
June	January 1
December	August 1

Alumni Services

Graduation from Jala University provides you with an opportunity to stay connected. Upon graduation, you will receive an invitation to join the Jala University Alumni Association. With the goal of staying connected, Jala University's Alumni Services provides the following:

- **Alumni Day** – Virtual presentations; shared alumni career experiences
- **Professional Networking Events –** Alumni Services offers annual professional networking events to all Jala University alumni.
- **Voluntary Student Alumni Directory** – This voluntary directory allows Jala University alumni to stay in touch with fellow classmates following graduation.
- **Alumni Awards** – Alumni Services will recognize the accomplishments of outstanding alumni with an annual award. Nominations can be made through the Student Services department.

Career Advisory

The purpose is to accompany students in successfully completing their degree by supporting their personal growth, academic achievements, and professional planning.

- Throughout the year, various career preparation virtual workshops will be offered to current students and alumni. These workshops will cover topics such as: Soft skills
- Technical skills – resume writing, cover letters, business emails
- Professional Networking

Career Counselling Services

One term prior to graduation, the advisor will complete your Graduation Degree Audit form or Graduation Certificate Audit form. These audits will confirm student readiness to graduate and/or

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identify areas to be addressed. Students requiring additional career counselling services may schedule counselling appointments with the advisor.

Job Placement

Job Placement is a conditional placement of the Jala University scholarship program. Placement for all eligible scholarship holders will be at Jalasoft, or with a different scholarship sponsor employer. Student Services department will provide resources and support during the job placement process with the sponsor.

Contact
For additional details, contact below:

Country	Email address	Phone Number
Bolivia	studentservicesbolivia@jala.university	+591 65501268
Brazil	studentservicesbrazil@jala.university	+55 (81) 999946639
Colombia	studentservicescolombia@jala.university	+57 322 2701814
México	studentservicesmexico@jala.university	+52 (55) 2174 7648
Argentina	studentservicesargentina@jala.university	+52 (55) 2174 7648

COURSE DESCRIPTIONS

General Education

Term 1

Course Name:	Logic				
Code:	FMA-111	Pre-Requisites:	None	Credit hours:	3
Description:	During this course, you will develop your skills in logical reasoning for programming, creativity for problem-solving, and abstraction. You'll study formal languages like propositional and first order logics. The course also provides a practical understanding of logic's role in programming, circuit design/verification, and optimization, demonstrating its widespread use in the industry.				

Course Name:	Discrete Mathematics				
Code:	FMA-112	Pre-Requisites:	None	Credit hours:	3
Description:	Discrete mathematics is the fundamental basis for reasoning about programs. A data type is simply a domain or a Cartesian product representing the "state" of an object. The operators that transform these values imply the existence of some algebraic structure over which one can inquire about the features of these values. This helps understand programs and how accurate and efficient the developed solutions are (it is the basis for conducting program efficiency analyses).				

Course Name:	Calculus I				
Code:	FMA-113	Pre-Requisites:	None	Credit hours:	3
Description:	Contrary to discrete mathematics, mathematical analysis deals with the study of models that represent infinite solution spaces. In this course, students will learn about real numbers in functions of real variables, understanding the concepts of continuity, convergence, durability and integrability of these functions. Real functions are used to create models of continuous phenomena.				

Course Name:	Communication 1				
Code:	COM-118	Pre-Requisites:	None	Credit hours:	3
Description:	Communication is essential to a Software engineering career. Effective communication enables you to collaborate with others, develops working relationships, reduces misunderstandings, increases productivity, saves time, minimizes errors, and lower costs. In this course, students will enhance their interpersonal communication skills, become active listeners and develop self-confidence. They will learn to interpret assignments, ask effective questions, provide concise and clear status of the assignment's progress, describe problems they might face with their assignments, learn to criticize constructively, and accept feedback.				

Term 2

Course Name:	Linear Algebra				
Code:	FMA-121	Pre-Requisites:	FMA-112	Credit hours:	3
Description:	Lineal Algebra techniques are widely used in today's professional life, from statistics to computer graphics. Several vector space applications operate with matrices. This course aims at teaching lineal algebra concepts as applied to computer graphics and image manipulation.				

