



**GAIA
UNIVERSITY**

Catalog

333 SE 2nd Avenue, Suite 2000, Office
2042, Miami, FL 33131

Phone: +1 (305) 922 - 9979

www.gaiauniversity.online

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GAIA UNIVERSITY CATALOG

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GAIA University

About GAIA University

GAIA Florida Business School Inc, d.b.a. GAIA University, is a private post-secondary institution established in Miami, Florida, by its parent company GAIA Business School.

GAIA Business School was founded in 2011 in Guatemala City. Since its inception, it has focused its growth in offering higher education programs at the Bachelor's, Master's, and Doctoral levels, as well as executive education programs (EXED).

GAIA Business School has the experience and confidence that supports its academic work, with presence in several Latin American countries, +10,000 graduates and more than 3,500 students, it has been recognized internationally by Forbes magazine. It has international accreditations, including those granted by the International Accreditation Council for Business Education (IACBE) and the Project Management Institute (PMI), which endorse the academic quality and excellence in business education.

As part of its international expansion plans and committed to offering quality education, in 2023 GAIA Business School set the goal of creating GAIA Florida Business School, d.b.a. GAIA University, to offer its Bachelor and Master programs in the areas of Business, Marketing and Finance to Florida residents, thus responding to the needs of individuals, professionals and companies that demand leaders with critical thinking, competencies and skills to innovatively face the challenges of the work environment with excellence and a global perspective.

Mission

Provide a diverse and inclusive learning environment that fosters intellectual, personal, and professional growth. We are committed to academic excellence and the development of ethical leaders who are prepared to make meaningful contributions to their communities and the world. Through innovative teaching, research, and service, we empower our students to become lifelong learners and responsible global citizens.

Vision

Our vision is to be a world-renowned institution of higher education known for commitment to academic excellence and innovation. We aspire to empower our students to become leaders and change-makers who address the complex challenges of our rapidly evolving global society.

Objectives

- Improve student retention rates through effective academic support and counseling services.
- Improve student academic performance by implementing effective teaching methods and providing academic support resources.
- Elevate research initiatives and promote groundbreaking discoveries in various fields to advance knowledge and innovation.

Statement of Purpose

Foster excellence in education by providing rigorous and innovative learning experiences that empower students to achieve their intellectual and professional potential.

Values

- Academic Excellence.
- Integrity.
- Innovation.
- Leadership.
- Global Perspective.

Governance

GAIA University is a d.b.a. of GAIA Florida Business School Inc., a profit, domestic corporation incorporated in the State of Florida. GAIA University is managed and controlled by the Board of Directors, which is the legal entity responsible for policy and procedure promulgation, review, and amendment.

Board of Directors

- Mishel Sandoval – CEO.
- Luis Joaquín – Vice President.
- Carlos Carbonell – Treasurer.
- Olgamar Durán – Secretary.
- Christian R. Álvarez Ibáñez.
- John Shannon McDonald.

Licensing Status

GAIA University is licensed by the Commission for Independent Education, Florida Department of Education, ID#13039.

Additional information regarding this institution may be obtained by contacting The Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Fla. 32399-0400, toll free number 888-224-6684.

Title IX Non-Discrimination Statement

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in educational activities. GAIA University will promptly address any complaints or reports of prohibited conduct with actions aimed at stopping the behavior, eliminating any discrimination, preventing the recurrence of the prohibited conduct, and correcting any adverse effect of the prohibited conduct on any University-related activities.

Equal Opportunity and Affirmative Action Policy

GAIA University is an equal opportunity institution, consistent with Federal Policy no person shall, on grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status, or belief, be excluded from any training, or be subjected to discrimination in any hiring practice or activity of the institution.

American with Disability Act

GAIA University does not discriminate against any student with special needs and/or conditions and complies with the Rehabilitation Act of 1973 (section 504) requiring that no qualified handicapped person will be excluded due to a disability from enrolling in a course of instruction. Students must disclose special needs to the Admissions Director at time of enrollment if they wish to avail themselves of special accommodation.

FERPA

The Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, protects the privacy of student records. The Act provides for the right to inspect and review educational records, the right to seek to amend those records and to limit disclosure of information from the records.

Physical Facilities

GAIA University has relocated its offices to the Wells Fargo Center, a modern building situated at 333 SE 2nd Avenue, Suite 2000, Office 2042, Miami, FL 33131. The new location is just 5 miles away from the former address at 117 NW 42nd Ave Suite Cu1, Miami, FL 33126. The new space offers state-of-the-art amenities designed to foster an optimal professional environment. Strategically located with direct access to the I-95, the building is in close proximity to Miami's premier business district between downtown and Brickell.

The modern facility boasts 16,951 sqft total, with 3,157 sqft of shared spaces and 143 sqft of private office space, which is exclusively reserved for GAIA University.

The private space is a secure environment where only university personnel have access. This is ensured by dedicated keys and access fobs, which are used to control access to important documentation, such as secure filing cabinets (with individual locks and keys) for storing students and faculty files.

GAIA University has access to shared spaces and professional services, including a spacious reception area, meeting rooms, conference facilities, photocopying and printing services, mail and package handling, private restrooms (male and female), an on-site lunch restaurant, a business lounge, a sandwich/coffee bar, and vending machines. The premises have ICT facilities such as broadband internet access, video conferencing facilities, and WiFi access, ensuring seamless connectivity.

The facility offers 24-hour access, with both surface and covered parking options. There is controlled access, and numerous transportation options are available, including bus lines, commuter rail, and metro/subway. The facilities are equipped with a CCTV security system for added protection.

The new physical facilities at GAIA University offer a comfortable workspace for administrators, equipped with desks, computers, and other essential equipment. There is ample space available for file storage and administrative materials. Additionally, should an online student opt to visit the university in person, there are meeting rooms and co-working spaces available for their use.

Campus Security, Safety, Housing, and Parking

GAIA University is housed in a new, high-tech building in a premium, secure area with 24/7 private security and regular police patrols. The surrounding area is home to a variety of corporations, including banks and multinational companies. The building itself is equipped with advanced security systems, including cameras, sensors, access control, and designated parking areas. The parking area is equipped with a surveillance system that operates 24/7 hours a day, 7 days a week.

Hours of Operation

GAIA University hours of operations are as follows:

Classes

Monday through Saturday 8:00am – 10:00pm

Office Hours

Monday through Friday 9:00am – 5:00pm

Digital Library Resource Center

Monday through Sunday 24 hours (Remote access)

Academic Calendar 2025 - 2026

SUMMER 2025 TERM	
Dates	Activities
May 12 th - 18 th , 2025	New Students Orientation
May 19 th , 2025	Beginning of Classes
May 26 th , 2025	Holiday: Memorial Day
June 9 th - 15 th , 2025	Faculty Survey
June 19 th , 2025	Holiday: Juneteenth
June 23 rd - 29 th , 2025	Midterm Exams
July 4 th , 2025	Holiday: Independence Day
August 18 th - 24 th , 2025	Final Exams
August 18 th - 24 th , 2025	Exit Survey for Faculty
August 18 th - 24 th , 2025	Exit Survey for Students
August 24 th , 2025	Last day for faculty to post grades
August 25 th to 29 th , 2025	Summer Break
FALL 2025 TERM	
September 1 st , 2025	Holiday: Labor Day
September 2 nd - 7 th , 2025	New Students Orientation
September 8 th , 2025	Beginning of Classes
Sept. 29 th - Oct. 5 th , 2025	Faculty Survey
October 13 th , 2025	Holiday: Columbus Day
October 13 th - 19 th , 2025	Midterm Exams
November 11 th , 2025	Veterans Day
November 27 th - 28 th , 2025	Thanksgiving Break
December 8 th - 14 th , 2025	Final Exams
December 8 th - 14 th , 2025	Exit Survey for Faculty
December 8 th - 14 th , 2025	Exit Survey for Students
December 14 th , 2025	Last day for faculty to post grades
Dec. 15 th 2025 to Jan. 1 st , 2026	Christmas break
SPRING 2026 TERM	
January 1 st , 2026	Holiday: New Year's Day
January 2 nd - 11 th , 2026	New Students Orientation
January 12 th , 2026	Beginning of Classes
January 19 th , 2026	Holiday: Martin Luther King Day
February 2 nd - 8 th , 2026	Faculty Survey
February 16 th , 2026	Holiday: Presidents' Day
February 16 th - 22 nd , 2026	Midterm Exams
March 16 th - 22 nd , 2026	Spring Break
April 2 nd , 2026	Holiday: Maundy Thursday
April 3 rd , 2026	Holiday: Good Friday
April 6 th , 2026	Easter Monday
April 20 st - 26 th , 2026	Final Exams
April 20 st - 26 th , 2026	Exit Survey for Faculty
April 20 st - 26 th , 2026	Exit Survey for Students
April 26 th , 2026	Last day for faculty to post grades

SUMMER 2026 TERM	
May 11 th - 17 th , 2026	New Students Orientation
May 18 th , 2026	Beginning of Classes
May 25 th , 2026	Holiday: Memorial Day
June 8 th - 14 th , 2026	Faculty Survey
June 19 th , 2026	Holiday: Juneteenth
June 22 nd - 28 th , 2026	Midterm Exams
July 3 rd - 4 th , 2026	Holiday: Observance - Independence Day
August 17 th - 23 rd , 2026	Final Exams
August 17 th - 23 rd , 2026	Exit Survey for Faculty
August 17 th - 23 rd , 2026	Exit Survey for Students
August 23 rd , 2026	Last day for faculty to post grades
August 24 th to 30 th , 2026	Summer Break
FALL 2026 TERM	
Aug. 31 st - Sept. 6 th , 2026	New Students Orientation
September 7 th , 2026	Holiday: Labor Day
September 8 th , 2026	Beginning of Classes
Sept. 28 th - Oct. 4 th , 2026	Faculty Survey
October 12 th , 2026	Holiday: Columbus Day
October 12 th - 18 th , 2026	Midterm Exams
November 11 th , 2026	Veterans Day
November 26 th - 27 th , 2026	Thanksgiving Break
December 14 th - 20 th , 2026	Final Exams
December 14 th - 20 th , 2026	Exit Survey for Faculty
December 14 th - 20 th , 2026	Exit Survey for Students
December 20 th , 2026	Last day for faculty to post grades
Dec. 21 st 2026 to Jan. 1 st , 2027	Christmas break

