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Student Regulations

2013 - 2015

PREAMBLE

This manual includes all dispositions and amendments approved by the President of National University College, Dr. Gloria E. Baquero Lleras. In its composition, we have adopted the norms specified in the American English Dictionary about the use of gender, however, as an educational institution, we accept and use inclusive language.

The dispositions contained in this manual are in harmony with the fundamental principles established by the Constitution of Puerto Rico guaranteeing the rights of every individual to an education that will lead to the full development of their personality, capacities, and the enforcement of their rights, their fundamental freedoms, and human dignity.

Students at National University College are those who are officially registered, independently of their chosen field of study. It is of the utmost importance that all students, administrative personnel, and faculty members read the contents of this Manual in order to familiarize themselves and adhere to the procedures, norms, and standards established by the Institution for the sake of maintaining order and harmony. Lack of awareness of standards and procedures included in this Manual will not excuse students from being penalized for offenses established herein.

TABLE OF CONTENTS

Page

ARTICLE I – STATEMENT OF INTENT…….. 4

ARTICLE II – STUDENT RIGHTS AND RESPONSIBILITIES…….... 5

ARTICLE III – STUDENT REPRESENTATION IN INSTITUTIONAL ORGANISMS AND COMMITTEES……. 6

ARTICLE IV – STUDENT ORGANIZATIONS…….. 6

ARTICLE V – SANCTIONS……. 9

ARTICLE VI – PROCEDURES FOR COMPLAINTS REGARDING SANCTIONABLE ACTIONS……..... 12

ARTICLE VII – PROCEDURES FOR SACNTIONS REGARDING ACADEMIC COMPLAINTS…….. 14

ARTICLE VIII – REOCCURRENCES……. 19

ARTICLE IX – HEARING ATTENDANCE…….. 19

ARTICLE X – GENERAL CLAUSES…….... 28

ARTICLE XI – TERMS AND DEFINITIONS…….. 28

APPENDIX I: CONFIDENTIALITY AGREEMENT FOR STUDENTS IN FEDERAL WORK-STUDY PROGRAMS…….. 31

APPENDIX II: CONFIDENTIALITY AGREEMENT FOR STUDENT MEMBERS OF THE INVESTIGATIVE COMMITTEE……..... 33

ARTICLE I: STATEMENT OF INTENT

National University College (NUC) has created this Student Regulations Manual with the purpose of diffusing the rights and responsibilities of our students, as well as providing a guide for the establishment of a respectful and healthy learning environment. All dispositions in this Manual are in accordance with the university's mission, vision, and Strategic Plan.

This Manual has the following purposes:

1. Inform all students of their rights and responsibilities as students of National University College.
2. Identify the Institutional Representatives that are responsible for handling all matters pertaining to or addressed in this document.
3. Establish proper norms of behavior in our Institution in order to ensure the safety and health of all members of our community, and determine the possible sanctions or penalties applicable in any given situation established in this Manual.
4. Identify the official student organizations that will allow and encourage the student's participation in the daily operation of our Institution.
5. Guaranteeing all students their right to be treated justly without discrimination against race, color, age, gender, pregnancy, sexual preference, religion, nationality, civil status, political ideas or affiliations, physical and/or mental impediments, social origin or status, or any other discriminatory motive prohibited by law.
6. Guaranteeing students their right to defer and protest their rights in an orderly manner, adhering to the norms of conduct and lifestyle pertaining to the University without it interfering or impairing with academic processes and institutional order, so our harmonious coexistence is preserved.

ARTICLE II – STUDENT RIGHTS AND RESPONSIBILITIES

A. Section 1 – Student Rights

All students have the inherent right to:

1. Receive quality education that will prepare them in their chosen field of study.
2. Carry out activities that promote integral development approved by the Office of Student Affairs.
3. Participate in activities organized by the Institution that improve their personal and professional development, their leadership and planning skills, and create a sense of civic and social duty in the student.
4. Belong to student and professional organizations authorized and registered in the Institution.
5. Request and receive information about available financial aid and any other information pertaining to the subject of finances.
6. Request during the admissions processes all the supportive services available for students with special needs. (Please view our policy for Reasonable Accommodations for Students with Special Needs at www.nuc.edu.)
7. Receive and discuss with their professor the Subject Guide at the beginning of each term. Students enrolled in online courses can access their Subject Guide in the Blackboard (Bb) platform of long distance education.
8. Receive adequate academic support according to their particular needs. Students registered in academic programs or online courses receive their support from Academic Advisors.
9. Receive instructional material from a professor who is absent from a class.

