



ACADEMY OF MID FLORIDA

STUDENT CATALOG 2021 - 2022 VOLUME I

 4307 Vineland Road,
Suite H-12, Orlando, FL 32811

 www.amf.education

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WELCOME TO ACADEMY OF MID FLORIDA

On behalf of the faculty and staff of Academy of Mid Florida, it is my pleasure to say welcome. You are invited to experience the challenging and rewarding educational opportunities we offer current and prospective students.

Through a variety of programs offered at Academy of Mid Florida, we are committed and qualified to provide students an education that is focused on preparing them with the necessary academic and intellectual skills required for their future, as well as practical knowledge and skills that are in high demand in today's global workforce. We have devoted faculty and staff members who have been chosen because of their exceptional instructional ability and experience in their field.

We also foster a "student first" environment; the entire faculty and staff works as a team to assist students achieve their educational and career goals. You will find our educational atmosphere inviting, supportive, caring and knowledgeable. The entire faculty and staff will work closely and productively with you because you are so much more than a student to us; you are a member of our family. Together we will excel in the years to come. We look forward to having you and serving you along the way.

Sincerely,

Sal Ismail

President/Founder

THE INSTITUTION

Mission Statement

The Academy of Mid Florida promotes student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including an appropriate applied master's degree, in business administration.

The Facility

AMF administrative office, measuring 1,700 square feet, is in Orlando at 4307 Vineland Road, Suite H-12, Orlando, FL 32811. On-site office personnel will maintain the office and student records for all institution students. In addition, the administrative office will include personnel related to student enrollment and the librarian who will oversee library (LIRN) services and resources for all students, regardless of geographical location.

Learning Management System

The Institution provides master's level online education. Online courses are taught using the Populi LMS system, which has become one of the top LMS companies delivering online education to students. Populi LMS is an easy-to-use cloud-based platform that delivers its educational programs. All students are required to have their own computer and access to the internet.

Library Resources

The Institution offers LIRN, the Library and Information Resources Network, a hosted on-line service featuring academic search capabilities. The LIRN® collection provides students with access to peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies. Students can also find material from a variety of libraries along with the assistance of our librarian. The librarian is available to help students with their research strategies and offer helpful tips for locating sources needed to complete projects. To access the library, students will be emailed a login and password for the library after they have been successfully enrolled in a program of study.

Statement of Non-Discrimination

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Any such acts are unacceptable and strictly prohibited by AMF.

ACADEMIC PROGRAMS



Master of Business Administration Program Description

The Master of Business Administration program is designed for those who want to become generalists in business management. The Business Administration major will prepare students for life as entrepreneurs. Crucial factors involved in conceiving, initiating, and developing new ventures are examined. Preparation includes guest entrepreneurs, case studies, and written feasibility analyses of student-selected ventures. As management consultants, students develop their analytical, writing, speaking, and observation skills along with the confidence to become independent.

Program Objectives:

- Apply best practices to solve managerial issues
- Integrate theories and practice to perform strategic analysis
- Demonstrate effective written forms of communication and oral business presentations
- Implement leadership skills to work effectively within diverse teams
- Identify and analyze ethical responsibilities of businesses
- Apply decision-making techniques, both quantitative and qualitative analysis, to management issues

Program Curriculum

Course Code	Course Title	Credits
MBA500	Competitive Strategy	4
MBA501	Accounting for Managers	4
MBA502	Corporate Finance	4
MBA503	Business Analysis for Decision Making	4
MBA504	Marketing Management in the Global Environment	4
MBA505	Financial Reporting and Analysis	4
MBA506	Management of Information Systems	4
MBA507	Organizational Behavior	4
MBA508	Strategic Management	4
MBA509	Legal Environment of Business	4
MBA600	International Business	4
MBA601	Capstone Course	4
TOTAL		48 Credits

Course Numbering System

AMF has adopted the following numbering system for courses offered in its program:

- a) First letters represent the program e.g., **MBA**500
- b) Last three digits are used for the course sequencing e.g., MBA**500**

Credit Hour Definition

A credit hour is typically defined by one hour per week of in class instruction, plus another two hours of study outside of class for 15 weeks. A credit hour consists of a minimum of fifteen (15) hours of instruction during a semester, plus a reasonable period outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Course Descriptions

