



STUDENT MANUAL

2026-2027

Millennia Atlantic University

3801 NW 97th Avenue, Suite 100. Doral, Florida 33178

786.331.1000 | Toll Free: 866.789.4MAU(4628) | Fax: 305.591.9507

maufl.edu | info.mau@maufl.edu

Table of Contents

A Message from the President of Millennia Atlantic University	4
Founders.....	5
Mission Statement.....	6
Catalog	6
Campus Rules.....	6
Campus Visitors	7
Access to Campus Policy.....	7
Identification and Access Cards.....	7
Parking On Campus.....	7
The Use of Scooters.....	8
Classroom Rules	9
Classroom Rules Online Courses.....	10
MAU Student E-mail Policy.....	10
Registration for Current Students	144
The Bursar's Office	14
Administrative Office	15
Library, Computer & Technology Usage Policy	166
Virtual Library Services	16
Library Rules	16
On-Line Access to Information & Virtual Bookstore	17
Class Book & Supply Access	17
Academic Year Defined.....	18
Financial Assistance & Financial Aid Programs.....	18
Financial Aid Application Verification Policy	23
Financial Aid Secondary Citizenship Confirmation Policy	24
Repaying Student Loans	25
Institutional Aid	26
Dean's List	30
President's List.....	30
Honors.....	31
Student Services and Placement Department	31
Personal Information Changes	31
MAU's Student Activities Committee	31
Transcripts.....	322
Dropping or Adding a Course	322

Class Attendance	32
Tutoring Services	333
Academic Advising Support Services	333
Withdrawal.....	333
Institutional Leave	344
Student Conduct Policies.....	344
Student Grievance Policy	355
The Family Educational Rights and Privacy Act (FERPA)	355
Student Right to Know Information.....	377
Voter Registration	388
Drug and Alcohol Policy	388
Non-Smoking Campus	411
Weapons Prohibited on Campus.....	411
The Violence Against Woman Act (VAWA)	422
Health and Wellness Resources.....	433
Emergency Procedures and Closings	433
Campus Security Report	444
Safety and Emergency Preparedness Manual	444
General Emergency Information.....	455
Administrative Staff Contact Information	466

A Message from the President of Millennia Atlantic University

Dear Students,

I warmly welcome you to Millennia Atlantic University (MAU), and I thank you for choosing and trusting us. We are committed to helping you achieve your goals and career aspirations. We provide high-quality programs led by educators who possess extensive professional experience and superior educational credentials. The classes are presented with a global perspective to prepare our graduates to seek not only local career opportunities, but also employment with international companies in the U.S. and abroad.

This Student Manual has been especially prepared as a supplement to our catalog to answer additional questions about policies and procedures at MAU, and as a resource guide for day-to-day life on campus. I encourage you to thoroughly familiarize yourself with the manual.

It is my sincere wish that your experience at MAU be enlightening, rewarding, and fulfilling. Please use this resource guide as it is intended - to facilitate your educational experience and help you navigate your day-to-day life on campus, and to provide you with some additional information regarding our campus policies and procedures.

Aristides Maza-Duerto, PhD President

Millennia Atlantic University Founders

Aristides Maza-Duerto, PhD

President - Maza-Duerto holds a PhD in Educational Leadership, with a concentration in Higher Education Administration and Student Services from Virginia Polytechnic Institute and State University in Blacksburg, Virginia. He also holds a Master of Business Administration with a concentration in Finance Administration and Banking, which he earned at Dowling College in Oakdale, New York.

Dr. Maza-Duerto earned two undergraduate degrees at Guilford College in Greensboro, North Carolina: a Bachelor of Arts and Bachelor of Science in Economics. While at Guilford, he attended (as a visiting student) the Budapest University of Technology and Economics in Budapest, Hungary. Dr. Maza-Duerto has worked for financial institutions in New York City, Venezuela, Switzerland, and France. While in Paris, he studied French at La Sorbonne University.

Orianna Maza-Moss, MBA

Vice President of Administrative and Financial Affairs - Orianna Maza Moss earned her Master of Business Administration at Radford University in Radford, VA. She earned her Bachelor of Business Administration with a minor in art at Virginia Polytechnic Institute and State University in Blacksburg, Virginia. Maza Moss studied French at La Sorbonne in France. She also studied computer programming at Surval in Montreaux, Switzerland.

Luis Eduardo Martínez, MBA

Chancellor - Luis Eduardo Martínez earned his Master of Business Administration and Master of Science in Professional Management from the University of Miami, where he earned an Academic Merit Award. He also obtained a Bachelor of Science in Agricultural Engineering from Universidad de Oriente, in Venezuela. Chancellor Martinez continued his graduate studies in Management at the Instituto de Estudios Superiores de Administracion (IESA) in Venezuela. He spent time in Spain at the Instituto Universitario Ortega y Gasset, where he pursued doctoral studies in Public Administration and Government.

Octavio Maza Duerto, PhD

Director Of Academic Programs - Dr. Maza-Duerto serves as one of the managers of the MAU Board. He holds a PhD in Economics, which he earned at Virginia Polytechnic Institute and State University in Blacksburg, Virginia. While at Virginia Polytechnic, he also earned two master's degrees: a Master of Arts in Economics and a Master of Science in Management Systems Engineering. He also holds a Bachelor of Science in Industrial and Systems Engineering with a minor in Business. He was also a visiting graduate student at Brown University's Department of Economics.

Mission Statement

The mission of Millennia Atlantic University (MAU) is to develop new generations of college-level professionals through a contemporary and competitive education across a broad range of academic and applied disciplines. The University seeks to instill in its students the abilities of critical thinking, effective communication, and lifelong learning.

Graduates of the University are prepared as skilled professionals with strong knowledge of modern information and communication technologies. These competencies enable them to enhance productivity and efficiency, as well as the social and economic performance of both public and private organizations. Millennia Atlantic University also prepares students for success in entrepreneurial endeavors.

The general education offerings of Millennia Atlantic University are designed to provide graduates with a broad foundation of knowledge, competence, and aptitude to become successful and responsible leaders in local and global business communities. This component of the students' education strengthens essential skills in critical reading, written and oral communication, quantitative reasoning, and meaningful problem solving.

Millennia Atlantic University, through its educational offerings, academic programs, diverse learning environment, and attentiveness to its students, is committed to enhancing the quality of each student's professional and personal life by uncovering individual potential and developing the knowledge and skills necessary to meet the challenges of economic, technological, and organizational change in regional and global business communities.

Catalog

Students can obtain hard copies of the catalog in the Student Services Department. The catalog is also posted on the University's website at www.maufl.edu.

Campus Rules

Students must adhere to the following rules and conditions:

- No food or drinks are permitted in the classroom except bottled water. Additionally, cups used on campus for drinks must have a cover. Students must use a beverage lid for their hot beverages purchased from the vending machine to prevent any injuries from occurring.
- Students must silence cell phones while in class and in the library.
- Appropriate attire must be worn while on campus: no shorts, no bare midriffs, and no flip-flops.
- The copier in the library is to be used only for MAU students' class related work.
- Students may post items on the bulletin board located in the break room with pre-approval from the Student Services Department.

- Parking is available outside the University; however, the University is not responsible for any damage, theft or other occurrences taking place in and around the parking lot area.

Campus Visitors

All visitors must sign in at the front desk and leave an ID.

- Students expecting a visitor should meet the visitor at the front desk.
- Visitors entering the school building after 6:00 p.m. must be escorted by a staff member or student of the University.
- All visitors must carry a visitor's pass that is to be worn outside the visitor's clothing.
- No visitors may proceed beyond the reception area without a visitor pass.
- No visitors may enter the classroom without authorization of staff, faculty members or administrators and without being escorted.

Access to Campus Policy

The campus and facilities of MAU are restricted to students, faculty, staff guests, and invitees of the University, except when part or all of the campus, its buildings or facilities are open to the public for a designated time and purpose. All people on campus are subject to all rules and regulations of the University and to all applicable federal and state laws and regulations. With the exception of certain announced special events, students, staff, faculty, guests and invitees of the University must vacate the building no later than 11:00 p.m.

Identification and Access Cards

A photo identification card is issued to each student during registration, Orientation Day, or during the first week of classes at MAU. Students should carry their ID card while on campus. The ID card is not transferable and misuse will result in disciplinary action. Students who have lost their ID card must inform the Bursar's office and pay the required fee in order to obtain a replacement.

Parking On Campus

In order to be a good community member at Millennia Atlantic University, parking guidelines for vehicles brought to campus should be followed. These rules apply to the parking lot at 3801 NW 97 Ave, the adjacent building, and parking at the police training center.

All MAU students and employees must have a permit for their car regardless of where or when they use the parking lots.

Student parking decals are issued by the Student Services Department.