B. Section 2 – Student Responsibilities

All students are required to:

1. Exhibit and maintain a respectful conduct towards all members of the University community.
2. Assist or logon to their classes or practices regularly and justify their absences, with full knowledge that they are responsible for the material assigned and discussed in class. Should a justification be necessary, it should be presented to the course professor. Students in online courses are responsible for logging on to their courses on a daily basis and completing the programmed activities.
3. Have your identification card visible at all times. All students will bear their Id's in activities where they represent the Institution with proper authorization from the corresponding authorities.
4. Preserve, maintain, and not cause harm to property, instructional equipment or materials. Any student who does so is subject to disciplinary sanctions.
5. Dress and maintain a personal appearance of decorum and personal hygiene appropriate for an educational environment. Use the uniforms required by certain programs and any other requirements from their field of study.

6. Fulfill their economic responsibilities towards the Institution according to NUC policies.

ARTICLE III – STUDENT REPRESENTATION IN INSTITUTIONAL ORGANISMS AND COMMITTEES

Student participation in organisms and committees shall be subject to the following:

A. Students must be officially registered, with a minimum GPA of 2.50, have at least 36 credits approved and be recommended by the campus Dean of Academics.
B. Elections for student representation determined by the Institution will take place every academic year. The Institution reserves the right to substitute a student.
C. The student must sign a "Confidentiality Agreement", for the matters for which he or she participates. (Please see the "Confidentiality Agreement" in Appendix 1 of this Manual).

ARTICLE IV – STUDENT ORGANIZATIONS

For NUC, student participation in organizations is an integral part of university life. Belonging to an organization helps the student develop a sense of responsibility, using the skills learned to increase their leadership and planning capacities, and creating a sense of civic and social responsibility. All student organizations must comply with the following requirements:

A. Request the required documentation for the creation of a student organization at the campus Office of Student Affairs.
B. Foster activities that enhance the image of the student organization and the Institution.
C. Organizations may be academic, professional, cultural, recreational, social, sportive, or of community service character and may be established physically or virtually, using the available technologies and social networks. All student academic associations should have a professor or administrative employee as its counselor.
D. All counselors, including those from academic associations, have to report to the Directors of Student Affairs for the implementation of their association's work plan.
E. National University College will not recognize any student organizations that stimulate, promote, or in any other way sponsor discrimination by age, race, color, religion, nationality, civil status, physical appearance, political affiliations, physical or mental impediments, national origin, social condition, gender, or sexual preference.
F. Activities sponsored by all student organizations will respond to the National University College philosophy, mission, institutional values, norms, and institutional policies.

G. NUC will only recognize one student organization per academic program in each of its campuses.

H. All student organizations recognized by the Institution need to be registered in the Puerto Rico Education Council (CEPR), as required by Law 179 of June 30, 1999, concerning the **Registration of Fraternities, Sororities, or Institutional Academic Associations.**

1. **Procedure for constituting a Student Organization** – Students will submit an application to form a Student Organization at the office of the Director of Student Affairs of their respective campus or the Dean of Student Services (Online Division). The application should include the following documents:
   a. Proposal with the required supportive documentation.
   b. Letter from a professor or qualified professional (counselor). The counselor will have the responsibility of ensuring the requirements for constituting the student organization are present, as well as provide guidance, support, and ensure the norms and procedures established in this Manual are followed.
2. **Official Authorization Procedure**
   a. Once all documents are submitted, the Director of Student or the Dean of Student Services (Online Division) will evaluate the application and write a recommendation accepting or denying the application within fifteen (15) days from the date of submission.
   b. Should an organization's application be denied, students may request reconsideration within the next fifteen (15) business days after receipt of the notification. Such request should be presented to the Vice President of Student Affairs, who will resolve within the next ten (10) business days, whether the decision is reconfirmed or a new application may be submitted considering the suggested recommendations. The decision of the Vice President of Student Affairs is final and indisputable.
   c. No organization will be denied for reasons of race, color, age, gender, sexual preference, religion, nationality, civil status, physical impediment, physical appearance, political affiliations, origin, or social condition of the student.

I. **Norms pertaining to the functioning of recognized associations** – Once a student organization has been approved, it shall comply with the following:

1. Present an annual work plan to the Director of Student Affairs or the Dean of Student Services (Online Division). This office provides a model for all association work plans. Students enrolled in on line academic programs may hold their activities virtually or physically.
2. Any student who is considered affected in their right to participate in a student organization may present a complaint to the Director of Student Affairs or the Dean of Student Services (Online Division), using the Procedure for Complaints (See Article VI).