MBA Courses

MBA500 | Competitive Strategy

Provision of tools for managerial decision-making in a variety of competitive environments including demand analysis, short- and long-run costs of production, demand for factors, market structure and competitive strategy. (4 credits, Pre-requisite: none)

MBA501 | Accounting for Managers

Presentation of the nature, techniques, and uses of accounting from the perspective of people who manage businesses and investments in businesses. Covers both financial and management accounting. (4 credits,

Pre-requisite: none)

MBA502 | Corporate Finance

In-depth examination of asset, liability, and capital structure management, with emphasis on valuation capital budgeting techniques; risk evaluation; working capital management; and methods of short-term, intermediate, and long-term financing. (4 credits, Pre-requisite: none)

MBA503 | Business Analysis for Decision Making

Review of the relevant quantitative techniques required for business analysis and decision making, including decision models, mathematical programming, statistics, and forecasting. This is an Excel based course. (4 credits, Pre-requisite: none)

MBA504 | Marketing Management in the Global Environment

Analysis and application of theory and problem solving for marketing management in the global environment. Emphasis will be on the role of marketing in the organization; planning the marketing effort; management of the marketing organization; control of marketing operations; and evaluation of the marketing contribution. (4 credits, Pre-requisite: MBA500)

MBA505 | Financial Reporting and Analysis

Comprehensive treatment of analysis of financial statements as aid for decision making; looks at current state of financial reporting practices and impact of published statements on economic systems. (4 credits, Pre-requisite: MBA502)

MBA506 | Management of Information Systems

Introduction to information systems and their role in organizations from a user's viewpoint. Survey and application of the basic concepts necessary for understanding information systems. Study of the main activities in the development cycle used to acquire information systems capability. (4 credits, Pre-requisite: MBA500)

MBA507 | Organizational Behavior

Individual, interpersonal, and small group behavior in complex organizations. Focus on behavior, its causes, and management interventions to improve organizational effectiveness. Research methods to study organizational behavior. (4 credits, Pre-requisite: MBA500)

MBA508 | Strategic Management

The use of cases, guest lectures, and gaming to integrate the analysis and measurement tools, the functional areas and public policy issues. The objective is to develop skill in broad areas of rational decision-making in an administrative context of uncertainty. (4 credits, Pre-requisite: MBA504)

MBA509 | Legal Environment of Business

Examines current legal, regulatory, ethical, and political issues within the context of public law. Topics include employment, antitrust, administrative, cyberlaw, and contracts and tort. (4 credits, Pre-requisite: MBA507)

MBA600 | International Business

Develop an understanding of business management in the global arena that encompasses financial strategy, international trade, international management practices and international operations. (4 credits, Pre-requisite: MBA507)

MBA601 | Capstone Course

Mastery and application of advanced business concepts and strategies. Students demonstrate professional communication of advanced business practices through the development of a business plan. Students demonstrate professional communication in a presentation to business experts. (4 credits, Pre-requisite: MBA600)

ADMISSIONS INFORMATION



General Admissions Requirements

- To be admitted to Academy of Mid Florida, applicants must hold a baccalaureate degree from an Academy-recognized post-secondary institution. International applicants must hold a degree recognized as equivalent to a U.S. baccalaureate degree.
- If the applicant studied at a foreign institution, he/she must also submit a course-by-course certification from a professional foreign credential's evaluation agency. All official documents in a language other than English must be officially translated for full consideration. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services (www.naces.org). A list of member agencies may be found at: <http://www.naces.org/memberstranslate>. The applicant is responsible for all fees associated with the course-by-course certification, evaluation, and translations conducted by third parties.
- Applicants who meet baccalaureate degree requirement and whose undergraduate cumulative grade point average (CGPA) is 2.50 or higher (on a 4.00 scale) are eligible for admission.
- Applicants must submit official Transcripts from all undergraduate and graduate institutions attended.
- Applicants must complete an online interview with an admissions advisor. All admission decisions are based on evaluation of a candidate's academic credentials, applicable test scores and interview.
- Prospective students must complete an online application form and pay a \$50.00 non-refundable application fee. Students are notified by the Admissions Representative whether they have been accepted or not. Application must be submitted online at www.amf.education.

Official Transcripts

Applicants to AMF will be required to provide Official Transcripts from all previously attended institutions. Official Transcripts must be provided to AMF within 30 calendar days from the date the initial class starts. If official transcripts are not received within 30 calendar days of date the class started, the student's enrollment will be cancelled.