Holidays

Holidays to Observe 2025

New Year's Day	January 1 st , 2025
Martin Luther King Day	January 20 th , 2025
Presidents' Day	February 17 th , 2025
Maundy Thursday*	April 17 th , 2025
Good Friday*	April 18 th , 2025
Easter Monday	April 21 st , 2025
Memorial Day	May 26 th , 2025
Juneteenth	June 19 th , 2025
Independence Day	July 4 th , 2025
Labor Day	September 1 st , 2025
Columbus Day	October 13 th , 2025
Veterans Day	November 11 th , 2025
Thanksgiving Day	November 27 th , 2025

Holidays to Observe 2026

New Year's Day	January 1 st , 2026
Martin Luther King Day	January 19 th , 2026
Presidents' Day	February 16 th , 2026
Maundy Thursday*	April 2 nd , 2026
Good Friday*	April 3 rd , 2026
Easter Monday	April 6 th , 2026
Memorial Day	May 25 th , 2026
Juneteenth	June 19 th , 2026
Independence Day	July 4 th , 2026
Labor Day	September 7 th , 2026
Columbus Day	October 12 th , 2026
Veterans Day	November 11 th , 2026
Thanksgiving Day	November 26 th , 2026

(*) Christian

Programs Offered

- Bachelor of Science in Business Administration.
- Master of Science in Administration and International Trade.
- Master of Science in Innovation and Marketing.
- Master of Science in Financial Management.

Course Numbering Structure

GAIA University has adopted an alphanumeric system of course identification, consisting of 3 letters followed by 3 digits.

The first 3 letters refer to a conventional reference established by the University to identify the course name, for example, ENG indicates English, SOC indicates Sociology. The 3 digits that follow indicate the level of the course:

- Levels 100 to 400 are used for Bachelor courses, in order of increasing complexity.
- The 500 series is used for postgraduate (master) courses.

Undergraduate Programs

GAIA University offers the following Undergraduate program which is available online and in Spanish:

Bachelor of Science in Business Administration

Program Objective

1. To acquire the necessary skills and abilities to make assertive decisions in the organization.
2. To increase the importance of analytical capacity and the diagnosis of business problems.
3. To know the different business management tools to achieve the proposed objectives according to the expected results.

Program Description

The Bachelor of Science in Business Administration program at GAIA University provides graduates with an integral perspective of organizations, so that they are capable of applying the knowledge and tools of each of the functional areas of the company, in accordance with the values of sustainability and responsibility of the organizations.

Courses

Course Number	Course Title	Credit Hours
GENERAL EDUCATION COURSES (30 Credit Hours)		
MAT101	Algebra	3
ETH102	Ethics	3
ENG120	English I	3
ENG121	English II	3
COM103	Expression and Communications	3
ENV130	Environment and cultural diversity	3
INT140	Interpersonal Competences	3
DAT150	Data Analysis	3
TOQ140	Total Quality	3
SOC160	Sociology	3
MAJOR COURSES (90 Credit Hours)		
MNG101	Management Fundamentals	3
MNG102	Managerial Leadership	3
MAM103	Marketing Management	3
ACC110	Accounting for Managers I	3
ACC111	Accounting for Managers II	3

Course Number	Course Title	Credit Hours
HRM112	HR Management	3
MAC113	Macroeconomics and Economic Policy	3
CUS114	Customer Support System	3
MAK115	Market Research	3
BUS116	Business Strategy	3
PRO117	Production Management	3
PRE118	Preparation of executive Summary	3
FIN119	Financial Administration	3
QUA120	Quantitative methods in business	3
STR121	Strategic Innovation	3
PRE122	Preparation of Marketing Plan	3
FIN123	Financial Accounting	4
DEV124	How to Develop a Budget	3
MNG125	Sales Management	3
INT126	International Business	3
GMA127	Vision of a General Manager	3
FLO128	Cash Flow Administration	3
ELE129	Electronic Commerce	3
INT130	Introduction to information systems	3
TEC131	Information Technology Management	3
BCI132	International Trends and Perspectives	4
BCS133	Business Simulation	4
BCP134	Business Consulting Process I	3
BCP135	Business Consulting Process II	3
Total Credit Hours:		120

GENERAL EDUCATION COURSES (30 Credit Hours)

MAT101 (3.0 credit) Algebra

The course is designed to provide students with an introduction to the main concepts related to algebra, variables, polynomials, all in terms of basic principles of mathematics so that the student develops mathematical reasoning skills.

ETH102 (3.0 credit) Ethics

It provides knowledge of ethical values in personal life and professional practice, as well as understanding and appreciation of the role of social responsibility, taking into account best practices in the organization; it also provides generalities of the importance of ethical values and how they are integrated into organizational ethics.

ENG120 (3.0 credit) English I

Introductory course that focuses on developing basic English language skills, include grammar vocabulary, listening and speaking. Students can expect to learn the basics of sentence structure, practice correct pronunciation and communicate in English in different situations.

ENG120 (3.0 credit) English II

Focuses on expanding language skills in English. Topics progress toward the comprehension and production of texts, critical reading and writing skills.

COM103 (3.0 credit) Expression and Communications

Learn to improve oral and written expression skills, as well as develop the ability to communicate effectively in a variety of contexts. Students often work on clarity and coherence when expressing ideas.

ENV130 (3.0 credit) Environment and cultural diversity

The course focuses on understanding the importance of cultural diversity in environmental management and preservation. Topics may include the relationship between cultural practices and sustainability, environmental impacts of human activities.

INT140 (3.0 credit) Interpersonal Competences

The course focuses on the study and development of skills that facilitate effective interactions between individuals. They include effective communication, conflict resolution, empathy, building positive relationships, and managing work and personal relationships.

DAT150 (3.0 credit) Data Analysis

The course deals with concepts and methods of descriptive statistics such as percentage variations, including descriptive statistics I and II, measures of central tendency and variability.

TOQ140 (3.0 credit) Total Quality

The course focuses on the principles and practices of total quality management. Students explore fundamental concepts such as continuous improvement, customer satisfaction, employee engagement and operational efficiency.

SOC160 (3.0 credit) Sociology

The course explores the foundations and theories that analyze human society and its structures. Students study topics such as social structure, stratification, culture, diversity, and social processes.

MAJOR COURSES (90 Credit Hours)**MNG101 (3.0 credit) Management Fundamentals**

Students will learn how to achieve organizational objectives to generate profits and gain competitive advantages, how to recognize or identify in advance the needs of the market, resources, competitive conditions of companies, help students to plan strategically within the organizations the foreseeable aspects in terms of the amount of resources of the organizations.

MNG102 (3.0 credit) Managerial Leadership

Students will study, from a strategic perspective, the importance of managerial leadership in organizations with a vision of positive influence.

MAM103 (3.0 credit) Marketing Management

The course is aimed at helping students to understand the basic processes and tools for the execution of marketing processes, in addition to the understanding between sales and marketing processes of an organization, as well as about the new trends in marketing management.

ACC110 (3.0 credit) Accounting for Managers I:

The fundamental purpose of the course is to achieve an understanding of accounting from a managerial point of view through the treatment of relevant aspects applied in accounting involving the preparation of financial statements and the application of technical parameters for the analysis of financial statements.

ACC111 (3.0 credit) Accounting for Managers II

Apply the fundamentals on the understanding of management accounting and the application of the required technical parameters, as well as the interpretation and analysis of financial statements oriented to decision making within a business structure.

HRM112 (3.0 credit) HR Management

To define the processes by which companies plan, organize and manage the tasks and assets related to people, as well as to know and develop the profile of a human management leader and also to teach how to manage the different Human Management policies and processes.

MAC113 (3.0 credit) Macroeconomics and Economic Policy

To teach the student the basic concepts of macroeconomics and the main economic policy tools used by governments to influence a country's economy, enabling the student to identify and understand the main economic effects and measurement of economic policy.

CUS114 (3.0 credit) Customer Support System

Understand from a business position how to support customers by interpreting correctly and in advance what they need to exceed their expectations, understanding the types of customers and the stages of service within a company.

MAK115 (3.0 credit) Market Research

To understand and apply marketing research from a comprehensive approach, teach students to conduct a marketing research plan, analyze the results obtained and make decisions in uncertain and changing environments within the market.

BUS116 (3.0 credit) Business Strategy

To teach the student to be able to establish medium- and long-term objectives in a company in order to guarantee competitiveness and sustainability, as well as to be competent to correctly diagnose the situation of the company and its sector.

PRO117 (3.0 credit) Production Management

To provide the tools and skills to manage people and resources to create a product or service, analyze and understand the technical references that involve the management of production and operations in the goods and services produced by a company.

PRE118 (3.0 credit) Preparation of executive Summary

Teach students what it means to choose a plan to exercise action and decide in advance what they should do, in what sequence, when and where. Good internal planning takes into account the nature of the future in which the company seeks to implement such planning decisions and actions.

FIN119 (3.0 credit) Financial Administration

Understand the management concepts that allow decision making on the debt structure of the company. Students should understand finance through a simple language for financial management through case studies, allowing the development of a strategic vision.

QUA120 (3.0 credit) Quantitative methods in business

To teach how to use the tools within the company to have a clear idea of the strategic planning for decision making through a correct planning, diagramming, and interpretation of the results, knowing, and learning statistical techniques and procedures applied to the company.

STR121 (3.0 credit) Strategic Innovation

To provide students with a current idea of how innovation plays a key role in this era, since it allows organizations to be more strategic, enabling them to understand and manage constantly changing environments in technologies and markets worldwide.

PRE122 (3.0 credit) Preparation of Marketing Plan

To evaluate and apply the tools for strategic marketing management as well as to seek experiences oriented to this topic, to promote a systematic vision for management including analysis, planning, improvement control and success of organizations.

IN123 (4.0 credit) Financial Accounting

To enable students to understand the basic concepts related to the classification, presentation and interpretation of the accounting information contained in the financial statements of an organization, students should learn to interpret clearly and with a global vision the financial situation of a company.