Course Name:	Communication 2				
Code:	COM-127	Pre-Requisites:	COM-118	Credit hours:	3
Description:	Effective communication is essential for team-focused approaches. Communication enables the sharing of information to achieve software engineering goals, from discussing strategies with colleagues to delivering formal presentations and creating technical documentation about their tasks and assignments. In this course, students will be introduced to Agile methodologies, and get familiarized with the basic concepts and terminology. This course is designed to support students in adopting effective personal and online communication techniques for meetings and demos. Students will also develop intercultural communication skills to communicate with foreign clients considering cultural differences, nationalities, regionalisms, local expressions and idioms. Linguistic skills are developed through participating in meetings in different communicative situations (trips, short and long meetings, to name a few).				

Course Name:	Calculus II				
Code:	FMA-212	Pre-Requisites:	FMA-113	Credit hours:	3
Description:	Contrary to discrete mathematics, mathematical analysis deals with the study of models that represent infinite solution spaces. In this course, students will learn about real numbers in functions of several variables (vector spaces), derivation and integration techniques (multiple and line integrals) and their application. The course also introduces students to differential equations (first-order equations).				

Term 3

Course Name:	History of Software Engineering				
Code:	FHC-129	Pre-Requisites:	None	Credit hours:	2
Description:	Software Engineering is a young academic field. It has evolved inside the Departments of Mathematics or Electronics in the first step with the name of Computer Science. In the name you can already perceive that it was related to hardware more than software. As technology evolved and the focus moved more to software than hardware (cheaper and more powerful), it became apparent that it was more important to organize the software development life cycle, as more complex software was needed to fill the needs of organizations and companies. The birth to the new field of software				

	engineering was inevitable. It is informative, motivating and inspirational to review some important moments in the evolution of software engineering.

Course Name:	Statistics				
Code:	FMA-213	Pre-Requisites:	FMA-113	Credit hours:	3
Description:	Statistics consists in collecting, classifying, analyzing, interpreting and drawing conclusions based on datasets. In a Software Engineering program, it is important because of two main reasons: (1) software applications collect data which offers more information about the application domain (additional knowledge of it); and (2) during the development process, production data is collected; we know little about the execution of projects; by doing research, we can understand them better.				

Course Name:	Writing and Composition 1				
Code:	COM-219	Pre-Requisites:	None	Credit hours:	3
Description:	Emphasizes the foundation for college-level writing and research. Areas of focus include application of critical thinking, analysis, and reflection to make sound rhetorical choices to compose effective messaging through development of ideas and written presentations. Students are introduced to the writing process, basic research skills, and techniques for reading, interpreting, and utilizing a variety of sources in developing fluency in writing and research.				

Term 4

Course Name:	Writing and Composition 2				
Code:	COM-229	Pre-Requisites:	COM-219	Credit hours:	3
Description:	Enhances the writing and research practices acquired in Composition I. Areas of focus include critical/logical thinking, problem definition, advanced research strategies, and writing analytical, evaluative, and persuasive papers. Students learn where and how to obtain relevant data, how to analyze the meaning of text, and how to synthesize information for integrative communication. The writing process is examined and practiced from idea formation through professional-grade, long-essay/research paper organization, complete with citation of sources.				

Term 6

Course Name:	Social issues and Professional practice				
Code:	FHC-324	Pre-Requisites:	None	Credit hours:	2
Description:	As technology evolves and invades our daily lives it is apparent that we get used to it. We discover technology and want more help from it to help us to be more efficient in the tasks that we are confronted every day. This evolution can do too much. It might involve disclosure or use of non-authorized personal information. It becomes important that the education of the software engineer involves professional practices with high standards of				

	integrity and ethics. This course highlights ethics factors to be taken into account in software development.

Term 8

Course Name:	Management and Leadership				
Code:	FHC-425	Pre-Requisites:	None	Credit hours:	3
Description:	There is technical management of the organization of the software development life cycle. But there is also management of the resources associated to the growth of the team/group/company. Specially if someone is interested in growing his/her own company. This course is thought of a series of talks of people from the industry that expose how their different experiences evolved from ideas to software companies.				