Official Transcripts can be mailed directly to:

Academy of Mid Florida
Attn: Admission Department
4307 Vineland Road, Suite H-12
Orlando, FL 32811

How to Apply

Prospective students may apply during open enrollment, and if accepted, may begin at any term during the year of acceptance.

- Applications must be submitted online at: www.amf.education

- Applicants must complete an online interview before enrollment
- \$50.00 non-refundable application fee can be paid online via credit/debit card or e-check

The \$50.00 application fee can be paid online via credit/debit card or e-check. It is the responsibility of the applicant to obtain the supporting documents required for application.

Foreign Students

Applicants for admission indicating they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, the transcript and all other documentation from foreign countries must be professionally translated and certified by a service to be at least the equivalent of a U.S. high school diploma. Copies will be made and maintained in the applicant's file. This proof must be provided prior to the start of class.

Graduation Requirement

To receive a **Master of Business Administration**, a student must satisfy the requirements related to semester credits, grade point average and courses.

- Earn a minimum of 48 semester credits by completing all the required courses.
- Maintain an institutional GPA of 3.0 (on a 4.0 system)
- Earn a minimum course grade of 3.0 (on a 4.0 system) for each course in the program

The conferral date is the date on which the student's degree is officially conferred. Upon completion of all required courses, submission of the graduation application, and resolving of any outstanding financial obligations, students who have met all academic and administrative requirements will receive two official transcripts and their diploma. If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

(I) Incomplete- If the course has not been completed, the instructor may grant an "I" on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

(W) Withdraw- The student may withdraw from any course before the end of the term. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

TUITION & FEES

Tuition/Fees for Business Administration	Dollar Amount
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Tuition	\$18,950.00
Application Fee - non-refundable	\$50.00
Administration Fee	\$50.00
Graduation Fee	\$50.00

Additional fees that students may incur are:

- Students are responsible for textbook charges

Please note that tuition and fees are subject to change at the discretion of AMF; however, any student tuition and/or fee increases that occur after a student has enrolled and/or started courses, will not be charged to any student.

CANCELLATION AND REFUND POLICY

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received or the third business day after enrollment, whichever is later. Cancellation is effective on the date a written notice of cancellation is made by the student. The withdrawal date is determined with the student providing a written notification to the school. The institution shall make the refund as per the calculation consistent with the Florida Administrative Code. Refunds shall be made within 30 days of determination that the student has canceled or withdrawn (regardless of if the institution delivered the first lesson and materials before an effective cancellation notice was received).

In the event the institution does not accept the enrollment, a full refund of all monies will be made to the applicant. An applicant may cancel his/her enrollment within three (3) business days from the student signing of this enrollment agreement and all monies paid by an applicant will be refunded within three (3) business days after the student signed the enrollment agreement. An applicant subsequently requesting cancellation of enrollment prior to the class starting date shall be entitled to a refund of all monies paid. All monies due the applicant will be refunded within 30 days of the date of determination from the cancellation.

The refund policy for students who have started attending and withdraw during the Add/Drop period of the term in each semester, result in a refund of all monies paid, except for the non-refundable application fee. The Add/Drop period is equal to one week. A student may drop and/or add courses through the first week of a course and the tuition will be adjusted for that term. Withdrawal after the drop/add period ends results in a student not being entitled to any refund.

The institution shall pay or credit refunds within 30 days of the date of determination of a student's cancellation or withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn by the date of determination and in accordance with the withdrawal policy stated in the institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 30 days of the date of determination of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 30 days of the date of determination after the date of the student's completion by means of completing all courses required in the student's program of study, or by withdrawal from, the educational program in which the student was enrolled.

INNOVATIVE TECHNOLOGIES

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STUDENT ACADEMIC POLICIES

Satisfactory Academic Progress (SAP)

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at AMF. **Student records are reviewed at the conclusion of every semester to determine compliance with the SAP policy.** There are two components to the SAP policy:

a) Minimum Cumulative Grade Point Average

A student's Cumulative Grade Point Average is based on all courses taken at AMF. Students must

maintain a Cumulative GPA of 3.0 or higher.

b) Maximum Time Frame

Students are given a maximum timeframe of 150% of the published program length to complete their declared degree program. For example, if students must earn 64 credit hours to complete their declared program, they must earn (complete) those credit hours while attempting no more than 96 credit hours overall.