- The decal must be placed on the rear left glass behind the driver's side of the car.
- Vehicles must be parked in spaces that are not marked for handicapped (unless you have an officially administered decal for handicapped parking) or marked for visitors only.
- A parking permit does not guarantee a parking space but does authorize parking in designated areas.
- All staff and faculty members must park at the Doral Police Substation parking lot during regular class days.
- There is no overnight parking permitted at any of the university's parking locations. Vehicles may be towed at the owner's expense.
- Keep in mind that parking in certain areas is prohibited. Prohibited areas include the USPS spot, handicap spots (unless authorized), and near the waste area.
- Park between the two white or yellow striped lines only. Do not park behind a car, on the sidewalks, and where not permitted by law.

Additional Parking Reminders:

- Shelton Academy Parking Lot:
Address: 9455 NW 40th Street Rd, Doral, FL 33178
 - Open from 4:00 PM to 10:00 PM, Monday through Friday
 - Available to MAU faculty, staff, and students with a valid MAU decal
 - Located at the end of NW 40th Street Road
- Do Not Park at Adjacent Building:
Address: 9600 NW 38th St, Suite 208, Doral, FL 33178
 - MAU does not have authorization to use this lot
 - Unauthorized vehicles may be towed without notice

MAU assumes no responsibility for the care or protection of any vehicle or its contents when it is operated or parked in the campus parking lot. Any damage or theft involving the vehicle (interior or exterior) is the owner's responsibility.

Failure of a student or employee to register a motor vehicle and/or comply with the University's parking policies may result in the vehicle being towed.

The Use of Scooters

Safety remains a top priority at Millennia Atlantic University. These guidelines are applied to all MAU community members who operate electric scooters (e-scooters) and other personal transportation devices.

When operating scooters and other personal transportation devices, practice the following safety steps:

- Follow the same rules as operating a bicycle by obeying the same traffic laws. This includes using designated bike lanes and observing proper traffic safety procedures.
- Go with the flow of traffic and yield to pedestrians.
- Be cognizant of your surroundings, particularly regarding pedestrians and vehicular traffic. It is advised that you don't wear headphones or earbuds while riding a scooter.
- Wearing a helmet is also recommended for added protection while operating an electric scooter.

When parking e-scooters and other personal transportation devices, it is important to:

- Secure e-scooters outside of university facilities.
- It is recommended scooters be parked or secured at bike racks outside right next to the MAU park.
- Do not secure scooters to handrails at stairs, signs polls.
- Bringing and parking scooters inside MAU premises can present various fire, safety, and accessibility hazards. As such, it is important scooters are not parked inside buildings, in pathways of pedestrians, stairwells, elevators, vehicle parking spaces and other areas blocking entrances or exits. Scooters found parked in a manner that causes hazards may be confiscated.

Charging electric scooters (e-scooters) and other personal electric transportation devices is prohibited on MAU campus.

Classroom Rules

Students attending onsite classes must adhere to the following rules and conditions:

- Attend class as scheduled to meet the attendance policy of the University.
- Acknowledge receipt of the course syllabus provided in hardcopy or electronically (G-Classroom) by signing the form provided by instructor.
- Follow classwork as appears in syllabus and instructed by faculty.
- Be present, attentive, and attend the entire class period.
- Use of cellular phones, laptops or other electronic devices are not allowed for purposes other than class activities as directed by your instructor. Engaging on social media platforms or surfing the internet during class is considered disruptive and disrespectful to the instructor and classmates. Stay focused in class to make the learning experience enjoyable to all.
- Participation in class activities is strongly recommended. It enhances the learning process. Follow the guidelines provided by your instructor.
- Complete all assignments. Follow the instructor's directions of when and how to submit your work.

- Treat everyone with respect. Disrespectful behavior will not be tolerated.

Classroom Rules Online Courses

Students attending online classes must adhere to the following rules and conditions:

- It is strongly suggested to connect to class in a quiet room without distractions so you can concentrate and focus. Be aware and careful of your surroundings that appear in camera.
- Attend class as scheduled by signing into Google Classroom and connecting to class through G-Meets (audiovisual platform) to meet the attendance policy of the University.
- Acknowledge receipt of the course electronic syllabus posted in G-Classroom by answering the questions posted on the platform. Follow classwork as it appears in syllabus and as instructed by faculty.
- Be present and attend the entire class period by staying connected and keeping your cameras on so you can be seen by instructor and classmates. Cameras may be turned off during break time.
- Use of cellular phones, laptops or other electronic devices are not allowed for purposes other than class activities. Stay focused during class to make the learning experience enjoyable.
- Mute your microphone while the instructor is lecturing.
- Participation in class activities is strongly recommended. It enhances the learning process. Follow the guidelines provided by your instructor.
- Complete all assignments. Post your work in G-Classroom and follow the instructor's directions of when to submit.
- Treat everyone with respect. Disrespectful behavior will not be tolerated.
- Contact your instructor through the @faculty.maufl.edu email address if you have any questions or items to be discussed individually.
- Always follow the "Google Classroom Student Guide" provided by the Student Services Department at the Orientation session. If you experience a technical issue using the MAU G-Classroom please contact the IT department email provided in your syllabus.

MAU Student E-mail Policy

Millennia Atlantic University students will be provided with a school e-mail account that follows this format: initial.lastnameMMYY@student.maufl.edu. Students must activate this e-mail. Although this is a service provided by MAU, it is a Google-based account. Part of this activation requires the students to agree to the Google Terms of Service and Google Privacy Policy. Students should read through and become familiar with the Google terms upon activation of their account. MAU does not oversee the terms set forth by Google in this regard. The terms of service also state that the students' domain administrator, which in this case is MAU's information technology company,

will have access to the students' account information and e-mail. If a student has multiple Google accounts, the username that appears in the upper right corner of the Google services will ensure the student is using the intended account.

The following policies are in addition/supplementary to the Google terms of use referred to above. The establishment of an e-mail account for students is a privilege, not a right; therefore, students are expected to use the e-mail account

responsibly and in accordance with the University's policies and directives. Inappropriate use of the student e-mail can result in cancellation of the account and other disciplinary action.

The following information provides general guidelines regarding the use of MAU student e-mail accounts:

1. University use of e-mail:

E-mail is an official means for communication between MAU and its students. Therefore, the University has the right to expect that those communications will be received and read in a timely fashion.

2. Redirecting of e-mail:

A student may have e-mail electronically redirected to another e-mail address. If students wish to have e-mail redirected from their official MAU e-mail address to another e-mail address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The University will not be responsible for the handling of e-mail by outside vendors or servers. Redirection of the e-mail account does not absolve students from the responsibilities associated with communications sent to their official MAU e-mail address.

3. Expectations regarding student use of e-mail:

Students are expected to frequently and consistently check their official MAU e-mail address in order to stay current with University communications. MAU recommends that students check their e-mail daily, in recognition that certain communications may be time-sensitive.

4. Educational uses of e-mail:

Faculty members may determine how e-mail will be used in their classes. Faculty members expect that students' official MAU e-mail addresses will be accessed regularly, and faculty members may use e-mail for their courses accordingly.

5. Authentication:

The password associated with a student MAU e-mail account may be used to authenticate identity in other University online services. To help in safeguarding identity and privacy, students should not share their account or give out their password.

6. Appropriate use of student e-mail:

MAU attempts to provide secure and reliable e-mail service by following sound information technology practices. MAU, however, cannot guarantee security or reliability of its e-mail service. In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Students should use caution when using their MAU e-mail to communicate confidential or sensitive information.

- Students' use of e-mail should be consistent with the University's Student Code of Conduct and Responsibility.
- The e-mail system cannot be used to operate a personal business.
- The MAU e-mail account may not be sold or otherwise reassigned without written consent of the University.
- Students must report any unusual activities such as "spam" communications, obscene e-mails, dangerous behaviors, or similar communications to the University.
- Students should not forward chain letters, jokes, or graphics.
- MAU student e-mail accounts are not guaranteed to be private. This is because information technology administrators who assist the University in operating the system may have access to e-mail as part of their work, and monitoring may also be required in certain circumstances to comply with applicable law or University policies. Messages related to, or found to be in support of, illegal activities may be reported to the authorities.
- MAU reserves the right to retrieve the contents of user mailboxes for legitimate reasons, including (but not limited to): finding lost messages, conducting internal investigations, complying with investigations of wrongful acts, recovering from system failure.
- Improper use of the system will result in discipline and possible revocation of the student MAU e-mail account. Illegal activities on the system, or messages related to, or found to be, in support of illegal activities, may be referred to law enforcement authorities. Such illegal activities are the sole responsibility of the e-mail account holder, and the University is not responsible for any inappropriate or illegal use of a MAU e-mail account by any student.
- System administrators may create filters to scan for and to eliminate viruses and large graphics.
- Unauthorized use, duplication, or transmission of copyrighted materials (including software) is prohibited. For additional information on copyright regulations, please refer to the appropriate section within the University catalog.