DEV124 (3.0 credits) How to Develop a Budget

To provide the basic and necessary tools to increase the efficiency and effectiveness of organizations through timely decision making, the use of specialized costing and budgeting techniques, the understanding and definition of budgets as financial control tools.

MNG125 (3.0 credits) Sales Management

To provide knowledge and experiences oriented to strategic sales management, to promote a systematic vision of management including the administrative and leadership part, to know the key elements for an effective sales management and its importance from a systematic vision.

INT126 (3.0 credits) International Business

To train the organization's collaborators so that they are prepared and adapted to each of the markets in which they participate, to reinforce the students' knowledge on how to internationalize a product, to transmit knowledge and management tools that will allow them to improve their competitive situation.

GMA127 (3.0 credits) Vision of a General Manager

To provide management skills, as well as to know, develop and supervise business plans without major difficulty, provide the tools so that they can read and analyze results reports, create strategies, and foresee contingencies for better decision making.

FLO128 (3.0 credit) Cash Flow Administration

That students understand and master the financial and operational tools of the firm such that they are convinced that a firm is a firm only when it generates a relatively sufficient amount of revenue, and that they understand the relationship between Cash Flow and the Profit and Loss Statement

ELE129 (3.0 credit) Electronic Commerce

Understand the most important concepts about e-commerce and provide recommendations to establish an adequate e-commerce strategy in the company, understand how e-commerce works and is applied.

INT130 (3.0 credit) Introduction to Information Systems

The objective of the course is to learn how to use information technologies, both hardware and software, as a support tool for business decision making, establishing the vital role of their current function and the importance of knowing them to get the most out of them in order to be more competitive.

TEC131 (3.0 credit) Information Technology Management

To teach the student how to use the basic complements of technology, how to use it within a company and learn to know when to need technology, always using it to the maximum at all times within an organization.

BCI132 (4.0 credit) International Trends and Perspectives

Students will deep in a specific and innovative topic taught by an international expert; the main objective is for them to learn about new trends and global perspectives.

BCS133 (4.0 credit) Business Simulation

Students will use an experiential simulation tool, which allows them to run a virtual business, strengthening skills in areas such as business acumen, financial analysis, operations, and decision making. They also improve problem solving, teamwork, communication, and leadership skills.

BCP134 (3.0 credit) Business Consulting Process I

Students will put into practice the tools acquired during the bachelor's degree to perform a business consulting process.

BCP135 (3.0 credit) Business Consulting Process II

Students will put into practice the tools acquired during their bachelor's degree to perform a business consulting process.

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY
REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Graduate Programs

GAIA University offers the following Graduate programs which are available online and in Spanish:

Master of Science in Administration and International Trade

Program Objectives

1. To train students with the skills and abilities necessary to make business decisions.
2. Promote the ability to analyze and diagnose business and management problems in different functional areas.
3. To encourage the knowledge of advanced business management tools, to know how to identify and anticipate opportunities, allocate resources, organize information, select, motivate, and manage people, make decisions, achieve the proposed objectives, and evaluate results.

Program Description

The Master of Science (MS) in Administration and International Trade program is designed to provide students with the necessary business management skills to prepare them for a successful professional career. It offers the possibility of professional development in a global business environment, as well as a high-level technical mastery of the different functions of a company such as: administration, finance, production, people management, marketing, and commercialization.

Courses

Course Number	Course Title	Credit Hours
STR501	Strategy in Business	3
MRK502	Marketing Management	3
FIN504	Finances for Executives	3
ENT506	Entrepreneurship	3
ETH509	Ethical Values in Companies	3
LEA511	Leadership and Empowerment	3
TAL513	Talent Development in the Organization	3
FIN514	Financial Statements Analysis	3
CER515	International Trends and Perspectives	4
SIM516	Business Simulation	4
BDP517	Business Development Program I	3
BDP518	Business Development Program II	3
Total Credit Hours:		38

STR501 (3.0 credit hours) Strategy in Business

Students will learn tools and methodologies for developing and monitoring a strategic plan. Topics include the definition of planning, the strategic process, expression in financial statements, leadership, error management and various strategies and tools.

MRK502 (3.0 credit hours) Marketing Management

Students will acquire skills to formulate and execute effective marketing strategies, identify market opportunities, understand consumer behavior, and develop sound action plans, as well as the key principles and strategies of marketing, market research and sales models.

FIN504 (3.0 credit hours) Finance for Executives

This course provides students with a thorough understanding of the financial concepts essential to business management, including the responsibilities of the financial manager, the tools for financial management, financial prevention, and the financial system.

ENT506 (3.0 credit hours) Entrepreneurship

Students will learn the fundamentals of creating businesses that meet customer needs and generate profitability. Topics such as what a start-up is, capital and investment, idea generation, marketing and commercial action of entrepreneurship are addressed.

ETH509 (3.0 credit hours) Ethical Values in Companies

Students will understand the relevance of ethical values and their ongoing application in an organization. Topics such as ethical values, ethical leadership, ethical dimensions in decisions, business ethics, influencing factors, and the development of a code of ethics are addressed.

LEA511 (3.0 credit hours) Leadership and Empowerment

Students will be trained in skills strengthening, decision making, delegation and the promotion of a positive organizational climate through effective leadership. Topics such as leadership and influence, empowerment, and its role as a tool for talent development will be covered.

TAL513 (3.0 credit hours) Talent Development in the Organization

Provides students with an understanding of the relevance of human talent, addressing identification, motivation, and development in the organization. It covers topics such as the importance of talent, theories, control, evaluation of human capital, and transfer and legacy strategies.

FIN514 (3.0 credit hours) Financial Statements Analysis

Students will develop analytical skills to interpret financial information, enhancing informed decision making on solvency and profitability. It addresses key aspects of finance and financial planning, including the cash conversion cycle and budget review, essential for effective management.

CER515 (4.0 credit hours) International Trends and Perspectives

Students will deep in a specific and innovative topic taught by an international expert; the main objective is for them to learn about new trends and global perspectives.

SIM516 (4.0 credit hours) Business Simulation

Students will use an experiential simulation tool, which allows them to run a virtual business, strengthening skills in areas such as business acumen, financial analysis, operations, and decision making. They also improve problem solving, teamwork, communication, and leadership skills.

BDP517 (3.0 credit hours) Business Development Program I

It is the highlight of the master's degree, where students apply their knowledge when developing their own company. Includes market analysis, marketing strategies, technical and financial analysis, complying with APA standards and detailed team presentation.

BDP518 (3.0 credit hours) Business Development Program II

It is the highlight of the master's degree, where students apply their knowledge when developing their own company. Includes market analysis, marketing strategies, technical and financial analysis, complying with APA standards and detailed team presentation.

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY
REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Master of Science in Innovation and Marketing

Program Objectives

1. Learn to lead and manage a commercial marketing department and establish loyalty policies, through the efficient management of information and business intelligence to maximize profitability.
2. To understand the basic elements of commercialization and marketing, its different processes, and its organizational structure.
3. Determine techniques and strategies based on the market.

Program Description

The Master of Science (MS) in Innovation and Marketing offers an integrated vision of transactional and relational marketing, customer marketing and commercial management in Key Account Management, for professionals who want to occupy a position of high decision making and management within the commercial and/or marketing strategy of any organization.

Courses

Course Number	Course Title	Credit Hours
STR501	Strategy in Business	3
CON502	Consumer Behavior	3
MNG503	Commercial Management	3
MNG504	Advertising Management	3
MNG505	Brand Management	3
SER506	Services Marketing	3
NEU507	Neuromarketing	3
SAL508	Neurosales	3
CER515	International Trends and Perspectives	4
SIM516	Business Simulation	4
BDP517	Business Development Program I	3
BDP518	Business Development Program II	3
Total Credit Hours:		38

STR501 (3.0 credit hours) Strategy in Business

Students will learn tools and methodologies for developing and monitoring a strategic plan. Topics include the definition of planning, the strategic process, expression in financial statements, leadership, error management and various strategies and tools.

CON502 (3.0 credit hours) Consumer Behavior

Students will learn about theoretical models of consumer behavior, such as Manfred Max Neef's model, Maslow's Hierarchy of Needs model, and the Consumer Decision Making Process model, based on the study of the brain and decision making. It aims to provide an in-depth and applicable understanding of the buying process and the motivations underlying consumer decisions.

MNG503 (3.0 credit hours) Commercial Management

Students will learn to plan, evaluate, and direct operations, manage personnel, and assign priorities, and project objectives in order to provide the desired profitability for our company.

MNG504 (3.0 credit hours) Advertising Management

Students will learn the fundamentals of marketing to strategic and tactical planning, the course guides through the essential elements needed to develop an advertising program perfectly aligned with the organization's tactical marketing plan and strategic plan.

MNG505 (3.0 credit hours) Brand Management

Students will learn to understand strategic brand management, exploring key concepts such as brand positioning, brand identity, brand communication strategies and brand reputation management.

SER506 (3.0 credit hours) Services Marketing

Students will learn the specific aspects of marketing related to the offer and promotion of services, considering the particularities and challenges they present in comparison with tangible products.

NEU507 (3.0 credit hours) Neuromarketing

Students will learn the basic concepts of Neuromarketing, they will leave the traditional Marketing schemes and will delve into the reactions of a consumer's brain to the stimuli generated by an image, a phrase or even a conversation.

SAL508 (3.0 credit hours) Neurosales

Students will learn how the human brain responds to sales and marketing strategies. This course explores the application of cognitive and behavioral neuroscience findings to the field of marketing. Students will gain a solid understanding of how sensory stimuli, emotions and purchasing decisions are closely related.

CER515 (4.0 credit hours) International Trends and Perspectives

Students will deep in a specific and innovative topic taught by an international expert; the main objective is for them to learn about new trends and global perspectives.

SIM516 (4.0 credit hours) Business Simulation

Students will use an experiential simulation tool, which allows them to run a virtual business, strengthening skills in areas such as business acumen, financial analysis, operations, and decision making. They also improve problem solving, teamwork, communication, and leadership skills.

BDP517 (3.0 credit hours) Business Development Program I

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BDP518 (3.0 credit hours) Business Development Program II

It is the highlight of the master's degree, where students apply their knowledge when developing their own company. Includes market analysis, marketing strategies, technical and financial analysis, complying with APA standards and detailed team presentation.