All attempted courses within the student's program count toward the maximum timeframe for program completion. If at any point it becomes evident that a student cannot complete the program within the 150% timeframe, the student will be suspended from the Institution.

Satisfactory Academic Progress Status

Warning: Any student whose minimum GPA is below the requirement upon completion of a semester will be counseled by the school, placed on Academic Warning, and documented in the student's file.

Probation: Any student whose GPA remains below the requirement upon completion of the semester following a "Warning" status will be placed on academic probation by the school.

If the student's academic achievement and course completion rate matches or exceeds the minimums described above during the probationary period, the student will be making satisfactory progress and removed from the "Probation" status.

Academic Dismissal: Students who fail to show improvement or achieve the minimum cumulative GPA of 3.0 while on Academic Probation will be subject to Academic Dismissal from the institution. The Dean will make the decision regarding Academic Dismissal and will notify the affected students in writing. A student who is placed on Academic Dismissal will have a permanent record of the dismissal in the transcripts.

Extended Enrollment: If approved by the Dean, a student may continue as a non-regular student for a period not to exceed one evaluation period to re-take courses in which the student was previously unsuccessful. During this period, the student will be charged tuition consistent with normal tuition fees. In no case may a student extend beyond the maximum program length to complete the program. A student wishing to extend his/her program must agree to these terms in writing. Credits earned during a period of extended enrollment will count towards the maximum timeframe for completion of the program.

Reinstatement as a Regular Student: If a student demonstrates, after re-taking courses, that he/she is academically and motivationally prepared to continue with the program, the student may be reinstated as a regular student. The Dean will make this determination based upon a review of the student's academic transcript and an interview with the student. The reinstatement will be based upon the student meeting the normal satisfactory progress parameters that were in effect at the evaluation point at which the student lost regular status. If reinstated as a regular student, the student will be placed on probation until at least the next evaluation point.

Course Repetitions, Incomplete and Withdrawals: A student may repeat a course in which a grade has been earned. However, repeating courses in which a grade of "C" or better has been earned is not recommended. Only the second grade earned in a repeated course will be used in computing the grade point average. Credits for a repeated course are counted only one time in computing the grade point average. Hours for both courses will be used in computing the total course completion hours. Both grades remain as a

permanent part of the student's transcript. However, in no case may a student extend beyond the maximum program length to complete the program and receive the original credential.

An "I" is assigned when course work is not completed in the appropriate times due to circumstances beyond the student's control. Any "I" not removed by the student will be automatically converted to the otherwise earned grade, typically an "F". An "I" is not calculated in the GPA but is counted in the course completion percentage.

The school does not currently offer any pass/fail courses and the school does not issue "W" grades.

Students who withdraw during the drop-add period and enroll in another course will receive no grade in the original course. Students may not withdraw from a course after the drop-add period without financial penalty.

Mitigating Circumstances and Leaves of Absence: The Dean may, in his/her discretion, grant leaves of absence or waive interim satisfactory standards for circumstances involving poor health, family crisis, or other significant occurrences outside the student's control. These circumstances must be documented, and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. No waivers will be granted for graduation requirements.

Application of Standards: The satisfactory progress standards apply to all students enrolled at the school in a regular status.

Remediation: The School does not currently have a remedial program. All courses attempted at the school affect the calculation of the student's satisfactory progress.

Grievance Resolution (Appeal)

Any student who feels that a grade has been erroneously awarded, that an action to place him/her on probation or suspension is improper, or that has any other grievance, may appeal that action to the Dean. This appeal must be in writing and must be made within five (5) days of the action in question. The Dean will investigate the matter and will provide a response within ten (10) days of the appeal. Actions taken by the Dean may include the following: denial of any change in grade or action, change of grade, removal from probationary status, or reinstatement in the case of suspension.

Re-Admission After Suspension for Unsatisfactory Progress

Suspended students will be eligible for re-admittance after one period of evaluation specific to the course of enrollment. An application for re-admission must be made in writing. Re-admittance will be on a probationary basis, and failure to attain a satisfactory grades "C" or better after one period of evaluation will result in dismissal.