- MAU reserves the right to disclose any information used in an e-mail to satisfy any law, regulation or governmental request, subpoena, or to edit, refuse to send or to remove any information or materials, in whole or in part, that in Millennia Atlantic University's sole discretion are objectionable or in violation of these terms and conditions.

As a condition of a student's use of this service, he or she agrees to NOT:

- (i) Impersonate any person or entity, including (but not limited to) an official of MAU, subscriber, school representative, guide or host, or falsely state or otherwise misrepresent their identity or affiliation with a person or entity.
- (ii) Upload, post, e-mail or otherwise transmit any content that is unlawful, harmful, threatening, harassing, defamatory, vulgar, invasive of another's privacy, hateful, or otherwise objectionable.
- (iii) Upload, post, e-mail or otherwise transmit any content that the student does not have a right to transmit under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements) or any content that infringes upon any patent, trademark, trade secret, copyright, or other proprietary rights of any party.
- (vi) E-mail or transmit any material that contains software viruses, or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software.
- (vii) E-mail or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation.
- (viii) Forge headers or otherwise manipulate identifiers to disguise the origin of any content transmitted.
- (ix) Interfere with or disrupt (or attempt to interfere with or disrupt) the e-mail service or networks connected to the service.
- (x) "Stalk" or otherwise harass another, or send any unlawful, harmful, threatening, abusive, harassing, defamatory, obscene, pornographic, profane, or racially, ethnically, or otherwise objectionable material of any kind.
- (xi) Circumvent or attempt to circumvent normal resource limits, logon procedures, or security measures.
- (xii) Read other users' e-mails, data, information, files, or programs on a display screen, as printed output or via electronic means, without the owner's explicit permission, except in the case of MAU employees authorized to do so in the performance of their jobs.
- (xiii) Use the e-mail account in violation of any other MAU policy, state law, or federal law, whether those policies or laws relate specifically to the use of computing or information resources.

Registration for Current Students

Current students must adhere to the following procedures for registration:

Step 1: The Registrar or a program department chair will advise students concerning course schedules for the coming semester.

Step 2: Before beginning the semester or during registration weeks, students should meet with the Financial Aid Manager to discuss tuition and fees, as well as loan options (if needed to submit the required payment for the full tuition and fees for the semester). Students must also meet with the Registrar to obtain a sign-off on acceptance of the assigned class schedule.

Step 3: Students must pay required tuition & fees to the Bursar.

Step 4: After payment of tuition has been submitted, the Registrar will complete the registration process with the student.

The Bursar's Office

Fees and Financial Information

Tuition and fees are billed per semester. New and existing students are responsible for remitting full payment for the semester on or before the first day of the semester. All payments must be cleared by the Bursar. Returning students will be billed for subsequent semesters prior to the start of each new semester.

Information regarding tuition and fees is available on the University's website at www.maufl.edu under the "Tuition and Fees" tab towards the bottom of the main web landing page. Additional information can be found by clicking the "Catalog" tab and locating the tuition and fees section of the catalog. Students should contact the Bursar's Office to receive updated information on their account balance.

Office Hours

Bursar office hours vary by semester. Please check the MAU website or the schedule posted at the Bursar's window for the most up-to-date information.

For more information contact us at:

Bursar@maufl.edu

786-331-1000, Ext.304.

Payments: Tuition and fees must be paid in full each semester. Students may be eligible for payment plans. The availability of payment plans is determined on a semester basis and is offered solely at the University's discretion.

Checks and money orders should be made payable to: Millennia Atlantic University.

Credit Card Payments

The University also accepts American Express, Discover, MasterCard, and Visa for payment of tuition and fees. Credit card payments can be made in person at the Bursar's Office or using the Credit Card Authorization Form available at the Bursar's Office window. The form should be completed in full and submitted along with the required information. Online payments can be made at www.maufl.edu under the "Make a Payment" tab.

To avoid late fees, the University provides students with the opportunity to place payments in the drop box next to the Bursar's Office. Payments left in the drop box should be in a sealed envelope with the full name of the student printed on the outside of the envelope. The Bursar's Office will provide payment confirmation via e-mail to the student as soon as the payment is posted on his or her account.

Payments by Wire Transfer

The University accepts wire transfers for the payment of tuition and fees. If students are interested in making a wire transfer, please contact bursar@maufl.edu for the wire account information. Any handling fees levied by the financial institution processing the wire transfer are the students' responsibility.

Make sure to provide a copy of the wire transfer confirmation to the Bursar's Office immediately after payment is made. Once the University validates that the funds have been received via a successful transaction using a wire transfer, the Bursar's Office will send confirmation of the amount credited to the student.

Financial Aid Students

Financial aid is available for those who qualify. Refunds, if applicable, will be distributed by the Bursar's Office. A representative from the Bursar's Office will contact the students directly once a refund check is available. For more information regarding financial aid, please contact the Financial Aid Office at finaid@maufl.edu.

Student Portal

Students who have established a payment plan with the University can view their payment schedule and make payments directly through the Student Portal. The portal provides secure access to payment information, allowing students to monitor their account balances and submit payments online at their convenience and on time.

Administrative Office

MAU's administrative offices are open Monday through Friday from 9:00 a.m. – 6:00 p.m. Sessions outside these hours can be made by appointment.

Library, Computer & Technology Usage Policy

The MAU library houses a number of books, journal collections, student study areas, and a bank of computers with Internet access. The University subscribes to the LIRN Electronic Reference Database which students may use for online research and assignments. The MAU library currently houses a reference collection. Students who need to use course textbooks that may be available in the library may do so, but use them in the library only. The course text books cannot be checked out of the library. Wireless technology is available for personal laptops and students are advised to request the necessary code to access the University's wireless network system from the Student Services and Placement Department. The code is also available in the library.

Virtual Library Services

The University subscribes to and offers access to the Library and Information Resources Network (LIRN) database for academic research in a broad spectrum of disciplines. The database combines indexing, abstracts, full-text documents and images. It contains a wide variety of articles from national and international magazines, newspapers, and scholarly journals. It also offers general reference works and multimedia. The database includes video and audio files that the students can access for research purposes.

Library Rules

1. No food or drinks are permitted in the library except for bottled water.
2. No cell phone use is permitted while in the library.
3. All trash must be placed in the proper receptacles.
4. Computers in the library are strictly for use for MAU students' course related work.
5. Only course related research is permitted on MAU computers.
6. Accessing pornography or other inappropriate sites may result in expulsion. No music or other sound that may disturb others in library is permitted.
7. The printer in the library is strictly dedicated to the use of MAU student course related work.
8. Use of MAU resources for other than educational purposes or commercial purposes, is strictly prohibited and may result in disciplinary action.

Other instances of system misuse that may result in disciplinary action include:

- Unauthorized copying or distribution of MAU provided system and applications software (which will violate lease or purchase agreements, and lead to possible legal action against the student);
- Use of another individual's accounts, or sharing of accounts;

- Attempting to inspect or copy another user's programs or directory without permission;
- Playing games, or interactive CHATTING (IRC, etc.) on the Internet;
- Deliberately trying to damage system software or hardware;
- Any attempt to create or import a program which circumvents system security or compromises data integrity;
- The use of technology including, but not limited to, web cams, camera phones, and video recorders, Smart Boards, PDAs, etc., to save, recall, look up, receive or share information in an academic setting is prohibited. Additionally, the use of these or similar devices to take pictures, videos or voice recordings of others without their knowledge and consent is prohibited.

On-Line Access to Information & Virtual Bookstore

Through Millennia Atlantic University's web page at www.maufl.edu students may access the virtual library, catalog, virtual bookstore, view and link to faculty member information and staff e-mail addresses, and locate information about current news and events related to the University. Students may access the bookstore at: <https://www.bkstr.com/millenniaatlanticustore>.

Class Book & Supply Access

Millennia Atlantic University (MAU) is committed to continuing to strive for higher access to resources that facilitate academic development within the classroom (including online), leading to your academic success. For this, the institution has partnered with an educational E-book service company that will provide e-books and e-materials following your class schedule for each semester.

Book Fee Opt-Out

In compliance with federal regulations, when books - including eTexts - and/or supplies are included in the price of college tuition, students may choose, under certain circumstances, to opt-out of the otherwise mandatory book/eText fees (and/or supply fees, if applicable). This Policy relates to eTexts and classes using eText titles.

Students may opt out of eText fees (and supply charges, if applicable) if all the following conditions are met:

- Submit the Opt-out request form at the Bursar office.
- The book fee Opt-out will be available before receiving the e-materials for your classes.
- You will be able to request for Opt-out by no later than the day of Orientation Day for the upcoming semester. This date is available on the Academic Calendar.
- This option is available under the sole understanding that you (the student) agree with having all materials and books required for each class. The student also understands that by opting out of book fees, you will not be

entitled to the delivery of the associated books, supplies or other material that other students receive by not opting out.