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Master of Science in Financial Management

Program Objectives

1. To train professionals through tools related to the valuation and management of fixed income financial instruments, equities, and derivative financial instruments.
2. To train high-level professionals capable of managing and supervising financial functions and performing all areas related to the financial sector.

Program Description

The Master of Science (MS) in Financial Management is designed to prepare professionals to face economic changes with the necessary anticipation demanded by today's organizations. It trains flexible professionals, involved in the strategic management of the company, who know how to relate to all areas of an organization and are able to optimize decision-making in a changing economic-financial environment.

Courses

Course Number	Course Title	Credit Hours
LEA511	Leadership and Empowerment	3
COF502	Corporate Finance	3
FPM503	Financial Projection Models	3
RIM504	Risk Management	3
FIM505	Financial Management	3
SFP506	Strategic Financial Planning	3
BUS507	Business Valuation	3
CPM508	Corporate Performance Management	3
CER515	International Trends and Perspectives	4
SIM516	Business Simulation	4
BCP517	Business Development Program I	3
BCP518	Business Development Program II	3
Total Credit Hours:		38

LEA511 (3.0 credit hours) Leadership and Empowerment

Students will be trained in skills strengthening, decision making, delegation and the promotion of a positive organizational climate through effective leadership. Topics such as leadership and influence, empowerment, and its role as a tool for talent development will be covered.

COF502 (3.0 credit hours) Corporate Finance

Students will learn how to increase the value of the business through the analysis and study of certain business variables (budget, NPV, IRR, investment projection), in order to make decisions that allow them to exceed objectives, such as creating more capital, growing the company, and having new business.

FPM503 (3.0 credit hours) Financial Projection Models

Students will learn the skills necessary to develop sound and effective financial projections that are strategically integrated into an organization's financial planning. This course explores in depth the essential elements of financial projection and its relationship to key concepts such as SWOT analysis, Ishikawa diagram, strategic planning, financial planning, projects and WACC (Weighted Average Project Cost Capital).

RIM504 (3.0 credit hours) Risk Management

Students will be able to identify, classify, measure, evaluate, control and monitor risks of different types that may arise in the organization, through methodological tools and international standards used for the identification, evaluation, and management of risks.

FIM505 (3.0 credit hours) Financial Management

Students will learn the conceptual, procedural, and attitudinal contents for the successful financial management of an organization. The fundamental pillars of financial management and their application in the business world are addressed. From economic-financial analysis to financial projections and profitability indicators, each topic covered will provide students with a comprehensive understanding of how to effectively manage an organization's finances.

SFP506 (3.0 credit hours) Strategic Financial Planning

Students will learn the strategic and financial fundamentals that allow modeling the success of a long-term investment project: vision, mission, values, business model, competitive advantage, and comparative advantages. They will also develop strategic and quantitative skills, which will enable them to objectively establish the value of an investment, through a small-scale practical exercise of strategic modeling, economic planning, and financial evaluation. Contents include principles of strategic planning, budgeting, break-even analysis, and estimation of financial indicators.

BUS507 (3.0 credit hours) Business Valuation

Students will learn that business valuation is essential to make informed financial decisions, mergers and acquisitions, stock issuance and to understand the true value of a company in the market, understanding the complexities inherent in this process. They will cover topics such as: success factor ratios, cost of capital, P/E, EVA, and others.

CPM508 (3.0 credit hours) Corporate Performance Management

Students will learn to manage corporate performance by setting objectives, identifying areas for improvement, and designing plans to increase economic efficiency, which facilitates the organization to remain productive and adapt to changes in its industry and market. This course provides students with the knowledge of objective qualitative and quantitative practices to measure and manage corporate performance and the formulation of improvement plans to increase it.

CER515 (4.0 credit hours) International Trends and Perspectives

Students will deep in a specific and innovative topic taught by an international expert; the main objective is for them to learn about new trends and global perspectives.

SIM516 (4.0 credit hours) Business Simulation

Students will use an experiential simulation tool, which allows them to run a virtual business, strengthening skills in areas such as business acumen, financial analysis, operations, and decision making. They also improve problem solving, teamwork, communication, and leadership skills.

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Admissions

GAIA University offers educational opportunities to anyone who has the interest, desire, and ability to pursue postsecondary studies.

A disability will not be used to deny admission to GAIA University.

Admission Policy

To attend any class, students must undergo official admission and registration processes. The schedule and details of courses are typically communicated well in advance of each semester. For inquiries, students can contact the Office of the Registrar via email at admisiones@gaiauniversity.online.

Registration for classes is contingent upon the completion of the admission file and receipt of all required documents. Students must not attempt to register until their admission status indicates a complete file. Submitting fraudulent documents will result in the ineligibility for refunds and a ban from re-entering the University.

Degrees obtained outside the United States must undergo assessment by a certified evaluator member of the National Association for Credential Evaluation Services (NACES). A comprehensive course-by-course evaluation is necessary if a student seeks admission with a partially completed program or intends to transfer credits earned outside the United States. The University accepts evaluations from any NACES member, accessible at www.naces.org. Evaluation results must be received by the University in a sealed envelope or directly emailed to the Director of Academic Affairs from the evaluating service.

All documents submitted as part of the admission application become the property of GAIA University. These documents are confidential and are not accessible to individuals not involved in the admission process, except for the academic advisor. Copies of transcripts and other pertinent academic information may be released to the academic advisor. After enrollment at the University, the applicant may review the contents of the admission folder in the presence of a University officer, arranged at a scheduled time and date with the Registrar's Office. This policy aligns with the amended Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment.

Admissions Procedure

Individuals interested in pursuing a degree program at GAIA University initiate the process by reaching out to the university to schedule an appointment with an admissions representative for a discussion about their chosen program. The Admission Director at the university assesses whether the applicant fulfills all the admission prerequisites. Upon the receipt of all necessary documents and confirmation of meeting the admission criteria, the Admissions Director oversees the signing of the enrollment agreement. A copy of the signed agreement, along with an acceptance letter, is then sent to the students. If, however, the prospective student fails to meet the admission criteria, they will receive written notification of this outcome.

Requirements

Bachelor degrees

To be eligible for enrollment in our undergraduate degree programs, applicants are required to possess a high school diploma or its equivalent. Those who have graduated from academic institutions outside the United States must hold a degree that is equivalent to a U.S. high school diploma.

Eligible candidates must be at least 18 years old and capable of benefiting academically from registration. If the student is a minor (under 18), a parent or guardian's signature is required.

Additionally, prospective students need to showcase their capacity for success in an online learning setting and fulfill the technology requirements necessary for active participation in the program.

- Submission of a complete Application for Admissions.
- Submission of a government-issued photo identification.
- Pay the Application fee (non-refundable).
- The applicant must provide a copy of a standard high school diploma, general equivalency diploma (GED), or its equivalent.
- Copy of official high school transcript, GED or equivalent, documenting graduation from secondary school, or College transcripts providing evidence of credits and courses approved.
- Applicants who have completed previous college level coursework must provide evidence of a standard high school diploma or its equivalent and an official transcript from the transferring institution (this means a document issued by the institution which includes an official seal, generally with a stamp stating "official transcript").
- International applicants, holding degrees obtained outside the United States must provide the assessment of their credentials prepared by a certified evaluator member of the National Association for Credential Evaluation Services (NACES).
- Complete an Enrollment Agreement.
- GAIA University offers its programs in Spanish.
- Applicants who choose a program in Spanish, whose native language is other than Spanish, are required to take and approve a Language Proficiency Test.

Master degrees

- Submission of a complete Application for Admissions.
- Submission of a government-issued photo identification.
- Pay the Application fee (non-refundable).
- Submission of an official transcript or original foreign evaluation showing successful completion of a US equivalent bachelor's degree from an accredited college or university or equivalent recognition.
- International applicants, holding degrees obtained outside the United States must provide the assessment of their credentials prepared by a certified evaluator member of the National Association for Credential Evaluation Services (NACES).
- Complete an Enrollment Agreement.
- GAIA University offers its programs in Spanish.
- Applicants who choose a program in Spanish, whose native language is other than Spanish, are required to take and approve a Language Proficiency Test.

Tuition and Fees

Tuition

Tuition charges are assessed based on the number of registered credit hours on a term basis and are charged before the beginning of classes.

Bachelor Degrees

\$166.67 per credit hour

- Bachelor of Science in Business Administration (120 credits); Total Tuition \$20,000.

Master Degrees

\$500 per credit hour

- Master of Science in Administration and International Trade (38 credits); Total Tuition \$19,000.
- Master of Science in Innovation and Marketing (38 credits); Total Tuition \$19,000.
- Master of Science in Financial Management (38 credits); Total Tuition \$19,000.

Non-Tuition Fees

- **Application Fee:** This is one time fee. The Application fee is assessed prior to enrollment and is non-refundable.
- **Registration Fee:** This is one time fee. The Registration fee is assessed upon enrollment and is non-refundable unless the student is not accepted by the University, or the student meets the conditions of cancellation as outlined in the Refund Policy.
- **Readmission Fee:** The student must complete a new Enrollment Agreement and will be charged Tuition and Fees applicable at time of readmission.
- **Transcript Fee:** The first transcript requested is free. Subsequent transcript requests incur a fee.

Non-Tuition Fee	Amount
Application Fee (non-refundable)	\$85.00
Registration Fee	\$50.00
Readmission Fee	\$50.00
Transcript Fee	\$50.00
Withdrawal Fee	\$50.00
Late Fee	\$50.00
Graduation Fee	\$200.00
Books and supplies (estimate)	\$200.00

Enrollment Agreement

All students must complete an enrollment agreement or application for admission which, in addition to the catalog, will be the binding contract between GAIA University and the student.

Transfer Students / Course Transfer

Students who wish to transfer to GAIA University from another institution must follow these steps:

- **Complete the Admission Process:** This includes the non-refundable application fee of U\$85.00, as stipulated in the Enrollment Agreement.
- **Submission of Academic Records:** Request the Admissions Department or the Registrar of the institution of origin to send the official academic records (Official Transcripts) directly to GAIA University. Students should not submit these documents in person.
- **Course Documentation:** When required, the course syllabus or university catalog must be submitted to the Admissions Office for use in the credit evaluation.
- **Grade Requirement:** All courses for which transfer credit is requested must have been passed with a minimum grade of 2.0 on a 4.0 scale.