The school reserves the right to suspend or dismiss a student if such action is in the best interest of the student or the school, or if it has been found that the student has gained admission through false records or fraud.

Grading System

Questions posted in the course classroom and sent via the course messaging system or email will be answered within 48 hours. Personal information and questions related to grading must be managed via private communications to protect students' privacy rights. Discussion board grades and Individual and Written Assignment grades will be posted within 5 calendar days after the end of each week, i.e., by end of day on Friday

after the week they are due.

Course Grading

Please note that there are no D grades or plus or minus signs.

Letter Grade	%	Quality	Quality Points
A	90%-100%	Superior	4.0
B	80%-89.9%	Excellent	3.0
C	70%-79.9%	Satisfactory	2.0
F	Below 70%	Failure	0.0
I	N/A	Incomplete	0.0
W	N/A	Withdrawal	0.0

Grading Percentage Breakdown

Course	
Category	% Of Grade
Course Participation/Discussion Board	15%
Homework	15%
Quizzes/Exams/Assessments	40%
Final Exam	30%
Total	100%

Student Assessment

Students have ample opportunity to demonstrate learning through the measures of evaluation listed below.

Please, note that each week starts with Monday and ends with Sunday.

Discussion Forums

Each Week there will be discussion activities, which require critical thinking and responses that are based in theory, readings, current events, and personal experiences. All discussions pertaining to the topics of a particular week must take place within that week. Students should plan to begin taking part in discussions early in the week, to allow a substantive discussion and exchange of ideas to take place within the week. Every week, there will be quizzes offered in the online classroom, which consist of multiple-choice problems. Quizzes are meant for practicing of the concepts and theories studied in class. Quizzes can be taken multiple times and are scored automatically.

Mid-Term Exam

There is a mid-term exam, which is administered in the virtual classroom and is open for students throughout Week 8. The mid-term exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered over the first 8 weeks of the term.

Final Exam

There is a final exam, which is administered in the virtual classroom and is open for students throughout Week 15. The final exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered throughout the term.

Attendance

Students are expected to participate and actively contribute in-class assignments (including discussions), demonstrating knowledge of the concepts and theories studied, and the ability to apply that knowledge when analyzing current events, assigned case studies, or real business questions from their own organizations and communities.

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, the instructor will respond to each assignment submissions or exam submissions within 7 days. To further assure this timely communication, students must respond to each of the instructor's inquiries within 7 days as well.

A student must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the following academically related activities once a week to be marked as having attended and actively participating:

- Post to the course discussion board substantive comments relevant to the subject
- Substantive exchanges with the instructor about course content, concepts, and assignments
- Submit a graded unit assignment or exercise
- Attempt a final exam

Assignments should be completed timely and within the posted deadlines. Limited extensions of time may only be granted for unexpected business, health, or personal emergencies, whenever those are communicated in advance of missing a due date. Emergencies require a written proof. In the rare occurrence of a technical issue preventing a student from submitting an assignment on time, the late penalty will not be applied, provided the technical issue is outside of the control of individual students.

It is important that students stay connected to the platform to review the materials, participate in class activities, and actively participate in the forums and all other activities related to the Institutions environment. Students may not be offline from the academic platform for more than seven (7) consecutive days. Students who miss more than seven (7) consecutive days will be administratively withdrawn.

Make-Up Policy

Make-up work and exams are given only for exceptional circumstances such as documented illness, jury appointments, military appointments, pregnancy emergencies and cases deemed necessary as approved by the Dean. Students will be required to present supporting documents such as court letter, doctor's note, etc. Students must discuss the absence with the instructor and arrange a make-up period for exam or missed course work. Academic work must be completed within the make-up period.

Leaves of Absence

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to individual circumstances. A student seeking a LOA must submit a request to the Registrar. The Leave of Absence cannot exceed 180 days in any 12-month period.

A student may not begin a Leave of Absence while an active course is in progress, rather a withdrawal procedure must be initiated by the student. The LOA can begin upon the completion of the active course term. Students ready to resume their studies after a leave of absence must contact the Registrar. Upon the student's return from the leave of absence, the student will be allowed to complete the coursework from where they left prior to the Leave of Absence. If a student does not resume attendance on, before or at the end of an approved Leave of Absence, then the student will be withdrawn from the institution and may need to reapply into the program.