Core Education

Term 1

Course Name:	Programming 1			Category	Core Lab
Code:	APR-114	Pre-Requisites:	None	Credit hours:	2
Description:	This course introduces the fundamentals of computer programming for problem-solving with algorithms, focused on the JAVA programming language. Topics include the main programming building blocks found in any procedural language (sequence, selection, repetition), along with the main programming elements (variables, functions, operators, etc.), including an introduction to the Object-Oriented programming paradigm and a practical project (capstone). This course prepares students for subsequent courses in programming.				

Course Name:	Software Development 1			Category	Core Lab
Code:	ISO-115	Pre-Requisites:	APR-114	Credit hours:	3
Description:	In this course, students will learn techniques for collaborative work, following development methodologies, and implementing best practices throughout the Software Development Life Cycle (SDLC), while utilizing essential development tools. These techniques will enable them to effectively collaborate with team members. They will also gain an understanding of SDLC models and learn how to apply them appropriately to different projects. By focusing on best development practices, students will develop the skills necessary to deliver high-quality software solutions that meet user requirements within specified deadlines, resulting in successful outcomes. Furthermore, they will have the chance to engage in a practice project, putting their skills into action and gaining valuable hands-on experience.				

Course Name:	**Operating Systems 1**			Category	Core Lab
Code:	**IRE-116**	**Pre-Requisites:**	None	**Credit hours:**	2
Description:	This course will explore the fundamental principles and functionalities of modern operating systems. Gain knowledge in process management, memory management, file systems, device management, and scheduling algorithms. Develop practical skills in using operating system utilities and tools.				

Course Name:	**Database 1**			Category	Core Lab
Code:	**BDA-117**	**Pre-Requisites:**	**None**	**Credit hours:**	**2**
Description:	This course focuses on the design and validation of databases for engineers in their professional life. It emphasizes the importance of efficiently storing and processing data to generate valuable information through software applications. Students will learn how to structure and optimize database tables and write queries to extract meaningful insights. By the end of the course, they will possess the skills to create reliable databases that support data-driven decision-making and problem-solving.				

Term 2

Course Name:	**Programming 2**			Category	Core Lab
Code:	**APR-123**	**Pre-Requisites:**	**APR-114**	**Credit hours:**	**3**
Description:	This course introduces students to basic data structuring. They learn how to choose a simple data structure to solve a problem, representing a solution with a graphic model and a programming language.				

Course Name:	**Software Development 2**			Category	Core Lab
Code:	**ISO-124**	**Pre-Requisites:**	**APR-123 ISO-115**	**Credit hours:**	**3**
Description:	Software engineers create programs which are long-term investments. To do so, they focus not only on solving a problem, but also on developing a quality and maintainable solution (readable and modifiable). This course deals with the practices that help engineers with requirement reviews and management, code quality and integration and verification tasks.				

Course Name:	**Operating Systems 2**			Category	Core Lab
Code:	**IRE-125**	**Pre-Requisites:**	**IRE-116**	**Credit hours:**	**2**
Description:	It is crucial to administer user privileges, understand advanced process settings, OS resources and data. Security features are addressed from the point of view of basic security management.				

Course Name:	Database 2			Category	Core Lab
Code:	BDA-126	Pre-Requisites:	BDA-117	Credit hours:	2
Description:	Databases are made up of several tables and records. Queries multiply and engineers must be able to extract information from the database management systems with minimum effort. Students must optimize queries and set up their databases accordingly to boost performance.				

Term 3

Course Name:	Programming 3			Category	Core Lab
Code:	APR-211	Pre-Requisites:	APR-123	Credit hours:	2
Description:	This course introduces students to non-linear data structures. They learn to analyze potential solutions in terms of the resources deployed, using technical arguments to compare solutions. Additionally, the program's technical quality is brought into focus in terms of its maintainability.				