3. The directive of the student organization, as well as its counselor, will be responsible for the behavior and any damages caused by its members during events celebrated under their sponsorship.
4. The organization shall keep a portfolio with evidence of their meetings and activities.
5. The date of initiation needs to be approved by the Dean of Academics and the Director of Student Affairs of the campus or the Dean of Student Services (Online Division). Such ceremonies may not include practices that in any way endanger or physically, mentally, or morally punish a candidate. Practices that attempt against human dignity or violate any Laws will not be permitted.

J. Rules for Student Organizations in activities inside and outside the Institution:

1. Any authorized student organization that wishes to endorse or sponsor an activity in which the Institution's name will be used, must inform and request a written authorization ten (10) days prior to such activity and must be certified by the Office of the Director of Student Affairs or the Dean of Student Services (Online Division).
2. The student organization and its counselor are responsible for ensuring the activities take place in a location that does not interrupt teaching efforts. No activity shall damage the Institute's reputation, its dignity or that of its students, nor will they expose it to legal sanctions of any kind.
3. If an organization should require the use of social media as a medium of information, it shall use the official sites of the Institution authorized by the Dean of Academics, Rector, and President. The Department Director of the student organization will be obliged to supervise all information divulged through these means. All students should read and follow our Policy for Electronic Media and Netiquette (Net ethics) available at www.nuc.edu.
4. If a student association wishes to promote an activity through the Institution by use of its bulletin boards, web page, official social media page, among others, the announcements must bear the official seal and approval of the Office of the Director of Student Affairs. In the case of our Long Distance Program, students need the approval of the Dean of Student Services who will coordinate the publication with the Community Portal Manager.
5. The counselor will be responsible for notifying the Dean of Academics and the Director of Student Affairs of any activities to take place outside the Institution so that the Office of the Presidency of Compliance may activate the Public Responsibility Insurance against accidents in case a student or organization wishes to participate.
6. The counselor and treasurer will open a bank account for the association and submit a monthly statement to the Office of Student Affairs.

K. Counselor Responsibilities

1. Assisting the directive, particularly the president, in all matters pertaining to planning activities.

2. Serve as a link between the Association and any human resources that may provide conferences, seminars, etc.
3. Suggest various ideas for activities.
4. Ensuring the directive realizes its duty effectively and efficiently.
5. Authorizing the President for certain activities.
6. Authorizing the treasurer to realize financial transactions with the Association's money.
7. Assisting the coordination, organization, and development of the various activities.

L. Revocation of an Official Authorization – The Director of Student Affairs or the Dean of Student Services (Online Division) may revoke the authorization of an organization that violates or acts against the rules established in this manual or the policies held by the Institution.

ARTICLE V – SANCTIONS

The Institution recognizes and guarantees the students their right to express their opinions in an orderly manner in accordance to the norms of conduct in such a way as to not conflict, interfere, or be detrimental to the academic and administrative processes of the University. All students must safeguard and comply with the norms and policies established by NUC.

A. ACTIONS AND CONDUCTS SUBJECT TO MINOR SANCTIONS

1. Soliciting monies or selling products or services by any means without the previous authorization of the Director of Student Affairs and the Rector of the Campus.
2. Presenting oneself to a physical or virtual class in an inappropriate manner. For example, mini skirts, deep pronounced necklines, shorts, tight clothes, undershirts in males, or any other manner of clothing that alters the order and decorum of the university community.
3. Bringing children to classrooms, laboratories, educational resource centers, or any other place they are not authorized. This ensures the safety and security of all and limits interruptions in academic laboratories.
4. Organize or celebrate student activities inside the Institution or through the long distance education platform, blackboard, or any other official Institution sites on the web, that are not authorized by the Rector of the Campus.
5. Using social media or bulleting boards to publish announcements, promote activities, or publish photos without the proper authorization from the Director of Student Affairs.
6. Refusing to comply with instructions offered by official representatives of the Institution who are executing their tasks.
7. Divulging confidential information acquired while executing functions in the Work Study Program.

8. Inappropriate or unauthorized use of computers or any other property or equipment of the Institution.
9. Altering or destroying information systems or programs, vandalism or electronic fraud.

B. MINOR SANCTIONS

The enforcement of these sanctions will depend on the nature and severity of the infraction, as established by the list in Article V, letter A.