Note: The credit transfer process must be completed and approved before the first day of classes.

General Policies and Eligibility Requirements

- **Course Validity:** All courses submitted for transfer must have been completed within the last 10 years.
- **Equivalency Evaluation:** Courses taken at another institution will be evaluated based on their equivalence, relevance, and fulfillment of the objectives of the GAIA University curriculum.
- **Transfer Credit Limit:** Credits transferred may not exceed 50% of the total credits required to complete the program. In addition, GAIA University requires that at least 50% of the credits used to obtain the degree be taken at the institution.
- **Foreign Credit Recognition:** If the student transfers or graduates from a foreign institution (outside the United States), the credits must be previously recognized by an agency that is a member of the National Association of Credential Evaluation Services (www.naces.org).
- **Discretion and Exclusions:** The final transferability of credits is at the discretion of GAIA University. No credits will be awarded for prior work experience or examinations.

Evaluation Process

Once the transfer application and supporting documentation (official academic transcripts and study programs) have been submitted, the faculty of the chosen degree program, together with the academic director, will conduct a thorough review of the applicant's file. During this process the faculty or designated committee will examine the content of each course, comparing the learning outcomes, methodologies, and academic rigor with GAIA University's curriculum. If significant discrepancies are identified, the corresponding credit may not be awarded.

Registration and Notification of Approved Credits

Once each course has been evaluated, the approved credits will be recorded in the student's academic record. The academic director will confirm the accepted credits to the Admissions Office, which will then notify the student of the total number of credits transferred.

Advising and Ongoing Support

After the credits are posted to the academic record, an academic advisor will meet with the student to discuss the integration of those credits into the overall curriculum. Advisors will work closely with transfer students to ensure a smooth transition to the university community.

Re-Admission

Former students that wish to apply for re-admission must complete a new enrollment agreement and will be charged tuition and fees according to the rates at the time of re-admission. Students must be in compliance with the University's Satisfactory Academic Progress Policy.

Students who desire to be re-admitted must:

- Interview with Admissions office.
- Obtain approval of the Director of Admission for re-admission within a year from withdrawal date.
- Obtain the approval of the Finance Director.
- Must pay a \$50.00 fee as stipulated in the Enrollment Agreement.
- Adhere to tuition and fees as stipulated in the Enrollment Agreement.
- Returned signed documents to the Admissions Director to enroll in classes.

Student Services

GAIA University offers an Academic Orientation session in order to familiarize new students with the institution and its operation. This session will encompass mission, rules and regulations of the institution, academic standards, and counseling resources. All new and transfer students must attend this session.

Counseling

Counseling is available to all students regarding their academic progress, placement opportunities and other related matters. Students make an appointment with the Student Services Director.

General Counseling

Through a personalized approach to the students the institution seeks to provide assistance to meet the needs of the student body in areas that are not necessarily academic in nature but could hamper their academic success.

The student will be assigned a counselor that will work with the student throughout his academic life at GAIA University.

Academic Orientation

The assigned counselor will monitor the academic success of the student, in order to assist if necessary.

Career Service

GAIA University helps graduates find employment in their field of study. The university assists students on career preparatory activities as resume development, career fairs and professional networking. All programs are designed to prepare graduates for entry-level positions.

Resources are readily available to students, and lifetime job placement assistance is accessible to all graduates through Career Service. GAIA University cannot guarantee employment. However, Career Service will make every effort to assist their student in the job search. GAIA University is committed to making sure that their students succeed.

Students requesting career service assistance must provide a signed authorization allowing GAIA University to send resumes to potential employers as part of graduate's job search, since GAIA University complies with the Family Educational Rights and Privacy (FERPA).

Privacy of Students Records

GAIA University is committed to the protection of Student's rights and privacy of information. In accordance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, 1002.22, GAIA University allows students to access their educational records, change records they believe to be inaccurate, incomplete, or misleading, and limit the release of such information. Records

will not be released without the written consent of the student. A student will be notified if a court subpoenas the records.

Students Rights

GAIA University students have the right to:

- A copy of the documents describing the institution licensing.
- Information about GAIA University programs, instructional and physical facilities, and its faculty.
- Information relating to job placement rates.
- Information of financial assistance.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information on how the institution determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the American with Disability Act.
- Know their Academic Advisor.
- Information concerning the school's academic and administrative policies.
- Access to their student records.
- Freedom of academic expression.

Student Complaint and Grievance Procedures

A student who feels they have not been treated fairly under GAIA University policies has the right to file a written complaint.

GAIA University believes that every student has a right to due process in which students have notice and opportunity to be heard. Students are encouraged to resolve the problems through administrative channels.

If the administration has to take disciplinary actions against a student, the student may appeal the decision to the Grievance Committee. This committee is composed of the Student Services Director, Admissions Director, and the Academic Director. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member.

A student's petition for grievance hearing must be made in writing within five (5) academic days of the incident and submitted to the Director of Student Services. The Director of Student Services will send an email/letter to the complainant, acknowledging the receipt of the grievance and explaining the process and request for additional information, if needed, within five (5) academic days. The Committee will hear evidence, ask questions, review policies, and will render advisory ruling upon the approval of the CEO which will become binding upon the administration as well as the student who filed the grievance. The Committee will communicate a decision to the student in writing, within five (5) academic days of receiving all requested documents.

Student Services will keep records of all grievances filed and their final resolution.

Students may contact the Commission for Independent Education (CIE) of Florida Department of Education, as the last resource for grievances after all other avenues have been exhausted:

Commission for Independent Education (CIE)
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
(850) 245-3200

<https://www.fldoe.org/policy/cie/student-concerns.stml>.

Students Responsibilities

It is the responsibility of each GAIA University student to:

- Abide by GAIA University student code of conduct.
- Read, understand, and keep copies of all the forms they are given.
- Review enrollment requirements.
- Know all deadlines for applying or re-applying for aid and meet them.
- Provide all documentation, corrections, and /or new information requested to the Finance department.
- Notify the institution of any information that has changed since their initial application for financial assistance.
- Repay all debts (not only loans).
- Understand the institution refund policy which is stated on the Enrollment Agreement and in this catalog.
- Purchase iPad, tablet, supplies and any required books.
- Maintain institution property in a manner that does not deface, destroy, or harm it.
- Obtain required educational and financial clearances prior to graduation.

Finance Department

GAIA University provides a Finance Department to accept payments of tuition and fees as well as to answer any basic payment about student's accounts.

The hours of operation are daily from 9:00am - 5:00pm Monday through Friday.

Financial Assistance

The Finance department at GAIA University provides counseling to students who need financial assistance in order to pay tuition expenses at GAIA University. It encompasses tuition payment, as well as answering any question pertinent to the student account. The Finance department has established procedures which assure fair and consistent treatment of all applicants.

GAIA University believes the primary responsibility for the educational cost lays with the student and his/her family. Financial assistance is available to meet the students' needs. GAIA University considers the total cost associated with attending the institution including, but not limited to tuition and fees, books supplies, among others directly linked to education.

GAIA University has the following institutional financial assistance plans available to students who request and qualify for:

Monthly Payment Plan

GAIA University offers monthly payments in order to facilitate students to meet their education cost. The monthly payment plan must be paid back.

Coverage

The plan covers 100% of tuition and fees.

Eligibility

Students must be enrolled at the institution.

Terms and Conditions

The plan is financed at 0% yearly interest for up to 4 years and cannot exceed 48 installments. Monthly payments will begin upon commencement of classes and will be due on the first day of each month. If a student does not make the required payment and is past due more than 30 days, there will be a fee of 5% added to their tuition. If the student does not pay, their transcripts will not be sent to other institutions.

Scholarship

Besides the Monthly Payment Plan, GAIA University provides scholarship opportunities to assist students who need economic support for their formation in an increasingly competitive market. GAIA University only offers institutional scholarships.

Coverage

The scholarship covers up to 75% of tuition only.

Eligibility

Students attending GAIA University and maintaining a minimum GPA of 2.0 and a maximum student and/or family income of \$60,000 per year.

Terms

Students can receive scholarships up to 75% of the total tuition for the Bachelor of Science degree or for the Master degree.

How to apply for Financial Assistance

The institution will gather applications and collect information to determine a student's financial need. The information provided by the student, or his/her family is confidential, and the sole purpose is for assessing the student's need. The assistance student receives at GAIA University is based on cost of attendance, student contribution, and enrollment status within an academic year. Students must re-apply for financial assistance each year.

A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner.

If a student does not receive financial assistance while attending the institution, the student is responsible for all tuition and fees due to GAIA University. Students should make appointments with the Finance Department to ensure they understand the financial assistance.

Requirements

- Submit a written essay with personal statements before the start of the term.
- 3 references letters.
- Students applying for financial assistance must comply with the eligibility criteria established for the financial plan they are requesting (Monthly Payment Plan or Scholarship).
- Financial assistance is awarded at the time of enrollment once each case has been assessed properly.

Reduction of tuition or fees

GAIA University might consider a reduction in tuition or fees, which could be implemented when specific criteria for student eligibility apply:

1) Reduction of Tuition and Fees for GAIA University Employees.

GAIA University staff and faculty members may enjoy the benefit of reduced tuition in any of the programs offered by the university.

- Staff or faculty members must be employed full-time at GAIA University.
- Enrollment in classes may not conflict with job responsibilities.
- Employees may not take more than three (3) credit hours per semester during normal work hours.
- There are no restrictions on attending 100% online courses, or courses outside of normal work hours.
- For full-time staff, a reduced fee of 15% per credit hour and of 15% reduction on regular fees will be granted for any program offered by GAIA University.

- For GAIA University faculty, a discount of 15% per credit hour and of 15% reduction on regular fees will be offered for any program offered by the University.
- For continued participation in the tuition reduction program, participants must comply with the university's Satisfactory Academic Progress policy and abide by the responsibilities and applicable Student Code of Conduct.
- Dropping courses may affect eligibility for continued participation.

2) Reduction of Tuition and Fee for Articulation Agreements with other Institutions.