Course Name:	Software Development 3			Category	Core Lab
Code:	ISO-214	Pre-Requisites:	APR-211 ISO-124	Credit hours:	3
Description:	Software engineers create programs which are long-term investments. In addition to solving the problem and writing a program, they must be able to work with other team members. This course deals with the most basic practices that help engineering students achieve this goal.				

Course Name:	Computer Networks 1			Category	Core Lab
Code:	IRE-215	Pre-Requisites:	IRE-125	Credit hours:	2
Description:	All computers connect to a network. Engineers must deploy network characteristics in various scenarios, boosting the whole infrastructure and ensuring hardware and software security.				

Course Name:	Software Quality Engineering 1			Category	Core
Code:	ICA-216	Pre-Requisites:	None	Credit hours:	3
Description:	This course focuses on the fundamentals of software testing, providing students with solid knowledge and triggering discussions full of possibilities. Discussions revolve around commercial software testing.				

Course Name:	Software Quality Engineering 2			Category	Core Lab
Code:	ICA-217	Pre-Requisites:	ICA-216	Credit hours:	2
Description:	Students work on a software product following a verification process with a testing proposal made by professionals. Students follow the procedures to find software errors.				

Term 4

Course Name:	Programming 4			Category	Core Lab
Code:	APR-221	Pre-Requisites:	APR-211	Credit hours:	2
Description:	This course goes in-depth on non-linear data structures. They learn to analyze potential solutions in terms of the resources deployed, using technical arguments to compare solutions. Students also learn to seek efficiency with parallel methods which are implemented using concurrency.				

Course Name:	Algorithmics 1			Category	Core
Code:	APR-222	Pre-Requisites:	None	Credit hours:	3
Description:	This course introduces students to the fundamentals of algorithm analysis. Students learn to understand problems, find the appropriate data structures and make decisions based on the resource needs of the proposed solutions (algorithm efficiency).				

Course Name:	Software Development 4			Category	Core Lab
Code:	ISO-223	Pre-Requisites:	APR-221 ISO-214	Credit hours:	2
Description:	Software engineers create programs which are long-term investments. In addition to solving the problem and writing a program, they must be able to work with other team members. This course deals with the most basic practices that help engineering students achieve this goal.				

Course Name:	Computer Networks 2			Category	Core Lab
Code:	IRE-224	Pre-Requisites:	IRE-215	Credit hours:	2
Description:	There are a variety of local and wide area network configurations. Computers also connect to the Internet through networks. Engineers must be able to select the appropriate networks to achieve specific goals and set them up to maximize performance and security.				

Course Name:	Software Quality Engineering 3			Category	Core Lab
Code:	ICA-225	Pre-Requisites:	ICA-217	Credit hours:	2
Description:	When a bug is isolated, engineers must not only report its occurrence, but also analyze and research its causes. The conclusions they reach allow them to come up with suggestions to improve the software product development. Additionally, using Bug Reports is essential for developers to be able to fix the code where it contains bugs.				

Course Name:	Software Quality Engineering 4			Category	Core Lab
Code:	ICA-226	Pre-Requisites:	ICA-225	Credit hours:	2
Description:	Team testing iterations must be documented according to industry standards and policies. With commercial software projects being usually international, documents must be accurate and persuasive. In this course, students work on advanced defect reporting.				

Term 5

Course Name:	Unix Administration			Category	Core Lab
Code:	IRE-315	Pre-Requisites:	None	Credit hours:	1
Description:	The development process today requires some tools to coordinate and monitor the teamwork progress. These tools usually run-on devices which are available and accessible all team members. Each team has its own characteristics, and each group may require this basic infrastructure. This course helps students build the necessary skills to install and set up a service required by the team.				

Course Name:	Algorithmics 2			Category	Core
Code:	APR-317	Pre-Requisites:	APR-222	Credit hours:	3
Description:	This course introduces students to the fundamentals of algorithm analysis. Students learn to understand problems, find the appropriate data structures and make decisions based on the resource needs of the proposed solutions (algorithm efficiency).				

Term 7

Course Name:	Research Project on Software Development 1			Category	Core Int
Code:	TDG-412	Pre-Requisites:	None	Credit hours:	2
Description:	Software engineers are involved in the development of new software products and, therefore, must be able to analyze a context and develop a suitable model of the analyzed domain. This is a big engineering challenge and goes far beyond basic programming.				