1. Verbal reprimand.
2. Written reprimand with a copy kept in the student's file in the Office of Student Affairs of the respective campus.
3. Establish a probation period during an academic term.
4. Assign community service within the Institution's facilities.

C. REOCCURRENCES

Reoccurrences will be considered an aggravating circumstance in the imposition of future sanctions. These will be regarded as major sanctions.

D. ACTIONS AND CONDUCTS SUBJECT TO MAYOR SANCTIONS

1. Incorrectly using the required uniform of certain academic programs to participate in unauthorized or unofficial activities.
2. Representing the Institution without prior authorization from university leaders.
3. Not abiding to Copyright Laws and Institutional policies regarding Academic Integrity, Plagiarism, and Copyrights.
4. Inappropriately using electronic equipment (computers, smart phones, ipods, among others) to offer or receive help during a test or other academic exercise, whether virtually or physically.
5. Access, publish, use, possess or distribute defamatory, dishonest, scandalous, pornographic, or anonymous material that attempts against the philosophy, mission, policies, Institutional norms, or those established in this Manual, through physical or electronic means.
6. Negligent or inadequate use of any security equipment of the Institution.
7. Inappropriate use of the Institution's information systems.
8. Disturbing the peace and tranquility in any area of the Institution, whether physical or virtual, as well as in practice centers, with screams, tumultuous or offensive behavior, and profane, improper, or fowl language.
9. Smoking on campus or any area of the Institution. As an educational institution, NUC does not offer smoking areas. If you wish to smoke, you must firs leave the premises of the Institution. (Law #40, as amended by Law #66 of March 2, 2006.)
10. Causing malicious harm to Institutional property inside the premises as well as conspiring to do so.

11. Alter or destroy electronic information systems or programs, vandalizing, or committing electronic fraud.
12. Use, possess, or distribute alcoholic beverages or controlled substances in any way inside the Institution's premises, buildings, practice centers, or activities inside or outside the Institution, independently of the means used, in violation of Federal Law PL 101-226 of Drug and Alcohol Free Schools and Communities.
13. Participate in any dishonest or fraudulent act, as well as gambling within the premises and buildings of the Institution and recognized extensions of it, including Bb and NUC's official social media sites.
14. Incur in disrespectful, insulting, abusive, threatening, aggressive, vengeful, defiant, derogatory behavior, harassment, or any other conduct that threatens the security, physical and emotional wellbeing of the members of the university community, the Institution, and places recognized as an extension of such.
15. Sustaining an excessively informal communication between students, faculty, or administrative personnel, as to make inappropriate jokes, use obscene or disrespectful language, or make derogatory jokes or commentary of a racial, sexual, political, or religious character.
16. Participating in or creating a hostile environment, sexual, physical, or emotional harassment, from student to student or student to faculty, and from student to administrative personnel.
17. Bearing firearms or bladed weapons, as defined by the Law of Arms of Puerto Rico, inside the Institution or any of its installations, or during an official celebration or sponsored activity. This prohibition extends to students with lawful permits to bear arms, as stipulated in the laws of Puerto Rico. This shall not apply in cases where the students are in charge of public order and safety, properly authorized by the Commonwealth of Puerto Rico or the Federal Government for bearing concealed weapons. In such a case, the student must present proper evidence of such an authorization. (Please view our Security Policy at www.nuc.edu)
18. Bearing bladed weapons as defined by the Law of Arms of Puerto Rico, inside the premises of the Institution, even if they do not show intent to use it.
19. Incurring in fraud or irregularities in the management of student funds.
20. Disobeying, not meeting, or violating any of the conditions of probation or disciplinary sanctions imposed according to the procedures stipulated in this Manual.
21. Inappropriately acquiring tests, altering documents and falsifying signatures.
22. Participating or inciting riots or violent acts.
23. Dishonesty and any other inappropriate conduct related to academic achievement or any action that in any way signifies a violation of the Policies of Academic Integrity.
24. Incurring in fraud by the inappropriate use of materials, substituting one's name on another's work, and giving or receiving unauthorized help during a test or academic exercise.

E. MAJOR SANCTIONS

The purpose of these sanctions is to provide Institutional safety when there is proven reason to believe that an act constitutes a danger to the property, life or maintenance of Institutional order. In the case of online students, all situations will be handled by the Office of the Manager of Student Administrations (Online Division) of NUC's Long Distance Educational Program.