- Students are responsible for obtaining the precise assigned textbook (meaning the correct edition, assigned ISBN number, etc.) and other learning resources materials for each course the student is taking in any given semester. You may use this link to access the bookstore: <https://www.bkstr.com/millenniaatlanticustore>
- The student shall also agree (within the Opt-out Form) to release Millennia Atlantic University from any claim or consequence concerning your choice to opt out. You must agree to accept responsibility for the potential consequences of opting out.
- Should a student opt out of the otherwise mandatory Book Fee and Supplies for all enrolled classes, the Book Fee for the semester shall be credited to the student's account within approximately three (3) business days after acceptance of the Opt-Out Request Form.

Academic Year Defined

As a standard term credit hour school, MAU's academic year is defined as a minimum of 30 weeks of instructional time. For purposes of this definition, a "week" is considered a consecutive seven-day period, and a "week of instructional time" is any week in which at least one day of regularly scheduled instruction or examinations occur.

Instructional time does not include vacation periods, homework, or periods of orientation or counseling. A minimum of 24 semester credit hours is also considered the minimum standard for coursework for full-time undergraduate students for an academic year, and a minimum of 18 semester credit hours is considered the minimum standard for coursework for full time graduate students in an academic year.

Financial Assistance & Financial Aid Programs

MAU is approved to offer financial aid through participation in federal Title IV financial assistance programs for those who qualify. Students should apply as early as possible to permit time for processing applications. All required documentation must be completed and financial aid approved before the aid can be applied towards tuition and fees for the semester.

In general, in order to be eligible for Title IV financial aid assistance, a student must be enrolled as a regular student in one of the University's eligible educational programs, provide proof of being a citizen of the United States or eligible non-citizen, have a valid social security number, possess and provide a valid high school diploma or its recognized equivalent, maintain satisfactory academic progress while enrolled in the University, and not be in default on any federally guaranteed student loans or owe repayment on any federal grants.

There are four general categories of federal student aid: grants, scholarships, work-study, and loans. At this time, MAU is approved to offer the following Title IV HEA programs: Federal Pell Grant Program, Federal Direct Student Loan Program, and Federal Campus-Based Programs including the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, the Federal Work Study (FWS) Program. MAU is also approved by the Florida Department of Education Office of Student Financial Assistance (OSFA), to offer certain state grants and scholarships to qualified students. Additionally, MAU offers eligible veterans access to financial assistance available under the GI Bill ®program.

To apply for federal student aid:

1. Students, parents, and borrowers are required to use an FSA ID (made up of a username and password) to access certain U.S. Department of Education websites. The FSA ID is used to confirm students' identity when accessing their financial aid information and electronically signing their federal student aid documents. All financial aid documents for MAU are completed online, so the FSA ID is a must for all students who wish to apply for federal student aid. To apply for the FSA ID, visit <https://studentaid.gov/h/apply-for-aid/fafsa>.
2. Complete the Free Application for Federal Student Aid (FAFSA). To locate this application, visit studentaid.gov or the MAU main web page and look under the blue ribbon "Admissions" link on the top of the page and then click on the "Financial Aid" link. Scroll down on the Financial Services page and a direct the link to access the FAFSA page is provided. Students can apply beginning October 1st each year for the following academic year using income from the prior year, and they have until June 30th of the school year to submit their FAFSA. The State of Florida uses the priority deadline of May 15th each year to award additional aid to students.
3. For your convenience, listed here are documents the U.S. Department of Education requires that you have available while completing the FAFSA. In addition to the items suggested in this list, you will need to reference records of income earned in the year prior to when you will start school, and you may also need records of your parents' income information if you are a dependent student. Note that a new IRS Data Retrieval tool is now available. Students and parents who have completed their IRS tax returns must use FAFSA on the web and use the IRS Data Retrieval system to incorporate their tax information into the FAFSA.

For the 2026-2027 award year, which opens December 2025, you will need financial information from 2024.

You may need to refer to for the applicable year listed above:

- Your social security card. It is important that you enter your social security number correctly.
- Your driver's license (if you have one)

- Your W-2 forms and other records of money earned (income source records such as W2, 1099 or others)
- Your (and if married, your spouse's) Federal Income Tax Return
- IRS 1040, 1040A, 1040 EZ
- Foreign Tax Return, or
- Tax Return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Your parent's Federal Income Tax Return (if you are a dependent student)
- Your untaxed income records
- Your alien registration or permanent resident card (if you are not a U.S. citizen)

Students may be able to transfer their federal tax return information into their FAFSA using the IRS Data Retrieval Tool. To organize the information, print and complete a FAFSA on the Web worksheet before entering information online. FAFSA on the Web guides students through the questions that they must answer, and they can save their application and return to it later if needed.

Keep these records! You may need them again. Do not mail your records to the Federal Student Aid office.

4. After students submit the FAFSA, they will receive a Student Aid Report (SAR), and the University will receive an ISIR (Institutional Student Information Record). This turn-around time from submission of the FAFSA to receiving the SAR or ISIR is normally one to three business days. The information from these reports contains the SAI (Student Aid Index), which is an index used by the University's Financial Aid Department to determine the amount students qualify for in federal student aid. It is recommended that students request an appointment with the MAU Financial Aid Department and bring all documents used to complete the application. If any corrections need to be made, the Financial Aid Manager will indicate which corrections are needed and why the corrections are necessary. After this meeting, students must go online again and make these corrections and re-submit the document electronically. The processing of the corrected form takes approximately three (3) additional business days from the date of submission. Generally, additional communications with the Financial Aid Manager are done in writing to the e-mail address provided at the time of the student's registration with the University.

Direct Loan Programs: MAU follows the guidelines and regulations of the U.S. Department of Education (US DOE) and assists students with direct loans from US DOE. As with other federal student aid programs, students apply for direct loans by first filling out the Free Application for Federal Student Aid (FAFSA) (see above on directions on how to complete this form). Direct loans are generally awarded as part of a complete financial aid award package, which

may contain other types of aid as well.

The Direct Loan Programs offer the following types of loans:

- Subsidized: for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, and during deferment periods. This type of loan is available only for students in undergraduate programs.
- Unsubsidized: not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.
- PLUS: unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Note that PLUS loan borrowers cannot have an adverse credit history (a credit check will be done, and the interest rate for these kinds of loans is a direct reflection of the applicant's credit history). Additionally, interest will accrue during a grace period.

Work-Study Program: The University is currently offering part-time work-study positions for qualified students. The student will work a maximum of 20 hours per week at the required minimum salary. Any available vacancies will be posted in the student lounge on the bulletin board. Please contact Orianna Maza Moss, VP of Administrative and Financial Affairs regarding any questions and to apply for these positions.

FSEOG Program: To qualify, students must have completed their FAFSA Application, must demonstrate financial need, must meet the minimum requirements of 6 semester credits per term, and must remain in good academic standing.

The University's Financial Aid Manager will notify you of the loan amounts that you qualify for, usually in an "award letter" that lists all proposed financial aid awards (your award package). The maximum amount you can borrow each year in direct loans depends on your grade level and whether you are a dependent or independent student, and whether you may have already reached your maximum allowable loan limit, which is applicable under certain circumstances.

Evaluate the aid offer carefully. In the case of loans, the amount borrowed must be paid back with interest. If your "cost of attendance" expenses are not as high as the standard allowance projected by your school, you will not have to borrow as much as the amount listed in the award letter.

For every loan that is disbursed from direct loans on your behalf, you will be notified in writing and by e-mail . You

have the right to decline the loan or to request a lower loan amount. In the “Right to Cancel” award letter, MAU will inform you how to do this.

- Entrance Counseling: Except for parent Direct PLUS Loan borrowers, you must complete entrance counseling before MAU can make the first disbursement of your loan. This helps you to understand your responsibilities regarding your student loans. The University uses the DOE online process for this counseling. The student loan counseling can also be completed manually. You can complete the process online by following the instructions on the direct loan link located at <https://studentaid.gov/entrance-counseling>. The entrance counseling can be completed manually with the entrance counseling guidance provided directly to you by the Financial Aid Manager. If you have any questions or need further explanation, please visit the Financial Aid Department.
- Master Promissory Note: To take out a direct loan for the first time, you must complete a Master Promissory Note (MPN). You can complete the “MPN” online using the Direct Loan Program link described above. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the DOE. It also explains the terms and conditions of your loan(s). To complete the MPN online, you will be required to use your Department of Education-FSA ID. A parent borrower must also have an FSA ID to use when completing a PLUS MPN. Note that if you are applying for a Direct PLUS for the first time as a graduate/professional student, you will need to complete and sign a “PLUS MPN” that is separate from the one that you use for your direct loans.