Course Name:	Research Project on Software Development 2			Category	Core Int
Code:	TDG-413	Pre-Requisites:	TDG-412	Credit hours:	2
Description:	Project planning. Based on a commercial application domain model, student engineers must be able to propose a software development project in terms of technology, infrastructure, architecture, and high-level design; they must conduct proofs of concept. This engineering phase will result in set of artifacts which can be implemented by a team of programmers.				

Term 8

Course Name:	Research Project on Software Development 3			Category	Core Int
Code:	TDG-423	Pre-Requisites:	TDG-413	Credit hours:	2
Description:	Engineers must usually support a commercial software product proposal before investors. Student engineers build a basic system that explains how the proposed solution works and shows the commercial value of the final product. This is how potential startups can fund their activity to become a thriving company.				

Course Name:	Research Project on Software Development 4			Category	Core Int
Code:	TDG-424	Pre-Requisites:	TDG-423	Credit hours:	2
Description:	Selling a software product idea which can be implemented and developed to generate significant returns on investment is a professional activity of the utmost importance. In order to do so, engineers present a software demo before investors and end clients. For the demo to be a success, it must prove to be highly functional, and its benefits and potential improvements must be communicated efficiently.				

Major Education

Term 5

Course Name:	Programming 5			Category	Major Lab
Code:	APR-311	Pre-Requisites:	APR-221	Credit hours:	3
Description:	The course introduces students to functional programming using a pure language. The lack of state and the declarative format create a context in which students have to think of different solutions to solve a given problem.				

Course Name:	Programming Languages			Category	Major Lab
Code:	APR-312	Pre-Requisites:	None	Credit hours:	2
Description:	Programming languages are software engineers' main tools. Not only are they essential tools to turn ideas into products, but also conceptual tools that help them represent what they perceive around them. Each programming paradigm represents a way of thinking. Engineers must necessarily be acquainted with these paradigms and continue learning about them through their professional career. This course provides students with the basis for understanding the paradigms and structures of programming languages.				

Course Name:	Software Development 5			Category	Major Lab
Code:	ISO-313	Pre-Requisites:	APR-311 ISO-223	Credit hours:	3
Description:	Software engineers help plan and implement software products (development or maintenance). In order to work effectively, they must be able to estimate the quantity of products they can develop in a given time (e.g., a sprint). During the implementation, engineer pay close attention to the potential risks that may arise take action to mitigate them.				

Course Name:	Systems Programming			Category	Major
Code:	IRE-314	Pre-Requisites:	None	Credit hours:	3
Description:	This course introduces students to operative elements involved in the execution of a program or service.				

Course Name:	Unix Software Development 1			Category	Major Lab
Code:	ASO 316	Pre-Requisites:	None	Credit hours:	1
Description:	Today's operating systems offer a wide range of services to software engineers. Applications such as databases and browsers use these services. For most software engineers, these services are usually hidden. However, to improve an application performance, it is necessary to look into the operating system and understand how it works in order to detect possible hurdles. This course introduces students to this level of the operating system.				

Term 6

Course Name:	Programming 6			Category	Major Lab
Code:	APR-321	Pre-Requisites:	APR-311	Credit hours:	3
Description:	The course introduces students to basic programming. They learn how to understand a problem, represent a solution using a programming language and trace the performance of the resulting program.				

Course Name:	Software Development 6			Category	Major Lab
Code:	ISO-322	Pre-Requisites:	APR-321 ISO-313	Credit hours:	4
Description:	When software engineers achieve autonomy in their workplace, the whole team grows and improves: the product being developed, the team goals, and the whole process are empowered. This course deals with the minimum competences that engineers must have in order to achieve that autonomy.				

Course Name:	Software Development Management 1			Category	Major
Code:	ISO-323	Pre-Requisites:	None	Credit hours:	1
Description:	This course leads students through the whole software development process. By now, students have already learned about the different roles involved and are ready to approach the process from a global perspective.				