Withdrawal Policy

AMF has and uniformly applies a published Withdrawal policy that complies with all state and federal agency requirements.

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Dean. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by mail or by electronic transmission.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.
3. A student will be determined to be withdrawn from the school if the student misses 14 consecutive instructional days and all the days are unexcused.
4. All refunds must be received within 30 days of the determination of the withdrawal date.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date

no later than the beginning of the start of the next class.

6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student had academically related activity, which may include projects, discussion posts or examinations. The last date of attendance is when the school determines that the student is no longer in school.

Financial Assistance

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Academic Dishonesty

AMF will communicate directly with students whose conduct was deemed to warrant disciplinary action. Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Instructors are expected to maintain appropriate standards of academics:

1. To take practical steps to prevent and detect cheating.
2. To report suspected academic misconduct to the Dean.
3. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Dean.

Students are expected to maintain appropriate standards of academics:

1. To follow faculty instructions regarding exams and assignments.
2. To be certain that special rules regarding documentation of papers, examination procedures, use of computer-based information and programs, etc. are clearly understood.
3. If students believe that practices by the instructor are conducive to cheating, it must be reported to the Dean.

The consequences of academic dishonesty, depending on the severity of the infraction, may result in the following:

1. Receive a zero "0%" grade on the assignment, test, etc.
2. Have their course grade lowered and/or possibly fail the course.
3. Under the standards of student conduct a student could be dismissed from the institution

The Dean will communicate directly with a student whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

Students Rights and Responsibilities

AMF policies and regulations provide students many privileges. Students may exercise these rights and privileges if they do not interfere with the rights of others or the schools' ability to provide a safe learning environment. Students have the rights to:

1. Attend a safe, welcoming school and belong to a community that values and promotes learning.
2. Expect courtesy, fairness, and respect from school staff members and other students.
3. Expect that all property will be safe and not damaged.
4. Express opinions freely through speech, assembly, petition, and other lawful means.
5. Advocate for change in any law, policy, or regulation.

AMF expects students to balance expression of their rights with observance of their responsibilities. Students have the responsibility to:

1. Attend school regularly \ and follow the assigned schedules.
2. Follow rules, procedures, and processes.
3. Respect the authority of staff members.
4. Respect the rights and property of others.
5. Respect others' beliefs and differences.
6. Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
7. Resolve disputes peacefully.
8. Refrain from bullying or hurting other students.

Grievance Policy

AMF is responsible to uphold its students' rights and ensure that the non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a policy, etc. Students are not subject to unfair action/treatment for initiating a complaint.

Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Dean within 10 calendar days of the alleged incident. The grievance form is available upon request from the Dean.
3. The Dean shall issue a decision within 2 weeks of the grievance submission.
4. The student may appeal the decision within 2 weeks of receiving the decision, and a final decision will be made by the Dean within 2 weeks of the student appeal.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student or any member of the public may file a complaint with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free or by completing a complaint form, which can be obtained on the Commission's Internet web site <http://www.fldoe.org/policy/cie/>.

Appeal Process

Students who have been placed on Dismissal can appeal the decision based on mitigating personal circumstances. The appeal is submitted in writing to the Dean, who will make the final determination. If the appeal is approved, the student will be permitted to continue coursework at AMF under academic probation

status. The Dean will communicate directly with students whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

Non-Academic Disciplinary Action

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Dean per the Grievance policy. The Dean will communicate directly with a student whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

Transfer of Credits Policy

AMF will not accept of credits from another program from another post-secondary institution. Students will enroll from the beginning of a course or program.

The transferability of credits you earn at AMF is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the educational program from AMF is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat the coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AMF to determine if your credits will transfer.

STUDENT SERVICES

Records and Transcripts

AMF will maintain the permanent educational record for each student. These records include admissions documents, transcript as well as financial records. Transcripts are retained indefinitely and are available to the respective student upon request. Two official transcripts will be provided to students upon graduation. No official academic transcript will be issued to any student who owes a balance to the institution at the time of the request. Upon payment of outstanding debt, a transcript may be issued. The cost per transcript is \$10.00 and the form is available upon request from the Registrar.

Career Services

AMF is dedicated to helping graduates find employment. All programs are designed to prepare graduates for entry-level positions. The Career Services Department will help create a professional resume, sharpen students' interviewing skills, advise on current job opportunities, and generally assist in the students' job search. AMF does not guarantee employment. However, the Career Services Advisor will make every effort to assist all graduates in their job search.