Upon completion of the above requirements, you will be able to print all disclosure statements that give you specific information about any loan that the University plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts.

To access your student loans data on the NSLDS, visit <https://studentaid.gov> or you will find this link at MAU Website under consumer information financial aid tab, which allows students to view all current loans, accrued interest, and related information. This includes information regarding what agency is servicing your loans, where can you call for any inquiries, and where you can send payments. It also provides a page to make changes in your mailing address. It is important to use this service as part of keeping your records up-to date, a requirement for student borrowers.

Students ending their educational programs at MAU or those transferring to another institution must complete a financial aid exit interview. The process is like the entrance interview and conducted on the same website (see above). After completing this process, each student must provide proof of the completion to the Financial Aid Office. The Financial Aid Manager will also meet with all scheduled graduates 15-30 days prior to their last day of class to discuss their loans, repayment options, and other questions concerning their exit from the University.

Students not finishing the required exit interview may experience a hold on their documents at the time of transferring or graduating.

The State of Florida Department of Veterans' Affairs has also approved MAU as a provider of educational benefits afforded to veterans. If you are a veteran or a spouse or dependent of a veteran, please make an appointment with our Financial Aid Department to review available programs and to complete all required documentation. MAU participates in the Yellow Ribbon Program and two other VA programs. Any questions should be directed to the Financial Aid Manager.

In addition the University also participated in the following state programs: Florida Bright Futures Scholarship Program, Florida Student Assistance Grant, the Jose Marti Challenge Grant, and the Scholarships for Children/Spouses of Deceased or Disabled Veterans.

For more information on all the financial assistance options available, please do not hesitate to schedule an appointment with the Financial Aid Department. The Financial Aid Department is open Monday through Friday. Our Financial Aid Manager is also accessible for questions from students via e-mail or by phone. The Financial Aid Manager will also take appointments outside of the office hours posted if needed. These appointments can be arranged by calling or e-mailing the Financial Aid Manager at finaid@maufl.edu.

Financial Aid Application Verification Policy

In adherence with the U.S. Department of Education regulations, MAU has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid:

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed verification worksheet and an official IRS Transcript. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, campus-based, or direct loan funds will be disbursed prior to the completion of the verification process.
3. Students eligible to receive a Pell Grant, campus-based aid or direct loan will have until 120 days after their last day of attendance or by the published deadline each year (whichever is earlier) to complete verification. In the meantime, however, students must arrange for payment of all tuition and fees due. After this period has past, all financial aid that might have been due is forfeited. Accordingly, to remain enrolled in the University, the student must complete the verification process prior to the deadline.

4. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. The University will notify the student of the results of the verification process and any other documentation needed. The University will assist the student in correcting any information that is inaccurate and will instruct the student to proceed and make the necessary corrections electronically. Once again, a turnaround process time applies. After receipt of the corrected FAFSA, the University will notify the student via an award letter if an award changes. In completing this process, the University uses as its reference the most recent "Verification Guide," which is supplied by the U.S. Department of Education.
5. The University may choose to verify any or all of a student's information on the FAFSA. Dependent students (who are required to report parent information on the FAFSA) complete the Dependent Student Verification Worksheet. Independent students (who are not required to report parent information on the FAFSA) complete the Independent Student Verification Worksheet. The student is responsible for submitting all data in a timely manner as required in the verification process. If the verification process results change the Title IV aid award, the Financial Aid Manager or designee will inform the student of the change by e-mail or by phone.
6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the federal funds after being counseled by the University, the school will refer the case to the DOE for resolution. Unless required by the DOE, no federal financial aid will be disbursed to the student under these circumstances.
7. If, because of the verification process, there are no errors discovered or the errors are within the approved tolerances, the student will be sent a financial aid award letter indicating eligibility.
8. The financial aid file must be documented with the date that verification is completed. Direct loan checks will not be released prior to this date.
9. The forms involved with the financial aid process and verification, as well as the link to obtain the official IRS transcripts, are available through links on the University's website.

Financial Aid Secondary Citizenship Confirmation Policy

MAU has established the following procedures regarding the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the Institutional Student Information Record (ISIR) does not confirm eligible Title IV applicant status and

the student submits reasonable evidence of eligible status, MAU will initiate the secondary confirmation process through the U.S. Citizenship and Immigration Services (USCIS) within the Department of Homeland Security (DHS).

- I. If a student's ISIR or SAR does not confirm their eligible non-citizen status, the Financial Aid department will ensure that the student has been provided with a copy of the Secondary Citizenship Confirmation Procedures.
- II. Students have 30 days from the date the institution receives the ISIR/SAR or 30 days from the students' receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
- III. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
- IV. The University will not make the decision regarding "eligible non-citizen" status without the students' submission of documentation supporting a claim of eligibility.
- V. Students must submit documentation of their current immigration status to the Financial Aid Department. These must be official documents from the USCIS (formerly known as the Immigration and Naturalization Service, or INS). To initiate the required process, students must submit USCIS documents that are legible and that demonstrate the latest status with USCIS.
- VI. The University will initiate secondary confirmation within 10 business days of receiving both the output documents and the students' immigration status documents.

Repaying Student Loans

In the case of loans, including federal financial aid loans, the amount borrowed must be paid back with interest. While loans are a good investment for a student's future, taking out a student loan is a serious obligation. All loans have a 6-month grace period before the student begins repayment. Students are entitled to only one grace period after they graduate, leave school, or drop below half time; the loans must be repaid and all changes of address, schools, and any financial status must be reported to the loan servicer.

The loan servicer will provide information about repayment and will notify students of the date the loan repayment begins. It is very important that students make their arranged loan payment on time every month following their repayment schedule; otherwise, the students could end up in default, which has serious consequences. Student loans are real loans, like car loans or mortgages, and must therefore be paid back.

To keep up to date on loan information, the U.S. Department of Education's National Student Loan Data System (NSLDSSM) provides information on federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all loans. To access the NSLDS website, please use the link provided in the

MAU's website under the consumer information, "financial aid" tab or visit <https://studentaid.gov>. If students are not sure who their loan servicer is, they may look it up on <https://studentaid.gov>, or call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243; TTY 1-800-730-8913).

Students have a choice of several repayment plans that are designed to meet different needs. The amount the students pay and the length of time to repay their loans will vary depending on the repayment plan they choose. If students find themselves struggling to make payments on their loans, they should contact their loan servicer as soon as possible. The servicer will work with the students to determine the best option for them. Options include changing repayment plans, requesting a forbearance (if the students meet certain requirements, a forbearance allows them to temporarily stop making payments on their loan). If they do not meet the eligibility requirements for a deferment but are temporarily unable to make their loan payments, then (in very limited circumstances) a forbearance allows them to temporarily stop making payments on their loan; however, the interest assigned to the loan will continue to accrue on a monthly basis.

If students stop making payments and do not obtain a deferment or forbearance, their loan could go into default, which has serious consequences. If students default, it means they failed to make payments on their student loan according to the terms of their promissory note, which is a binding legal document signed at the time they take out their loan. The University, the financial institution that made or owns the loan, the loan guarantor, and the federal government all can take action to recover the money owed. Here are some consequences of default:

- National credit bureaus will be notified of the default, which will harm students' credit rating, making it hard to buy a car, a house, and/or apply for credit cards.
- Students will be ineligible for additional federal student aid if they decide to return to school.
- State and federal income tax refunds will be withheld and applied toward the amount owed.
- Students will have to pay late fees and collection fees on top of what is already owed
- Students may face garnishment of their wages

Institutional Aid

Millennia Atlantic University offers limited merit and/or need-based partial scholarships to students who qualify and complete an interview and application process. Scholarship funds are limited and will remain available until depleted. Scholarships are available for both on-campus and online programs. Scholarship applications are due on or before the end of the drop/add period each semester for which a student or prospective student is applying. The University's full scholarship policy is available in your Student Manual.

To apply for a scholarship, please contact your Admissions Representative (for prospective students) or the Student

Services and Placement Manager (for current students).

1. Availability and Application Process

- Scholarship funds are limited and will remain available until depleted.
- Scholarships are available for both on-campus and online programs, as designated and specified in the terms of each scholarship.
- All institutional scholarships are approved for the academic program and applied each semester in accordance with the semester Cost of Attendance (COA). When combined with federal, state, or other aid, institutional scholarships may not exceed the COA; adjustments will be made as needed to prevent an over award.
- All scholarship applications are subject to a formal review, evaluation, and decision by the institution's Scholarship Committee. All decisions rendered and communicated to students are final.
- Students seeking additional information or application materials should contact their Admissions Representative (for prospective students) or the Student Services and Placement Manager (for current students).
- Scholarship applications are due before or by the last day of the first week of the drop/add period of each semester for which the student or prospective student is applying.
- Scholarship decisions will be issued before the end of the institution's drop/add period for which the student or prospective student is applying.