Course Name:	Web Development			Category	Major Lab
Code:	ASO-325	Pre-Requisites:	ISO-313	Credit hours:	1
Description:	Students have been building several web systems in other courses. This course aims at providing students with a holistic view so that students develop abstract thinking to work from a global perspective.				

Course Name:	Human-Computer Interaction Design			Category	Major
Code:	ASO-326	Pre-Requisites:	None	Credit hours:	3
Description:	The ultimate purpose of a computing system is to be used in the context for which it was created. Users must feel comfortable when interacting with the system and must boost their performance. This course introduces students to the concepts and techniques to improve the quality of the Human-Computer Interaction.				

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Course Name:	**Asynchronous Programming**		**Category**	**Major Lab**
Code:	**ASO-327**	**Pre-Requisites:** None	**Credit hours:**	**1**
Description:	Synchronous programming has limitations when it comes to the effective use of modern processors containing many processing units. Asynchronous programming, on the other hand, offers an alternative to deploy the processing resources. This course deals with the asynchronous model and its implementation to help students understand the differences between both models.			

Term 7

Course Name:	**Software Development Management 2**		**Category**	**Major**
Code:	**ISO-411**	**Pre-Requisites:** **ISO-323**	**Credit hours:**	**1**
Description:	This course introduces students to methods, techniques and tools to monitor the software development process.			

Course Name:	**Mobile Application Development**		**Category**	**Major**
Code:	**ASO-414**	**Pre-Requisites:** **ASO-325**	**Credit hours:**	**3**
Description:	This course introduces students to the fundamentals of mobile application development.			

Course Name:	**System Integration**		**Category**	**Major Lab**
Code:	**ASO-415**	**Pre-Requisites:** **ASO-325**	**Credit hours:**	**1**
Description:	This course introduces students to the fundamentals of software integration.			

Course Name:	**System Scalability**		**Category**	**Major Lab**
Code:	**ASO-416**	**Pre-Requisites:** **ASO-325**	**Credit hours:**	**1**
Description:	This course introduces students to the fundamentals of system scalability.			

Term 8

Course Name:	**Machine Learning**		**Category**	**Major Lab**
Code:	**APR-421**	**Pre-Requisites:** **APR-321**	**Credit hours:**	**2**
Description:	Even though software consists in a set of programs which perform the exact logic defined by a developer, some applications today do not follow a predefined behavior, but respond according to their own learning.			

Course Name:	**Technical Documentation**		**Category**	**Major Lab**
Code:	**COM-422**	**Pre-Requisites:** None	**Credit hours:**	**1**
Description:	This course introduces students to the basic elements of written technical communication of software products. It is aimed at helping students understand a document's audience, its form and style according to its purpose.			

Course Name:	Interaction of Technological Devices			Category	Major Lab	
Code:	ASO-426	Pre-Requisites:	None	Credit hours:		2
Description:	Data-processing application run not only on classic computers operated by end users (consisting of a screen, keyboard, and mouse), but also on a series of new devices ranging from smartphones to watches, remote controls, smart cars, etc. This interaction must be taken into account before coding software or building hardware.					

Course Name:	Cloud Development			Category	Major Lab	
Code:	ASO-427	Pre-Requisites:	ASO-416	Credit hours:		1
Description:	This course introduces students to cloud computing.					

English for Specific Purposes for Software Engineers Certificate Program (ESP)

Level 1 – Beginner

Course Name:	**Beginning English for Software Engineers I**			
Code:	**ESP 1**	**Pre-Requisites:**	**None**	**Non-Credit hours**
Description:	This course aims to provide students with a strong foundation in basic English language skills that will help them improve their communication abilities and prepare them for further academic studies and work scenarios. Throughout the course, students will be introduced to fundamental English vocabulary and grammar rules, including common nouns, verbs, adjectives, prepositions, sentence structure, subject-verb agreement, and basic verb tenses. The course will also focus on developing basic reading, writing, listening, and speaking skills.			