Student Services

AMF provides a myriad of services and resources that ensure our students have the proper support to grow as individuals and academics in a supportive and inclusive environment. Furthermore, the institution maintains a focus on the delivery of educational services and upon acceptance into AMF, students will work directly with the Director of Student Services, who will assist with orientation, registration and assisting

students in preparing for the start of classes. The Director of Student Services will be the point of contact throughout the student's academic journey and will assist with ongoing registration, academic advising, completing of academic and forms and coordinating tutoring sessions with the faculty.

Should a student encounter any academic issues which may interfere with his or her ability to complete coursework, the Director of Student Services can identify appropriate solutions and give professional guidance in assisting the student with progress throughout their academic journey.

Technical Support

The Office for Information Technologies at AMF maintains a computing help desk that may be contacted for assistance with any academic computing problems. They can be contacted online at HelpDesk@amf.education.

Academic Calendar

New Year's Holiday (No Class)	January 1, 2022
Registration for Spring Semester Begins	January 5, 2022
Martin Luther King Jr. Day (No Class)	January 17, 2022
Spring Orientation	January 27, 2022
Spring Semester Begins	February 1, 2022
President's Day (No Class)	February 21, 2022
Registration for Summer Semester Begins	March 1, 2022
Summer Orientation	April 12, 2022
Easter Observance (No Class)	April 15, 2022
Spring Semester Ends	May 14, 2022
Spring Break	May 15-21, 2022
Summer Semester Begins	May 23, 2022
Memorial Day (No Class)	May 30, 2022
Independence Day (No Class)	July 4, 2022
Registration for Fall Semester Begins	August 1, 2022
Fall Orientation	September 1, 2022
Summer Semester Ends	September 3, 2022
Fall Break	September 4-10, 2022
Labor Day Holiday (No Class)	September 5, 2022
Fall Semester Begins	September 11, 2022
Veteran's Day Holiday (No Class)	November 11, 2022
Thanksgiving Holiday (No Class)	November 24-25, 2022
Fall Semester Ends	December 24, 2022
Christmas Holiday (No Class)	December 24-25, 2022

STAFF AND FACULTY



President: Faisal Ismail

Vice President of Operations and Finance: Eman Elabdulat

Director of Education: Dr. Brandi McKinley

Academic Advisor: Nyrobi Wheeler

Admissions: Luis Cano

Career Services: Linda Young

Registrar: Karen Whalen

Student Services: Maram Hasweh

Faculty: Dr. Bernestien, Daniel

Ph.D. in Education Administration – University of South Dakota

Master of Business Administration – University of New Haven

Bachelor of Arts in English – Adelphi University

Faculty: Dr. Duarte, Manuel

Doctorate in Leadership in Higher Education – Gwynedd Mercy University

Indiana State University – Doctorate in Educational Leadership and Foundations

Clemson University – Master of Education in Counseling and Educational Leadership

SUNY New Paltz- Bachelor of Art in Communication Media

Faculty: Ms. Gentry, Rosalyn

Master of Business Administration – University of Missouri

Faculty: Ms. McKinley, Brandi

Ph.D. in Curriculum and Instruction – New Mexico State University

Master of Arts in Leadership – The University of South Florida

Bachelor of Arts in Education – Duquesne University

Required Disclosures:

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can simply call the school's office.
- This institution is a private institution that is approved to operate by the Commission for Independent Education. (CIE) "Approved" means the school operates in compliance with state standards as set forth in Rule 6E-2.002, 6E-1.0032 (Fair Consumer Practices) and 6E-2.004 (Standards and Procedures for Licensure), F.A.C.
- This institution is licensed by the Commission for Independent Education, Florida Department of Education. Additional Information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are required to receive and review this catalog prior to signing an enrollment agreement.
- The Institution does not guarantee job placement to graduates upon program completion or upon graduation.
- Any questions or additional information a student may have that have not been satisfactorily answered by the institution may be directed to the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.
- A student or any member of the public may file a complaint about this institution with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in Florida or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of Florida. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- "Academy of Mid Florida" is a fictitious name of University of Mid Florida, LLC. and has been approved by the state of Florida. Academy of Mid Florida is fully owned by Mr. Faisal Ismail.