2. Program Applicability

- Scholarships are applied exclusively toward tuition costs. Students are responsible for all additional fees, including but not limited to administrative, technology, lab, or course-related fees, as applicable.
- Non-athletic institutional scholarships are awarded solely for the academic program for which the student was awarded.
- Scholarships are awarded based on the student's enrollment in a specific academic program. As such, scholarship funds may be applied to any semester within that program's duration, including the summer term, provided the student remains actively enrolled and meets all eligibility requirements.
- Scholarships are non-transferable to another program, credential level, or campus.

3. Scholarship Renewal and Maintenance

Scholarships are applied each semester and renew automatically, provided the student continues to meet all eligibility and maintenance requirements as defined by the institution and the specific scholarship guidelines.

To maintain eligibility for renewal, the student must:

- Continue enrollment in the same academic program for which the scholarship was originally awarded.
- Maintain Satisfactory Academic Progress (SAP) as defined in the institution's catalog.
- Maintain the required Cumulative Grade Point Average (CGPA) established for each scholarship.
- Remain in good financial standing with the institution.

If a student fails to meet the CGPA required for the scholarship and fails to maintain Satisfactory Academic Progress (SAP) as defined in the institution's catalog, the scholarship will enter a probationary period of up to two consecutive semesters.

During this period, the student may continue to receive the scholarship provisionally while working to regain compliance:

- During the first semester of the student's probationary period, the student must achieve a semester GPA for the first semester of the student's probationary period greater than the student's CGPA as of the start of the probationary period. If the student fails to do so, the student's scholarship is cancelled.
- By the end of the second semester of the probationary period, the student's CGPA must meet the requirements of the student's scholarship as stated for that scholarship in the Catalog. If the student fails to meet the scholarship requirements by the end of the two-semester non-compliance period, the student's scholarship is cancelled.

If a student's scholarship is canceled, the scholarship will cease to apply for the student for any semester following the semester which resulted in the cancellation and the student is responsible for the full tuition charges for all such subsequent semesters.

A student must remain in good financial standing and continue to be enrolled in the same academic program for which the scholarship was awarded to maintain scholarship eligibility:

- If a student changes their program the student is not eligible for scholarships associated with the student's previous program, and any such scholarships previously awarded to the student are cancelled as of the first day of the semester of the student's new program.
- If a student is not in good financial standing as of the first day of any semester, that student is not eligible for a scholarship for that semester.

4. Enrollment Requirements and Proration

- Institutional scholarships are awarded based on full-time academic enrollment each semester.

- In limited circumstances, the institution may approve scholarship proration for students who are not enrolled full-time during a given semester. Approved reasons include:
 - Summer Term Enrollment: When the student's academic plan requires summer enrollment and the course load for that term does not meet full-time status.
 - Course Availability: When the institution is unable to open or offer the required class needed for the student to maintain full-time enrollment.
 - Institution-Directed Schedule Adjustments: When the institution modifies the academic schedule or sequence in a way that prevents the student from reaching full-time status for that specific term.

Proration under these exceptions will be reviewed and approved on a case-by-case basis to ensure consistency with institutional policy and accreditation requirements.

- Students who wish to transfer credits after their scholarship has been awarded must be aware that the scholarship amount may be prorated. Scholarships are awarded based on full-time academic enrollment and the total number of credits required for each program. Therefore, if transfer credits are accepted and reduce the total credits the student needs to complete at MAU, the originally awarded scholarship may be adjusted accordingly.

5. Limitations and Exclusions

- Institutional awards will be applied after all federal, state, and other non-institutional financial aid or scholarships have been processed each semester. The total amount of institutional aid may be adjusted to ensure compliance with financial aid regulations and to prevent over-awarding.
- Institutional scholarships do not cover repeated or failed courses. The cost of retaking any failed course is the student's responsibility.
- A student may be awarded multiple institutional scholarships; however, the total combined institutional scholarship amount (including, for the avoidance of doubt, athletic scholarships) may not exceed the following limits per program:

Associate (60 credits): \$7,500

Bachelor's (120 credits): \$15,000

Master's (60 credits): \$5,500

- In addition to the program limitations, scholarship funds awarded to a student for an associate degree program correspondingly reduce the student's available aid for a bachelor's degree program (e.g. if a student

receives \$7,500 in institutional aid for the student's associate degree program, that student is only eligible for a maximum of \$7,500 in institutional aid for the student's bachelor degree program).

- Institutional scholarships cannot be converted to cash or applied to non-tuition-related expenses.

6. Submission of Appeal for Extraordinary Circumstances:

Scholarship decisions are final. This appeal process is reserved solely for students who have completed at least one semester utilizing their institutional scholarship and who have experienced extraordinary personal circumstances that affected their academic performance. Students must provide supporting documentation when requesting a reevaluation of their scholarship.

The student must submit a written appeal before the start of the semester for which they are seeking reinstatement. Appeals submitted after this deadline will not be considered until the following semester. The appeal must include a detailed explanation of the circumstances that affected the student's eligibility.

Upon receipt of a timely and complete appeal, the Scholarship Committee will convene with the required quorum to initiate the review process. The Committee will conduct a thorough evaluation of the student's academic, disciplinary, and financial record, along with the appeal letter and all supporting documentation. For need-based scholarship appeals, students may be required to submit documentation supporting financial hardship, such as expense records, employment-related notices, household circumstance documentation, or other verifiable records relevant to the appeal. Medical diagnoses or other protected personal information will not be requested.

Appeals are granted at the discretion of the Scholarship Committee solely for humanitarian reasons.

Dean's List

Students, who successfully complete a minimum of 9 credit hours in a given semester, achieve a 3.5 or better grade point average, and have a cumulative grade point average of not less than 3.0, will be placed on the Dean's List. The Dean's List notation will appear on the student's final academic transcript, and a letter will be sent to the student acknowledging his or her achievement.

President's List

Students who successfully complete a minimum of 9 semester credit hours in a given semester and earn a semester grade point average of 4.00 will be placed on the President's List. This recognition reflects outstanding academic achievement and consistent performance at the highest level during the semester. President's List eligible students will receive written recognition from the University.

Honors

Students enrolled in degree programs who have earned the requisite credits for graduation with the following cumulative GPAs are eligible for the following honors: 3.50 – 3.69, cum laude; 3.70 – 3.89, magna cum laude; and 3.90-4.00, summa cum laude. The faculty along with approval of the President renders the decision on conferring this distinction of cum laude (with honors) to a graduating student.

Student Services and Placement Department

The Student Services and Placement Department assists and supports students' academic growth and personal development. The services provided include help with placement matters, as well as assistance with students experiencing academic difficulties by providing necessary guidance. These services, in conjunction with faculty involvement, help students achieve the skills necessary for success in their academic program.

Career Services, within the Student Services and Placement Department assists students with virtual workshops; résumé and interviewing techniques, job skill preparation, job fairs, and other job-seeking functions, with the objective of job placement. The University, however, does not provide any guarantee of job placement or employment upon graduation.

Personal Information Changes

Students whose names have changed (i.e., due to marriage) should provide the Student Services Department with a written request for a name change, including their social security number and a signature along with a valid court order and/or certified copy of a marriage license as supporting documentation. The University must be notified in writing of any address changes as soon as the student becomes aware of the new residential address. Students should also ensure that the Student Services and Placement Department has a current e-mail address on file. Students must provide immediate and complete information of any changes to student services at studentsvc@maufl.edu.

MAU's Student Activities Committee

Created in November 2007 by MAU students, the MAU Student Activities Committee provides opportunities for students to be involved in a variety of campus activities, to enhance personal experience in leadership, to promote self- understanding and respect for others, and to help achieve the goals of students enrolled in MAU.

The goal of the committee is to: encourage students to participate in educational activities offered by the University such as conferences, workshops, social activities, sport activities, volunteer and community services, academic and other cultural activities. Membership in the committee is open to all students.

The Student Activities Committee is represented by a President, Vice-President/Coordinator of Social and Community events, Sports Coordinator, and Secretary. For information related to the Student Activities Committee members and activities, please contact the Student Services and Placement Department, at studentsvc@maufl.edu.

Transcripts

Students requesting official transcripts from MAU must fill out a transcript request form (Form: BUR101). This form is available at the Bursar's Office and on MAU's website. Once the form is filled out, students must pay the transcript request fee at the Bursar's Office. Once the students have paid, the Bursar will stamp the form validating the payment, and the students should submit the form to the Registrar. The Registrar has up to seven business days to complete transcripts and will contact the students by phone or e-mail to arrange for the transcripts to be picked up by the students or to be sent directly to another institution or other entity as identified by the students.