Course Name:	**Beginning English for Software Engineers II**			
Code:	**ESP 2**	**Pre-Requisites:**	**ESP 1**	**Non-Credit hours**
Description:	This course is designed for students who have a basic understanding of English and wish to continue developing their language skills. The focus of the course is on building vocabulary, improving grammar usage, and enhancing overall communication abilities for the Software Engineering industry. Through communicative activities, and practical exercises, students will enhance their speaking, listening, reading, and writing skills for application in the Software Engineering field. By the end of the course, students will be able to participate in conversations on familiar topics, comprehend simple written texts, and express ideas more confidently. This course should help students reach a basic level and enable them to join the next course/level of the program.			

Level 2 – Intermediate

Course Name:	**Business English**			
Code:	**ESP 3**	**Pre-Requisites:**	**ESP 1**	**Non-Credit hours**
Description:	This course introduces various scenarios and communication styles for a professional setting. Students will learn business English vocabulary such as common expressions, phrasal verbs and idioms. Besides that, they will be introduced to cross-cultural communication best practices and how to face communication difficulties.			

Course Name:	English for Software Engineering I			
Code:	ESP 4	Pre-Requisites:	ESP 3	Non-Credit hours
Description:	This course introduces students to effective communication techniques in engineering settings, including Scrum best practices, technical/demo presentations, and Q&A sessions. The course aims to enhance overall English proficiency while focusing on the specific language needs of engineering professionals such as technical vocabulary, reading comprehension of engineering texts, and common grammar structures and expressions used to interact in work scenarios.			

Course Name:	Interview Preparation & Written Communication I			
Code:	ESP 5	Pre-Requisites:	ESP 4	Non-Credit hours
Description:	This course introduces interview preparation and effective writing skills in a professional setting. It includes the types of interviews a software engineer might face, the most typical types of questions and how to answer them. It also provides students with techniques that can help them communicate their ideas in a clear and professional way during an interview using the appropriate communication style and vocabulary. Students will also compose general business documents such as invitations, emails, and text messages, as well as technical documents to continue honing their grammar and punctuation skills and review formal and informal vocabulary that can be used at work.			

Level 3 – Advanced

Course Name:	English for Software Engineering II			
Code:	ESP 6	Pre-Requisites:	ESP 4	Non-Credit hours
Description:	This course is designed to help students enhance their communication skills in a professional context. Students will learn how to communicate effectively in meetings, give presentations, write professional emails, and collaborate with colleagues. The course will also cover intercultural communication and the ability to work in diverse engineering teams using Agile frameworks. Students will practice language skills specific to their profession, such as explaining technical processes, discussing engineering projects, presenting technical presentations (demos), and conveying ideas clearly to both technical and non-technical audiences.			

Course Name:	Interview Preparation & Written Communication II			
Code:	ESP 7	Pre-Requisites:	ESP 5	Non-Credit hours
Description:	This course is designed for students with solid knowledge of English to help them enhance their interview and writing skills for professional settings. The course focuses on developing strategies and techniques to excel in general and technical (software) job interviews, or other professional interview scenarios. The course also focuses on improving students' academic and			

professional written communication skills by producing coherent and well-structured technical and professional documents. Students will also learn how to effectively answer common interview questions, showcase their skills and qualifications, and demonstrate confidence and professionalism. The course includes mock interviews, personalized feedback, and guidance on body language, tone, and overall presentation.

Labs

Lab Code:	ESP-Lab M2L2	Pre-Requisites:	Level 2	Non-Credit hours
Description:	This lab provides a review of the most basic English topics for students with an intermediate level. They will go over topics like mixed tenses, sentence structure, punctuation, and everyday vocabulary: family, occupations, nationalities, etc.			

Lab Code:	ESP- Lab M3L1	Pre-Requisites:	ESP 1	Non-Credit hours
Description:	This lab will provide students at a beginner level with follow-up activities so they can review the content of the first ESP course they completed. They will go over topics like greeting people, basic punctuation, adverbs of frequency, verb tenses, and vocabulary: hobbies, occupations, nationalities, etc.			

Lab Code:	ESP- Lab M3L2	Pre-Requisites:	ESP-Lab M2L2	Non-Credit hours
Description:	This lab reviews of some basic English topics for students with a B1-B2 level. They will also learn reading and listening techniques and comprehension activities.			