GAIA University may enter into Articulation Agreements with other institutions, private or public, to promote cooperation, socio-cultural exchange, technological advancement, educational progress, applied research, among others.

The following conditions apply to all students under the same Articulation Agreement:

- Students under the same Articulation Agreement may have tuition and fee reductions based on particular conditions specified in such agreements.
- In the event that a reduction is considered as part of an articulation agreement, all students coming from such articulation agreement within the enrollment period in which the reduction is offered are eligible to apply for this reduction under the same circumstances.
- Students must meet the specific eligibility criteria set forth in each agreement to be eligible for reductions.
- Additionally, for continued participation in the tuition reduction program, participants must comply with the university's Satisfactory Academic Progress policy and abide by the responsibilities and applicable Student Code of Conduct.
- Dropping courses may affect eligibility for continued participation.

Late Payment

If a student fails to make any payment which remains in default for more than 30 days, the student will pay a late charge in the amount of 5% of the amount owed.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the University does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, results in a refund of all monies paid, with the exception of the application fee of \$85.00.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Termination or Cancellation by Institution

GAIA University maintains the right to terminate a student's enrollment in a course for a variety of reasons, such as:

- Course schedule changes
- Course cancellation due to low enrollment
- Student's non-fulfillment of course pre-requisites; or academic suspension
- Suspension for violation of Institution Code of conduct
- Non-payment of fees.

Academic Department

GAIA University's Academic Department is responsible for the administration of the academic programs and policies and for ensuring the delivery of GAIA University educational offerings according to the institution's mission and educational objectives.

The hours of operation are daily from 9:00am - 5:00pm Monday through Friday.

Credit Hours / Conversion of Clock Hours

Credit hours for GAIA University courses are calculated on a semester credit basis:

- 15 lecture clock hours = 1 credit hour
- 30 laboratory clock hours = 1 credit hour
- 45 externship clock hours = 1 credit hour

Academic Load

To be considered full-time, a student must carry a load of twelve (12) or more credit hours per semester (up to 18) which is a normal academic load.

Undergraduate Grade Levels

- | | | |
|-------------|----------------|--------------------------|
| • Freshman | Grade Level 1: | 0-30 semester credits |
| • Sophomore | Grade Level 2: | 31-60 semester credits |
| • Junior | Grade Level 3: | 61-90 semester credits |
| • Senior | Grade Level 4: | 91-120 semester credits. |

Academic Advisement

All students are assigned an academic advisor. GAIA University faculty and administrators attend to each student's academic needs in a professional manner.

Academic Policies

Add/Drop Policies

The Drop/Add period is an initial period at the beginning of the student's first mandatory period. The Drop/Add period shall be the first five (5) days from the start date of a course, ending on the Saturday of the first week of instruction. Students who withdraw from a course, but do not replace it with another course, should be aware of how this affects the student's status, tuition charges, and satisfactory academic progress.

Withdrawal

A student choosing to withdraw from GAIA University after the commencement of classes is to provide a written notice to the Student Service Director. The notice must include the expected last date of attendance and be signed and dated by the student.

Students who withdraw from a course after the refund period will receive a grade of "W". Students that do not follow the Withdrawal Procedures will receive a "WF" (Withdrawal with Failing). A student may take a course a maximum of 3 times. Upon the 3rd attempt, the student will not be permitted to withdraw and will receive a final grade for the course.

There will be no additional fee for a student repeating a Course.

Note: Withdrawing from a course will maintain the student's GPA; excessive withdrawals "W" (more than 2), may affect your academic standing, and thus place you in one of the Satisfactory Academic Progressive categories. To remain in good Satisfactory Academic Progress Standing, the student must earn 67% of the credits he/she has registered.

Attendance

The students must take into consideration that, in order to take the final evaluation of the course, they must attend at least 80% of the classes. In case the student exceeds 20% of absences, he will be disqualified from taking the final evaluation of the course.

Students must be active within the course to be considered present for the class.

For the online classes attendance registration, the LMS system automatically records the student's attendance through its internal connectivity and stores this information in the system databases.

Teachers are responsible for the registration of all the grades of the different tests taken by the students.

Course Cancellation

The University requires a minimum number of students in an online course. In rare circumstances, the University may cancel an online course on the first day of class due to low enrollment. Students affected by a cancellation will be notified by email prior to the first class. Every effort will be made to transfer students to another online course that meets their educational requirements. Even if the student has registered in the online environment prior to the start of the course, no financial responsibility will be incurred if the course is cancelled. If it is not possible to transfer the student to another course, refunds due to course cancellation will be made in full according to the current refund policy.

University Interruption

If the operation of the institution is suspended at any time due to any "Act of God", strike, riot, or any other reason beyond the control of the institution, refunds will be made per the refund policy, or student will have the option of resuming their course work at a later date.

Class Discussions/Participation

Students must actively participate in the online discussion sessions and interactive activities proposed by the course instructor.

In the online classroom, students will submit assignments and post comments within discussion threads and respond to analysis and argumentation questions. This is an educational platform and students are expected to behave accordingly and always use language appropriate for education and in accordance with academic standards. When commenting on other students' work or assignments, care should be taken to be respectful, even when questioning or disagreeing with someone.

Absences

Excused Absences

There shall be no grade penalty for a student who is absent from academic activities due to religious holiday observations in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities.

Unexcused Absences

Faculty members may impose a grade penalty for unexcused absences as described by the syllabus. A student accumulating more than 120 days will have final grade withheld.

Leave of Absences

To be eligible to apply for a leave of absence a student must have completed a full semester at the institution. The student must submit in writing a request for leave (with appropriate documentation) to the Student Services Director. Students must have approval prior to the start of a leave of absence. An exception could be granted for a medical emergency.

A leave of absence may be granted for a period not to exceed one hundred and twenty (120 days). Students are limited to two (2) leaves of absence in their career. Acceptable leaves of absences are jury duty, military duty or circumstances covered under the Family Medical and Leave Act of 1993 (FMLA). The circumstances are birth of a child, adoption, and care for spouse, and/or serious health conditions.

A leave of absence is granted when there is a reasonable expectation a student will return to the college at the end of the leave of absence. Students must be evaluated/tested to determine their level of competency. Students taking an approved leave of absence will not incur any additional charges for the period of the approved leave. If a student fails to return to the school at the end of the approved leave of absence, the student is withdrawn from GAIA and will be charged a re-admission fee when he/she re-enrolls.

If a student does not return to the institution at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellations policies are applied based on a student's last day of attendance.

Testing

Testing is necessary for each course. GAIA policy requires that each student completes and passes the required examination per the instructor's schedule to receive a passing grade. All examinations are announced in advance so students may be prepared. Any examinations not completed by the deadline set by the instructor may result in an automatic failure for that

examination unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular classroom hours on the day of the last class scheduled.

Grading

Students are awarded letter grades for work undertaken at GAIA University. Academic work is evaluated, and grades are assigned at the end of each term to indicate a student's level of performance. Criteria upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by written tests, lab assignments, class projects and homework and other assignments. The value of a grade is as follows and is based on a 4.0 scale.

Grading Scale

Grade	Descriptor	Percentage	Scale points
A	Excellent	90-100%	4.0
B	Good	80-89.99%	3.0
C	Average	70-79.99%	2.0
D	Poor	65-69.99%	1.0
F	Failing	Up to 64.99%	0.0
I	Incomplete	Not computed*	
W	Withdrawal/Prior to 50% completion	Not computed	
WF	Withdrawal/After 50% completion	Not computed	
WNA	Withdrawal/Non-Attendance	Not computed	

*Converts to grade "F" if no grade is entered by the end of two (2) weeks.

A failing grade is used in computation of both qualitative and quantitative progress. Grades are reports of a student's progress provided to the student. Students receiving an incomplete in any subject must meet their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for an Incomplete must be completed within two (2) weeks of the beginning of the next term. Failure to complete the work within this two-week time period, without administrative approval, results in a failing grade.

Grade Appeal

Once assigned by the professor, the grades are final and will be registered in the students' official academic record. Nevertheless, if a student receives a final grade in a course that he/she believes is incorrect or unfair, he or she may appeal that grade.

Students must follow this process:

- Students must contact the faculty member involved, in writing, within 30 calendar days of the posting of the disputed grade.
- The grade appeal request should state specific complaints about the grading procedure, the reasons for the appeal, and attach relevant documentation (syllabus, guidelines for papers or presentations, etc.).

- If, after hearing the professor's explanation, students still wish to appeal the grade, they must submit the grade appeal to the Academic Director within 30 days of the professor's notification.
- In such cases, the Academic Director must be contacted prior to the end of the semester immediately following the semester the grade was posted.
- Failure to follow this timeline is grounds for dismissal of the appeal. At each stage of the appeal process, students will receive a letter with the reviewer's recommendation within 30 days of initiation.

Changes made outside the established calendar must be justified in writing and approved by the Student Services Director.

Late Assignments Policy

Students must submit their assignments within the dates indicated by the professor. Submitting an assignment after the due date may result in a grade penalty.

Students who need more time may submit their work, excluding discussion forum postings, up to 3 days after the due date.

Students who are more than 3 days late will not be accepted and will receive a grade of F on the assignment.

Professors may accept late assignments without prior agreement in case of documented extenuating circumstances (hospitalization, childbirth, serious accident, injury, natural disaster, or bereavement).

Students experiencing such a circumstance should notify the professor prior to the due date or as soon as possible after the date of the assignment. In such cases, the teacher may waive the late penalty. If extenuating circumstances have occurred, students must meet the deadline indicated by the professor.

Those who do not meet the deadline agreed upon with the instructor for the late assignment submission will receive a grade of F on the assignment.

Students must turn in all assignments no later than the last day of the semester.

No assignments will be accepted after the last day of the semester.

Academic Integrity

GAIA University is guided by the principles of academic integrity. Students must submit work that represents their original words or ideas. Students will receive credit only for their own original work. Students must make clear authorship and the extent to which outside sources have been used.

Cheating, forgery, plagiarism, and even assisting others in violating the principles of academic honesty and integrity are among the major, but not limited, activities that are not acceptable to the University.

Cheating or plagiarism is grounds for expulsion from the institution.