Note: Graduating students may receive an unofficial transcript in accordance with the University's current policies. Official transcript requests are subject to the applicable transcript processing fees in effect at the time of the request, including any additional charges for expedited processing or international delivery, when applicable. The University will release official transcripts only after all financial obligations to the University have been satisfied and the student's account is in good standing.

Dropping or Adding a Course

Students who want to drop or add another course after the semester has started may do so by submitting a signed and dated drop/add request form to the Registrar. This must be done within two weeks of the first day of the semester to avoid any financial penalties for dropped courses. The drop/add request form to be used for this request is available in the

Registrar's office. After this process is completed, students must check in with the Bursar's office to get information on tuition changes for the semester based on the modifications requested.

Class Attendance

Students are expected to attend all classes on time and may be absent only for documented reasons. Failure to attend classes regularly can affect students' grades. Students must inform their faculty member by e-mail or by phone if an unavoidable absence arises. If a student's absences (other than justifiable absences) continue and reach over 25% of the total scheduled classes, the student will be dropped from the course. Please refer to the attendance policy in the University catalog for further information. Students who have VA benefits must adhere to

a stricter attendance policy to keep their benefits. VA students exceeding 20% of the total scheduled classes in a calendar month will lose their VA benefits.

Tutoring Services

Faculty members are available during scheduled office hours and through scheduled appointments to assist students with questions regarding their studies.

Faculty-chosen peer tutors may be made available to help students understand and improve their learning in specific courses. These peer tutors are chosen based on their availability and their success and thorough understanding of particular subjects. The sessions may be individualized or provided in a group setting and are free of charge. Students who are experiencing difficulty in a certain area of study are encouraged to contact their instructor who will in turn seek information on the available peer tutors. Every semester the students will be provided the tutor's e-mail address and schedule.

The tutoring services are not available for every course offered at the University but are developed at the University's discretion based on student demand.

Academic Advising Support Services

Academic advisors are available to meet with students regarding their academic progress, available tutoring, meeting with faculty for additional assistance, and attendance counseling. Additionally, the Director and Vice Director of Academic Programs are available by appointment to discuss any student's educational needs. Online students seeking guidance and/or other support services should e-mail the Academic Department at academics@maufl.edu for help. Online support and assistance will be handled in accordance with the request.

Withdrawal

Students withdrawing from the University must provide official notification to the Registrar's office of their intent to withdraw. This is an official withdrawal from the University. If students do not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the University may determine the appropriate withdrawal date. This is considered an unofficial withdrawal from the University. In the instance of an unofficial withdrawal, the University may use a student's last day of attendance at an academically related activity as the student's withdrawal date, such as an exam, a tutorial, computer-assisted instruction, academic counseling, or an assignment submission. Prior to withdrawing, students are advised to review the "MAU Refund Policy" and "Return to Title IV Funds" policy to determine the tuition balance owed to the University and/or any loan amount that may be

due if the student received financial aid. It is further recommended that the student meet with the Financial Aid Manager who will conduct an exit interview to explain any charges that may still be due, either directly to the University or for loans, and to obtain a repayment schedule. Additional information can be found in the University's catalog.

Institutional Leave

Temporary circumstances may occur that would prevent students from continuing their studies. A medical, family, or personal emergency may require a leave of absence (LOA) from the University. A written request with supporting documentation attached must be submitted to the Registrar for approval. The request must state the nature of the emergency and when the student is planning to resume their studies. The decision or not to grant the LOA is solely at the discretion of the University administration. The leave must not exceed 180 days and the student is not required to apply for readmission upon return.

Due to restrictions related to federal loan programs, students receiving Title IV assistance are not eligible for a leave of absence.

Student Conduct Policies

Students must comply with the following obligations:

- Attend each class in accordance with the published attendance policies.
- Prepare and complete the assigned work.
- Maintain a spirit of discipline and cooperation with the University staff, faculty, and administration so all activities may be carried out in a regular and orderly manner, and treat the University staff and peers with respect.
- Look after the University's material assets, be the guardians and defenders of propriety and the dignity that must prevail as a rule in any institution of higher learning.
- Comply with the University's rules and policies

Misconduct that warrants disciplinary action includes any significant departures from generally accepted standards of integrity and appropriate behavior. Students who do not comply with the University's obligations will be penalized in accordance with the severity of their offense (i.e., with a reprimand, a temporary suspension, or expulsion from the University). Students who violate local, state, or federal laws while enrolled at the University may be subject to immediate dismissal.

Student Grievance Policy

It is important to the operation of the University and to students' success that students' concerns or complaints (unrelated to appealing an academic decision or disciplinary action) be resolved quickly and fairly. Students should make an appointment with the Student Services and Placement manager, who will provide the guidance necessary to resolve the issue. If necessary, the Student Services and Placement manager will contact the department head of the office in which the concern or complaint is related. If a satisfactory solution is not reached, students may put the complaint in a written form and request that their concern be reviewed by the Director of Academic Programs. The Director of Academic Programs will then confer with the appropriate personnel and decide on a resolution with the approval of the Vice President of Administrative and Financial Affairs and the President of the University. Either the Director of Academic Programs or the Student Services and Placement Manager will communicate the resolution to the student. Students should also refer to the grievance policies provided in the catalog.

Students who feel that a grievance remains unresolved after completing the process outlined above may refer their grievance to: Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll free telephone number 1-888-224-6684.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day MAU receives a request for access. The students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will arrange for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct University official to whom the request should be addressed.
2. The right to request an amendment of the educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students who wish to ask the school to amend a record should write the University staff person responsible for the record, clearly identify the part of the record the students want changed, and specify why it should be changed. If the University decides not to amend the record as requested, the student will be notified in writing of the decision and the students' right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the students' educational records, except to the extent that FERPA authorizes disclosure without consent. The University discloses educational records without students' prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by MAU in an administrative, supervisory, academic, research, or support staff position; a person serving on the board; or a student serving on an official committee. A school official also may include a volunteer or contractor outside of MAU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for MAU. Upon request, MAU may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

FERPA permits the disclosure of PII from students' educational records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining the students' prior written consent–

- To other school officials, including teachers, within the University who the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S.

Secretary of Education, or State and local educational authorities, such as a state post-secondary authority that is responsible for supervising the University's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for (or on behalf of) the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction
- To accrediting organizations to carry out their accrediting functions
- To parents of an eligible student if the student is a dependent for IRS tax purposes
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in connection with a health or safety emergency
- Information the school has designated as "directory information"
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Student Right to Know Information

As required by the Student Right-to-Know Act, which is part of the Higher Education Act of 1965, as amended, and the Higher Education Opportunity Act of 2008, certain statistics and information regarding the University's completion rates (or graduation rates), job placement rates for its graduates, retention rates, information regarding the types of graduate and professional education in which graduates of the University's four year degree programs

enroll, and the placement in employment and types of employment obtained by graduates of the institution's degree programs, are made available for current students and those interested in enrolling. Please contact the Student Services and Placement Department for further information on these disclosures.

Voter Registration

The University is committed to ensuring that eligible students register to vote in elections. To promote voter registration, the University holds a "Constitution Day" to celebrate the U.S. Constitution. This includes showing a short video, and students can pick up their voter registration forms.

Drug and Alcohol Policy

University policy is that the unlawful possession, use, or distribution of illicit drugs by students on campus property, or in conjunction with any university, or university-related activities, is prohibited.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

The penalties and fines for driving under the influence of alcoholic beverages, chemical substances, or controlled substances (DUI) are severe. Under Florida law, DUI is one offense, proved by impairment of normal faculties or unlawful blood alcohol or breath alcohol level of .08 or above. The penalties upon conviction are the same, regardless of how the offense is proven. **DO NOT DRINK ALCOHOL AND THEN DRIVE!**

All students and employees are hereby notified that the unlawful manufacturing, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" for purposes of this policy consists of the following locations:

Millennia Atlantic University, 3801 NW 97th Avenue, Suite 100, Doral Florida 33178, or, any teaching site, or any "off-site" location (i.e., fieldtrips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the institution.