Lab Code:	ESP- Lab M4L1	Pre-Requisites:	ESP-Lab M3L1	Non-Credit hours
Description:	Level 1 students will continue reviewing the topics covered in the ESP 1 course. They will also be introduced to some topics they will cover in the ESP 2 course: ed pronunciation, modal verbs, comparatives and superlatives, and pronunciation patterns.			

Lab Code:	ESP- Lab M4L2	Pre-Requisites:	ESP-Lab M3L2	Non-Credit hours
Description:	Level 2 students will go over topics that will help them improve their pronunciation and use of modal verbs and mixed verb tenses.			

Lab Code:	ESP- Lab M5L2	Pre-Requisites:	ESP-Lab M4L2	Non-Credit hours
Description:	This lab will focus on developing students' ability to make small talk providing them with guidelines and vocabulary. They will also review the use of comparatives and superlatives, clauses, and connectors.			

Lab Code:	ESP- Lab M6	Pre-Requisites:	ESP 2	Non-Credit hours
Description:	This lab will provide activities and material to prepare students for ESP 3 – Business English. They will be introduced to conversational vocabulary, intercultural communication, collocations, phrasal verbs, idioms, and signposting vocabulary.			

Lab Code:	ESP- Lab M7	Pre-Requisites:	ESP- Lab M6	Non-Credit hours
Description:	This lab will provide activities and material to prepare students for ESP 3 – Business English. They will be introduced to cross-cultural issues, presentations, vocabulary for meetings and calls, and business acronyms.			

Lab Code:	ESP- Lab M9	Pre-Requisites:	ESP 3	Non-Credit hours
Description:	The objective of these lab activities is to reinforce what students learned in ESP 3 – Business English. They will continue practicing and using what they learned in the course. They will also be introduced to some topics they will cover in ESP 4 – English for Software Engineering I such as Scrum and technical vocabulary.			

Lab Code:	ESP- Lab M10	Pre-Requisites:	ESP- Lab M9	Non-Credit hours
Description:	This lab will introduce students to some topics they will cover in ESP 4 – English for Engineering I: vocabulary to report issues, phrasal verbs and idioms, listening practice to understand accents, and Scrum.			

Lab Code:	ESP- Lab M13	Pre-Requisites:	ESP 5	Non-Credit hours
Description:	This lab will provide follow-up activities for students to reinforce what they learned in ESP 5 – Interview Preparation and Written Communication I. They will listen to and analyze videos of interviews and read written documents to continue improving these skills. They will also continue expanding their vocabulary and putting into practice what they learned in previous courses and labs.			

Lab Code:	ESP- Lab M14	Pre-Requisites:	ESP- Lab M13	Non-Credit hours
Description:	Students will be introduced to some of the topics they will cover in ESP 6 – English for Software Engineering II such as: daily Scrum, retrospectives, planning meetings, technical demos, phrasal verbs and idioms.			

Lab Code:	ESP- Lab M16	Pre-Requisites:	ESP 6	Non-Credit hours
Description:	This lab will provide students with follow-up activities related to the topics covered in ESP 6 – English for Software Engineering II.			

Lab Code:	ESP- Lab M17	Pre-Requisites:	ESP- Lab M16	Non-Credit hours
Description:	This lab will provide students with follow-up activities related to the topics covered in ESP 6 – English for Software Engineering II. Group activities will be encouraged and proposed so students can interact with each other and develop their communication skills.			

Lab Code:	ESP- Lab M18	Pre-Requisites:	ESP- Lab M17	Non-Credit hours
Description:	The objective of this lab is to introduce and review some topics covered previously related to interview preparation and written communication. Activities will have more technical content to take advantage of topics covered in other subjects. Students will learn and practice advanced and technical vocabulary used in general and technical interviews.			

Lab Code:	ESP- Lab M19	Pre-Requisites:	ESP- Lab M18	Non-Credit hours
Description:	This lab's objective is to review topics covered previously related to interview preparation and written communication. Activities will make use of online platforms to develop interview skills. Role-play activities will be proposed and encouraged among students.			

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