Repeating Courses

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher final grade is used in computation of cumulative grade point average at GAIA University. No course may be repeated more than two (2) times, and a tutorial course will be required. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Admissions Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade ("A", "B" or "C") has been earned may not be repeated for grade average purposes. All credits attempted are considered when calculating quantitative satisfactory Academic Progress status.

There will be no additional fee for a student repeating a course.

Satisfactory Academic Progress

Students at GAIA University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade average of 2.0 after completing his/her first semester at GAIA University. All students must achieve a minimum grade of 2.0 for the second semester and must maintain a cumulative grade average of at least 2.0 to graduate from GAIA University.

A student whose cumulative grade falls below 2.0 is placed on academic probation for the next semester. A student on academic probation who brings his/her grade average to 2.0 in a given semester, without attaining a cumulative 2.0 on academic probation, is allowed to remain in the institution. As long as he/she meets the minimum standard each semester, a student is allowed to remain at the institution.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program.

The normal timeframe is measured in credits hours attempted (rather than semesters) to accommodate a full-time schedule.

To ensure completion of a program within the maximum timeframe, GAIA University requires students to successfully complete 67% of credits hours attempted the first academic year and each semester thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory progress. All students must have completed a minimum of 67% of credit hours attempted to graduate within 150% of the normal timeframe.

Academic Probation

A student whose cumulative completion rate falls below 67% at the end of the first academic year or any subsequent semester is placed on an academic probation for the next semester.

A student who completes 67% of credit hours attempted in a semester while on academic probation is allowed to remain in school. A student may continue on academic probation even though his/her cumulative completion rate is below 67% if he/she meets the minimum standards for each semester. A student on academic probation who brings his/her completion rate to 67%

is removed from academic probation. A student on probation who does not complete 67% of the credits attempted by the end of the semester is dismissed from GAIA University.

Academic Dismissal

A student who has been dismissed may reapply to GAIA University after remaining out of the institution for one full semester. At that time, the student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe.

Academic Suspension

If, after a semester of probation, a student does not meet the academic standards outline above, the student will be suspended. Students under this condition may not be re-admitted for a period of one full semester.

Academic Re-Admittance Policy

A student who is re-admitted after dismissal or failure to meet the quantitative standards is readmitted on academic probation.

Graduation

GAIA University commencement ceremonies are held twice a year. In order to graduate, students are required to fulfill all financial obligations. Students must make an appointment with the Director of Admission/Registration to complete a graduation application. Students will be awarded a Bachelor of Science degree in the following program: Business Administration, and a Master degree in the following programs: Administration and International Trade, Innovation and Marketing, and Financial Management, after having satisfactorily completed all academics requirements with a minimum cumulative GPA of 2.0. After reviewing the student records, the Registrar will determine if the student may participate in the ceremony and shall notify them in writing.

Undergraduate Honor Levels

- Summa Cum Laude. Graduation with Highest Honor: 3.85 or above
- Magna Cum Laude. Graduation with High Honor: 3.75 – 3.84
- Cum Laude. Graduation with Honor: 3.50 – 3.74

Graduate Honor Levels

- Graduation with Distinction: GPA 3.85 or above

Transcripts

The academic records of all the grades entered by teachers are stored, computed, and safeguarded in the SIS (Student Information System).

In this system, there is all the detailed academic history and record of each student, for all the programs offered by the institution. Access to such information is through authorized users.

All students have online access to the information of their grades and their academic record, through the intranet, LMS and app options (Android and IOS) that the institution makes available from the first moment of their registration in any of the programs.

The Registrar is the responsible for maintaining and keeping the academic records of all students, registration for classes, attendance, courses prerequisites compliance, and facilitates the resolution of students' issues with Academic and Student Services.

A request for official transcripts must be in writing, signed by the student and requested with a minimum of three (3) weeks; the full address of the person/place to which the transcript is to be sent must be included. The student will complete a transcript request form which can be delivered in person or by mail. GAIA University will release the transcript to the students provided a hold does not exist. Official transcripts will be forwarded directly to other institutions, prospective employers, or to other agencies at the request of the student.

Online Learning Model

GAIA University offers classes online and in Spanish. Classes are both synchronous and asynchronous.

This modality expands opportunities for individuals interested in pursuing university studies without the constraints of space or time, so that they can balance their personal and professional responsibilities while accessing a quality education.

GAIA University students are provided with effective attention and support from the administration, faculty, and staff. From an educational point of view, GAIA University's academic offerings are solid, backed by the experience and qualifications of its management and faculty, with relevant content in adequate quantity and quality. The platform used for the online education delivery allows for structured instructional guidance from qualified professors as well as options for interaction with peers and instructors alike. Each course has a syllabus outlining the objectives, learning outcomes, suggested and required course materials, and grading scale. The proposed student assignments are designed to assess the necessary competencies and cover the course content as outlined in the respective syllabi.

Our aim is that each graduate will be prepared with a broad understanding of cultural diversity in terms of knowledge, skills, and attitudes, capable of successfully dealing with the problems and challenges during the practice of their profession in a global and competitive world. The university makes sure that its teaching and delivery methods are consistent with the capabilities, educational skills, experience and needs of the students enrolled in the programs.

Successful completion of online courses depends largely on the student's self-motivation, technical proficiency in computer and Internet use, and effective time management. Students must also possess good linguistic and writing skills in the Spanish language.

LMS Platform

The LMS e-learning platform used is Q10. The Q10 LMS platform is a cloud-based software solution designed to streamline the management of educational institutions. It integrates various functionalities to support both online learning and administrative tasks. The platform is particularly beneficial for higher education institutions, providing tools to automate processes such as student admissions, course registration, grading, and scheduling.

Q10's robust database system securely stores student information, including academic history, financial records, and transcripts, making it easy for faculty and administrators to access and update records. The platform also includes modules for managing financial aid, student billing, and alumni engagement, ensuring a comprehensive approach to student lifecycle management.

In addition to its administrative capabilities, Q10 supports a wide range of multimedia content, allowing educators to create engaging and interactive learning experiences. The platform's communication tools enable instructors to send notifications, reminders, and announcements to students, fostering better engagement and communication.

Security details of the LMS platform

The Q10 LMS platform implements several measures to ensure the safety and privacy of user data.

Security Features:

1. **Data Encryption:** All data transmitted between users and the platform is encrypted using SSL/TLS protocols, ensuring that sensitive information is protected from unauthorized access.
2. **User Authentication:** The platform supports multi-factor authentication (MFA) to add an extra layer of security, requiring users to verify their identity through multiple methods.
3. **Access Control:** Role-based access control (RBAC) is implemented to ensure that users only have access to the information and functionalities relevant to their role within the institution.
4. **Regular Security Audits:** The platform undergoes regular security audits and vulnerability assessments to identify and address potential security risks.
5. **Data Backup and Recovery:** Q10 LMS has robust data backup and disaster recovery procedures in place to ensure data integrity and availability in case of system failures or other incidents.
6. **Compliance:** The platform complies with various data protection regulations, such as GDPR, to ensure that user data is handled in accordance with legal requirements.

These features collectively help to create a secure environment for both educators and students, protecting sensitive information and maintaining the integrity of the platform.

Distribution of Materials

The distribution of materials for each course is determined by the syllabus and is subsequently uploaded to the educational platform. Additionally, a virtual library is available for students to access via the Q10 LMS platform.

Support for student inquiries

Students will have access to different communication channels (online, via email) with the academic area in order to solve their doubts and queries as immediately as possible. Inquiries made by email will be answered in no later than 48 hours.

Digital Library

GAIA University students and faculty will have unlimited access to a wide range of academic and professional resources, with regular content updates to ensure relevance of materials provided by Aquinas Network. Aquinas Network is a digital library service including a Librarian service and access to OLIB's (Online Library Information System) central documents and databases, such as Case Studies, Journals, Newsletters, MDPI, Hal Open Science, Springer, Scientific Research, Open Stax, APA writing and Essay writing tutorials and videos, among other resources.

In addition to the technical support available 24/7 with Aquinas Network, to solve any inconvenience, students have a tutorial for accessing the Digital Library resources in the same Q10 LMS platform; in case of doubts, students have a contact email for further guidance and assistance: studentservices@gaiauniversity.com.

Access to Aquinas Network Library

All currently enrolled students have access to the Aquinas Network library through their student credentials.

Aquinas Network resources are intended for academic research and educational purposes only.

Users must adhere to copyright laws and licensing agreements when using materials from the Aquinas Network library. Copying or distributing copyrighted content beyond fair use or licensing terms is prohibited.

Users should refrain from any activities that could compromise the integrity of the Aquinas Network library or violate its terms of use. These include but are not limited to, unauthorized sharing of login credentials and downloading excessive volumes of content.

Equipment and supplies needed. Technical specifications and recommendations

Being a web-based platform, Q10 LMS can be accessed from any device with an internet connection and a web browser; it works in all standard, modern browsers and different operating systems.

It is recommended using the latest version of Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge.

Q10 LMS is compatible with most modern processors and does not require any specific hardware configuration.

Some of the key technical specifications and recommendations for users are:

- Desktop/ laptop computer: Intel Core i7 generation 9 or higher, 32 GB RAM, 256 SSD, Integrated video and sound, Display port or HDMI connector, Compact SFF form factor, Integrated 10/100/1000 Network, Front, rear USB ports, 19" Monitor.
- High-Speed Wi-Fi router/connection: Standard 802.11n/ac, mode 1x1 20MHz and above with connection speed of 50 Mbps and above.
- Peripherals (Webcam, Keyboard, Microphone, Mouse).
- Web Browser: It is recommendable to use the latest version of Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge, enabling JavaScript use.
- Plugins: Q10 recommends installing the latest version of Adobe Flash Player, Java, and QuickTime.
- Processor: Q10 LMS is compatible with most modern processors and does not require any specific hardware configuration.
- Additional Applications: Zoom client installation for video conferencing.

Technical support

The University has a technical support department that supports students with doubts and queries. Users experiencing technical issues with the LMS platform or with the digital Library services should contact the university's IT department for assistance:

soporteit@gaiauniversity.online.

Student Code of Conduct

GAIA University students are expected to maintain complete honesty and integrity throughout their enrollment at the institution. Students must conduct themselves in an ethical, professional, and courteous manner, and demonstrate a strong commitment to civic and social responsibility.