Local Drug Counseling, Rehabilitation and Assistance Programs:

1. Alcoholics Anonymous
7221 SW 24th St # 205
Miami, FL 33155
[Tel: \(305\) 261-1221](tel:(305)261-1221)
Site: <https://www.miamialcoholicosanonimos.org>
2. International Recovery Center
1825 NW 112 Ave #151,
Miami, FL 33172)
Tel: + (888) 946 - 7837 (STEP)
Site: [International Recovery Center - Miami, FL | Rehab.com](http://InternationalRecoveryCenter-Miami,FL|Rehab.com)
3. National Association for Drug Abuse
22790 SW 112 Ave.
Miami, FL 33170
Tel:(305) 235-2616
Site: [Agape \(theagapenetwork.org\)](http://theagapenetwork.org)
4. Immersion Recovery Center
4401 Sheridan St,
Hollywood, FL 33021
Tel: (754) 236-0401
Site: [Alcohol Detox - Immersion Recovery Center](http://AlcoholDetox-ImmersionRecoveryCenter)

Additional Resources:

- Alcoholics Anonymous-<http://www.aa.org>
- Narcotics Anonymous-<http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs)-<https://gethelp.amethystrecovery.org/>)
- National Suicide Prevention Lifeline – 1-800-273-8255
- National Alliance for the Mentally Ill - English (305) 665-2540 / Spanish (786) 308-9680
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800 662-4357

School, Federal and Local Legal Sanctions

Students and employees who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved. In the event a student is suspended or is arrested for a drug-related offense, they will not be allowed back in school until presentation of written documentation indicating that the matter has been resolved to the University's satisfaction. Only then will reinstatement of the student's enrollment status be reconsidered.

It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Any person violating the provisions of Florida Law and ordinances of Dade County in this regard may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in Florida law or municipal codes. This punishment can include imprisonment, fines, and forfeiture of property. It should also be noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations.

List of Federal penalties and sanctions for illegal possession of a controlled substance:

21 U.S.C. 844(a)

- 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceed 5 grams
- (b) 2nd crack conviction and the amount of crack possessed exceed 3 grams
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram
- (d) 21 U. S. C. 853 (A)(2) AND 881(A) (7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U. S. C. 861(A) (4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U. S. C. 844a

Civil fine up to \$10,000 (pending adoption of final regulations).

21 U. S. C. 853a

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, and up to 5 years for second and subsequent offenses.

18 U. S. C. 922(g)

Ineligible to receive or purchase a firearm. Miscellaneous

Revocation of certain Federal licenses and benefits (e.g., pilots' licenses, public housing tenancy, etc.) are vested within the authorities of individual Federal agencies.

In addition to the federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

Non-Smoking Campus

The University provides a tobacco- and smoke-free environment consistent with its efforts to promote a campus setting conducive to learning. The University prohibits smoking, including the use of cigarettes, e-cigarettes, vapes, and other electronic nicotine delivery systems, on campus (including within buildings, on balconies, in emergency exit stairwells, and near building entrances), except in the designated smoking area. The smoking area is clearly designated outside on the first floor.

All members of the University community, including students, staff, and visitors, are expected to comply with this policy and to exercise courtesy and care with respect to the health and safety of fellow community members. Failure to comply with this policy may result in disciplinary action consistent with applicable University policies.

Weapons Prohibited on Campus

Millennia Atlantic University (MAU) is committed to maintaining a safe, secure, and orderly environment for all students, faculty, staff, and visitors. MAU strictly prohibits the possession, use, or display of any firearm, weapon,

or dangerous device on University premises (including the parking lot), regardless of licensing status.

Any student found in possession of a weapon on campus in violation of University policy will be subject to immediate administrative withdrawal or dismissal from the University. Visitors or employees who violate this policy will be required to leave the premises and may face additional administrative or legal consequences.

The Violence Against Woman Act (VAWA)

The Violence Against Woman Act (VAWA) is a federal program that protects women against all types of violence and abuse, including domestic violence and sexual violence.

The HEA defines the new crime categories of domestic violence, dating violence, sexual assault, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida.

Dating violence (as defined in the Violence Against Women Act (VAWA) 10 amendments to the Clery Act), means any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship.

- o Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- o Dating violence does not include acts covered under the definition of domestic violence.

Stalking (as defined in the VAWA amendments to the Clery Act), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Millennia Atlantic University strongly encourages the reporting of domestic violence, dating violence, stalking, discrimination, sexual misconduct, and will take prompt and effective steps to stop the discrimination, prevent its

recurrence, and remedy its effects. Reporting may help in overall recovery, feelings of personal safety, and to protect others in the future.

If you believe you are a victim of any of these situations, you can and should seek out help and assistance from the following contacts

Student Services and Placement Department

3801 NW 97TH Ave
Doral, FL 33178
(786) 331-1000 Ext 203
studentsvcs@maufl.edu

Local Law enforcement agency to report an incident that occurred on or off campus Call 911.

(VAWA) Resources:

Coordinated Victims Assistance Center
2400 S Dixie Hwy, Miami, FL 33133
(305) 285-5900
<http://casa-us.org/cvac-office/>

Domestic Violence Support | The National Domestic Violence
<https://www.thehotline.org>
<https://womensfundmiami.org/resources/>

Call 211 or local Miami 305-631+-4211

Health and Wellness Resources

Millennia Atlantic University has the unique advantage of providing an intimate, family-oriented education model that encourages our students to maintain a holistic and preventative approach to health by engaging in everyday healthy lifestyle practices.

Whether you are new to Miami or a longtime resident, the links below will help you navigate the different resources available through the community.

www.mymentalhealthmiami.com

Emergency Procedures and Closings

All students should become very familiar with the Natural Disaster Preparation Guide with information provided by the City of Doral on how to manage natural hazards, technological hazards, terrorism and other disasters and

emergencies. Copies of this guide are provided during orientation and can also be accessed by students in the Library, Student Services, Front Desk and Admissions Office.

Emergency Evacuation: When the fire alarm sounds, or under direction from administrative staff, the campus should be evacuated. Please exit using the closest doorway to the building evacuation plan posted in each room. In case of fire, all students are urged to be familiar with the location of the exits and available fire extinguishers on campus. In case of fire, immediately notify campus administration.

Theft: If a theft has taken place, please report it immediately to campus administration who will notify the proper authorities. Please note, however, that Millennia Atlantic University is not responsible for the loss of personal belongings.

Medical Emergency: The administration should be notified of any medical emergency. During classes, the faculty members are responsible for notifying the administrative staff at 786-331-1000, ext. 205.

The decision to close the University due to an emergency or in the event of inclement weather such as a hurricane will be made on a case by case basis, and generally follows the Miami-Dade County public school schedule. In such a case, the University will inform the students, staff and faculty of the class cancellations by posting updates on the MAU website, Facebook at Twitter. It is the student's responsibility to remain informed and students will be responsible for contacting their instructors to get makeup class information.

Campus Security Report

The University maintains an annual security report that contains information relating to campus security, crimes and emergencies, and statistics concerning the occurrence of specified types of crimes on and in certain areas around the campus. Campus crime statistics collected annually are kept on file and made available for review. This Annual Security Report is available upon request in the Financial Aid Office, and is also disseminated electronically each year to current employees and students. A crime log is also kept by the University and any report for the most recent 60-day period is open to public inspection during normal business hours. Any portion of the log older than 60 days will be made available within two business days of a request for inspection.

Safety and Emergency Preparedness Manual

Keeping a safe and secure environment where quality education may be achieved is the responsibility of the entire University, and students are ultimately responsible for their own actions regarding their safety and welfare. Within

our campus community, the Student Services and Placement Department of Millennia Atlantic University (MAU) acting in the interest of public safety is committed to its leadership role in developing programs, methods, and approaches to assist the institution toward achieving a reasonably safe and secure environment. Information on safety is included within MAU's Safety and Emergency Preparedness Manual. Please make sure to review this manual. It is kept at our front desk and students can also ask for a copy from the Financial Aid Department. Additionally, it is distributed each year to current students along with the Annual Security Report through making it accessible on MAU website

General Emergency Information

If you observe or are experiencing a true emergency, requiring the immediate assistance of the police, ambulance, or fire rescue, please dial "911." If you are calling this emergency number from a mobile phone, make sure to tell the dispatcher of your location right away. For your convenience, our address is included below. You should make note of this address within your telephone contact list. Some mobile devices are not linked to the local emergency 911 location tracking system. Millennia Atlantic University's address is 3801 NW 97th Avenue, Suite 100, Doral, Florida 33178. For other information or non-emergency contacts, please refer to the guide provided to you during orientation. This publication has a series of local phone numbers that can be used for information regarding school closures or other contacts in the case of a local emergency or weather event.

Administrative Staff Contact Information

The following is a list of the various departmental phone contacts if any assistance or further information is needed.

Aristides Maza Duerto, PhD

President

Office Phone:

786-331-1000, ext. 301

CFO/Vice President Administrative and Financial Affairs

Office Phone: 786-331-1000, ext. 303

Vice President of Operations and Student Affairs

Office Phone: 786-331-1000, ext. 302

Director of Academic Programs

Office Phone: 786-331-1000, ext. 306

Vice Director of Academic Programs

Office Phone: 786-331-1000, ext. 205

Student Services and Placement

Office Phone: 786-331-1000, ext. 203

Bursar

Office Phone: 786-331-1000, ext. 304

Financial Aid

Office Phone: 786-331-1000, ext. 202

Registrar

Office Phone: 786-331-1000, ext. 204

Admissions

Office Phone: 786-331-1000, ext. 101