As part of the GAIA University community, students accept their responsibility to comply with the Student Code of Conduct.

Any student found to be under the influence of alcohol or illegal possession of drugs or narcotics of any kind are grounds for immediate expulsion.

Any activity on or off campus that interferes with or disrupts the ability and opportunities of other students to participate in university programs or whose actions have a negative impact on the mission and normal operation of the university constitutes misconduct.

The university's online platform should only be used as a learning platform and not as a means to discriminate, conduct or promote violence against any group of people. Any such use is considered illegal and unethical.

When visiting the GAIA University campus, students must keep the areas used clean and tidy, and return any equipment and/or materials used to the proper place before leaving the premises.

Academic Behavior

Each student is expected to exhibit behaviors that represent the values and principles of GAIA University. Students must refrain from academic behaviors that include, but are not limited to:

- Disruption or interference with academic activities.
- Failure to comply with minimum educational responsibilities and standards established by the program.
- Failure to meet deadlines for academic work and tuition payments.
- Failure to meet deadlines for tuition payments and/or failure to pay for services rendered by the Institution.
- Failure to report any information that has changed since the initial application.
- Unsatisfactory attendance.
- Cheating, plagiarism.

Professional Behavior

Students must refrain from behaviors that include, but are not limited to:

- Failure to adhere to the Institution's program policies and procedures as outlined in the Institution's Catalog.
- Refusal to comply with the instructions of Institution officials, faculty, administrators, or staff.
- Intentional destruction of Institution or student property.
- Theft of student or Institution property.
- Inappropriate or illegal conduct: sexual harassment.
- Use, possession and/or distribution of alcoholic beverages, illegal drugs.

- Use of abusive language, including verbalization or gestures of an obscene nature.
- Threatening or causing physical harm or verbal threats to students, faculty, staff.
- The Institution does not allow sales, promotions, or any other form of commercial activity within the facilities or in the environment of its educational platform. Students who engage in these practices may be suspended or expelled from the institution.

The institution reserves the right to place a student on probation or dismissal due to unprofessional or disorderly conduct that reflects negatively on GAIA University, affects other students, or is a potential safety concern.

Drug Policy

GAIA University complies with the Federal government's Drug-Free Workplace regulations for both students and employees. Any student or employee caught in possession, use or distribution of any illegal substance or paraphernalia may be terminated and/or referred to an appropriate agency.

Harassment

GAIA University supports a policy against harassment. Students, faculty and administrative staff must work together in an environment free from all forms of harassment, exploitation or bullying.

Anti-Hazing

Participating in, supporting, promoting, or sponsoring hazing or violating University rules governing hazing is prohibited. Hazing includes, but is not limited to, any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing includes, but is not limited to, pressure or coercion to break laws; any brutality of a physical nature; the forced consumption of any food, drink, drugs, or other substance or other forced activity that may adversely affect the physical health or safety of students; and any activity that may adversely affect the mental health or dignity of students.

Falsifying Records and official Documents

The university prohibits academic dishonesty, which includes fabricating or falsifying data, records, forging official documents, an instructor's name, or initials, submitting another person's work as one's own, or altering an answer on a previously graded exam or assignment. The university will punish a student who engages in falsification of records and documents with sanctions such as failing or reduced grades, and/or other disciplinary sanctions, including suspension or dismissal.

Intellectual Property Policy / Copyright Infringement Policy

The university considers it a violation of copyright law to copy, distribute, display, exhibit, or perform copyrighted works without the permission of the copyright owner. This policy applies to staff, students, and affiliates.

Violations of Intellectual Property / Copyright policy may result in academic sanctions, such as reduction of grades or failure of the course, and/or disciplinary action, such as probation, suspension, or dismissal.

Board of Directors

- Mishel Sandoval – CEO.
- Luis Joaquín – Vice President.
- Carlos Carbonell – Treasurer.
- Olgamar Durán – Secretary.
- Christian R. Álvarez Ibáñez.
- John Shannon McDonald.

Administration

- CEO: Mishel Sandoval.
- Executive Director: Mishel Sandoval (*interim*)
- Academic Director: Hector Duenas.
- Admissions Director: Jessica Benavides.
- Student Services Director: Jennifer McDonald.
- Finance Director: Luis Joaquín.
- Librarian: Aquinas Network.

Faculty List

Carlos Acevedo
Master in Business Administration / Corporate Management,
Florida International University, FL.
Bachelor of Arts English/Business Administration,
Florida International University, FL.

Silvina Asurmendi
Post-MBA Certificate in Business Administration,
McGill University Montreal, Canada.
Master in Business Administration,
Ecole des Hautes Études Commerciales de Montréal, Canada.
Bachelor in Public Accounting, Catholic University of La Plata, Argentine.

David Bracho

Doctor in Business Administration, Management,
Universidad del Zulia, Maracaibo, Venezuela.
Master of Science in Business Administration,
Universidad del Zulia, Maracaibo, Venezuela.
Bachelor of Science in Computer Engineering,
Universidad Rafael Urdaneta, Maracaibo, Venezuela.

Hector Dueñas

Master's Degree in Business Administration,
Carlos Albizu University - Miami, FL
Bachelor of Arts in Education
(Teaching English as a Second Language),
Félix Varela Higher Pedagogic Institute - Villa Clara, Cuba.

Jennifer Fuenmayor

PhD in Political Science, Universidad del Zulia, Venezuela.
Master of Science in Macroeconomics and Economic Politics,
Universidad del Zulia, Venezuela.
Master of Science in Political Science and Public Law,
Universidad del Zulia, Venezuela.
Bachelor of Arts in Economics, Universidad del Zulia, Venezuela.

Catalina Gómez

Master's Degree in Marketing Management,
Universidad Viña del Mar, Chile
Specialist in Organizational Communication,
Pontificia Universidad Javeriana, Bogotá, Colombia
Bachelor's Degree in Advertising,
Universidad Católica de Manizales, Colombia.

Juana Elizabeth González

Master in International Business,
San Ignacio University, FL.
Master in Business Strategic, Accounting,
University of Houston Victoria, TX.
Bachelor in Accounting,
Pontificia Universidad Catolica Madre y Maestra,
Dominican Republic.

Nestor Lopez

Master in Marketing, Strayer University, FL.
MBA in International Business, Strayer University, FL.
Bachelor of Business Administration,
Pontificia Universidad Javeriana, Colombia.

Matthew Michel
Juris Doctor in Law, University of Florida, FL.
PhD in Spanish, University of Florida, FL.
Master in International Business and History,
University of Florida, FL.
Bachelors of Art in Spanish and History,
University of Florida, FL.

Herman Moreno
Ph.D. in Health Psychology,
Universidad Miguel Hernández, Elche, España
Diploma of Advanced Studies (DEA) –
Personality, Evaluation, and Psychological Treatment,
Universidad Autónoma de Madrid, España
Bachelor's Degree in Psychology,
Universidad de Antioquia, Colombia.

Edwin Murillo
Doctor in Government and Public Management,
Complutense University, Madrid, Spain.
Master's in Theology, Pontificia Universidad Javeriana,
Bogotá, Colombia.
Master's in Philosophy, Pontificia Universidad Javeriana,
Bogotá, Colombia.
Specialist in Conflict Resolution,
Pontificia Universidad Javeriana, Bogotá, Colombia.
Theology Degree, Pontificia Universidad Javeriana,
Bogotá, Colombia.
International Relations Degree,
Universidad Jorge Tadeo Lozano, Bogotá, Colombia.

Wilson Palcios
Philosophy Doctorate in Higher Education,
Autonomous University of Madrid, Spain.
Master's in Education, Autonomous University of Madrid, Spain.
Bachelor's degree in Law, La Gran Colombia University,
Bogota, Colombia.
Bachelor's degree in Public Administration,
ESAP, Bogotá, Colombia.

Dimitry Pierre-Louis
Master in Business Administration, University of Phoenix.
Bachelor of Science in Industrial and Systems Engineering,
Florida International University.

Luis Ramirez
Master Certificate in Business Process Management,
University of San Francisco, CA.
Master of Business Administration,
University of South Carolina, SC.
Specialist in Maintenance Management,
Universidad del Zulia, Venezuela.
Bachelors in Mechanical Engineering,
Universidad Simon Bolivar, Venezuela.

Tatiana Ramos
PhD in Communications,
Universidad de La Laguna, Tenerife, España
Bachelor in Communications,
Universidad Católica Andrés Bello, Caracas, Venezuela

Santiago Rivera
PhD in Health Services, Walden University.
Master's in Healthcare Administration,
University of Phoenix, AZ.
Bachelor of Science in Biology,
Inter American University of Puerto Rico, PR.

Kervin Rojas
Doctorate in Education, URBE University, FL.
Master in Telecommunications Networks, URBE University, FL.
Bachelor in Electronics Engineering, URBE University, FL.

Migdalia Roldan
Master of Business Administration,
Strategic Management and Leadership,
Ana G. Mendez University, FL.
Bachelor of Science in Psychology,
Ana G. Mendez University, FL.

María Roman
Master in Psychology,
European Higher Institute of Barcelona, Spain.
Master in Management Consulting,
University of Havana, Cuba.
Bachelor of Science in School Psychology,
Varona Higher Pedagogic Institute, Cuba.

Diego Serrato
Master in Business Administration,
Miami Business Technological University, FL.
Bachelor's degree in Public Accounting,
Universidad de La Salle, Bogotá, Colombia.

Jadira Solís
Master's Degree in Business Administration,
Universidad Técnica Federico Santa María, Valparaíso, Chile
Bachelor's Degree in Human and Organizational Development Engineering,
Universidad Espiritu Santo, Samborondón, Ecuador.

Jaime Torres-George
PhD in International Business,
Inter American University of Puerto Rico, PR.
MBA in Finance, Inter American University of Puerto Rico, PR.
Bachelor of Arts in Finance,
Inter American University of Puerto Rico, PR.

Anthony Wallace
Master in Management, University of Phoenix, AZ.
Bachelors in Public Relations, Wayne State University, AZ.

Paola Zarama
Master of Business Administration,
Mercy College, NY.
Bachelors in Finance and International Business,
Universidad Sergio Arboleda; Santa Marta, Colombia.