1. Considering the nature and severity of each fault committed, the same may lead to the following sanctions:
   a. Suspension from participating in curricular and extracurricular activities, even when these have already been paid for. Such activities may include: Attending Class, laboratories, the Educational Resource Center, Student Center, conferences, discussions, and other similar activities. Once the Disciplinary Committee and University Rector decide on suspension or expulsion, the Director of Student Affairs or the Dean of Student Services (Online Division) will notify the student by email, the professors, and the Office of the Registrar about the sanction imposed. The Office of the Registrar will classify the student as AW (Administrative Withdrawal) and the norms for adjusting scholarships (Title IV) will be applied. Such determination may be appealed to the President within a period of five (5) business days. The President's determination shall be final and indisputable.
   b. Probation for a determined period of time – Such probation may include a disposition stating that, during the probation period, any violation of the conditions imposed may lead to a suspension of no less than one (1) academic term.
   c. Suspension from the Institution for a determined period of time that shall be no less than one (1) academic term.
   d. Permanent expulsion from the Institution.

ARICLE VI – COMPLAINT PROCEDURES FOR SANCTIONABLE BEHAVIORS

A. Complaint procedures for conducts requiring minor sanctions:
   1. If a student should present inappropriate conduct or behavior, the person or university employee who receives the complaint shall submit a written report to the Director of Student Affairs, or the Dean of Student Services in the case of Online students, detailing the situation within the next three (3) business days. The Director of Student Affairs or Dean of Student Services (Long Distance Division) will evaluate the situation presented in the report and will determine if the conduct described constitutes a minor or major sanction as established in this Manual.
   2. After receiving a written complaint, the Director of Student Affairs or the Dean of Student Services (Long Distance Division), shall proceed to arrange a meeting with the parties involved for a virtual or physical interview, whichever is most appropriate.

3. If, according to the Director of Student Affairs or the Dean of Student Services (Long Distance Division), the conduct described constitutes a minor fault as established this manual, the Director shall advice the people involved about the possible sanctions that may apply. Also, they will be informed that in the case of a second complaint for the same or similar conduct, the student shall be referred to the Disciplinary Committee.
4. In the case of a reconcilable situation, a written agreement between the affected parties shall be reached and signed, rendering such document as official.
5. If the situation is not reconcilable, the situation will be referred to the Disciplinary Committee.

B. Procedure for Complaints regarding Major Sanctions:

1. The Director of Student Affairs or the Dean of Student Services (Long Distance Division) shall coordinate and interview with the affected parties. They will be advised as to procedures and possible sanctions referable to the Disciplinary Committee.
2. If the fault committed constitutes a risk to public order and Institutional safety, the Director of Student Affairs or the Dean of Student Services (Long Distance Division) will notify the student that they may not present themselves to the physical Institution and may not have access to any virtual platforms of the Institution until the Disciplinary Committee has evaluated the situation.
3. The Director of Student Affairs or the Dean of Student Services (Long Distance Division) shall have five (5) days to convene the Disciplinary Committee and present a report about the complaint.
4. The Disciplinary Committee will investigate the situation taking into account all information regarding the complaint, the student's academic record, academic progress, interpersonal relationships within the university community, and anything that might serve as evidence in the investigation. Online students will be audited within the long distance education platform Blackboard.
5. The Disciplinary Committee will request an appointment with the affected parties within ten (10) business days of receipt of the complaint using the following means:
   a. Certified Letter
   b. Email Letter
   c. Other available means.
6. The Disciplinary Committee shall submit a written determination to the Rector of the Campus with copy to the Director of Student Affairs or the Dean of Student Services (Long Distance Division) within a period of no more than five (5) business days.
7. The Campus Rector will immediately notify the decision emitted by the Disciplinary Committee regarding the complaint and its applicable sanctions, if any, to the parties affected by means of a Certified Letter.

8. The student may appeal the decision to the President or whomever the President delegates the matter to, within the next three (3) business days following receipt of the notification.

C. In the case of complaints submitted by a student against any administrative or academic personnel, they shall be referred to the Department of Human Resources and they will proceed as follows:

1. The Director of Student Affairs or the Dean of Student Services (Long Distance Division) will investigate the allegations presented in the complaint regarding the student and will refer the allegations against the employee to their immediate superior.
2. If any possible violation of the Institution's norms and policies is determined, the employee shall be referred to their immediate supervisor. If it pertains to academic personnel, they shall be referred to the Dean of Academics of the Campus. The situation will be evaluated with the employee. The Director of Human Resources, The Campus Rector, and their immediate Supervisor will determine the appropriate corrective measures and shall present a written notification to the Director of Student Affairs or the Dean of Student Services (Long Distance Division).
3. The Director of Student Affairs or the Dean of Student Services (Long Distance Division) shall present a written notification of the determination to the student.
4. If the complaint pertains to the use of illicit drugs or alcohol, sexual harassment, discrimination by race, color, age, sex, sexual preference, religion, nationality, civil status, origin, political affiliations, physical impediments or social condition, the same shall be handled and processed under the applicable Laws and Institutional Policies.
9. Once a determination is notified, the student may appeal the decision to the President of the Institution or whomever the President delegates the matter to, within the next five (5) business days. The President's decision regarding the appeal is final and will be notified in written form within ten (10) business days.

ARTICLE VII – PROCEDURES FOR COMPLAINTS REGARDING ACADEMIC MATTERS

A. If a student should have a complaint of an academic nature against a professor, they shall present it to the Dean of Student Affairs or the Dean of Student Services (Long Distance Division) who will, in turn, refer the claim to the Head of the professor's Department.
B. The Head of the Department will investigate the complaint.
C. If the student's claim proceeds, the Head of the Department will take the appropriate disciplinary measures established in the Faculty Manual and Institutional Policies.

D. The Head of the Department along with the Dean of Academics will provide written notification to the Director of Student Affairs or the Dean of Student Services (Long Distance Division) of the actions taken on the matter.
E. The Director of Student Affairs or the Dean of Student Services (Long Distance Division) will inform the student on the actions taken regarding the matter.
F. Grade Disagreements:
    1. A revision of grades may only be requested for final grades.
    2. The student may request a grade revision within thirty (30) days of the academic calendar after finalizing the course.
    3. Final grades may only be changed by the professor giving the course. The Registrars Office may change a grade in the case of mathematical errors (error calculating the grade).
    4. Student procedures:
        a. The student must submit a written request using the Form for Grade Evaluations, available at the Registrars Office and the professor who assigned the grade. Online students may submit their requests via electronic mail.
        b. A copy of any pertaining documents should be included.
        c. The professor shall have ten (10) days following receipt of the request to provide a written and detailed explanation, including calculations for the student's final grade, as established by the course program.
        d. If the professor is not available or does not respond within ten (10) business days, students should contact the Head of their Department, or in the case of online students, their Academic Advisor. The Head of the Department or Academic Advisor will review the request and will submit a written reply within the next ten (10) business days.
        e. If the student is not satisfied and considers that the information should be reviewed further, they shall have ten (10) business days to appeal to the Dean of Academics, including the responses of the professor, the Head of the Department or Academic Advisor, whichever applies depending on the student's academic program.

G. The decision of the Dean of Academics is final and indisputable. Should the student's claim be justified, either the professor or the Institution, will proceed to change the grade

H. Procedure for submitting academic complaints regarding the Institution:

    1. Any student who wishes to complain about the academic quality of any of the Institution's offerings, shall present a written complaint to the Director of Student Affairs (Campus students) or their Academic Advisor (online students) observing the following guidelines:
        a. The complaint must be presented within thirty (30) business days following the end of the course for which the student is complaining.
        b. The Head of the Department or Academic Advisor will investigate the complaint and will request communication with the professor.

c. The Head of the Department or Academic Advisor shall provide written communication to the student notifying them of the results obtained from the evaluation.
d. If the student is not satisfied with the response, they shall submit another written complaint to the Dean of Academics of their Campus. The Dean's decision on the matter shall be final.

I. Procedure for sanctioning faults on Academic Integrity

Sanctions for breaches in NUC's Academic Integrity Policies

Once a breach on Academic Integrity is identified, the professor shall document the nature of such breach so as to determine the correct measure or sanction to be applied. Sanctions that may incur in faults are dependent on the following factors:

1. Whether it is the student's first offense.
2. Whether the fault was intentional.
3. Whether the fault was committed by mistake or negligence.
4. Whether the student recognizes the fault once presented with the evidence.
5. Whether the offense occurs early or late in the student's academic program.
6. Whether the offense is related to a minor assignment or a project leading to graduation, like an investigation, thesis, or research monograph.
7. Whether the fault has a major impact on the learning environment of the Institution.

As an educational Institution, NUC has established in their Institutional Policies that they shall not tolerate any acts of falsification, false declarations, and intellectual dishonesty, whether intentional or unintentional. NUC promotes the development of an academic culture where ethics and respect for the intellectual work of others permeates. As such, they have established sanctions relevant to the student's offense with the purpose of educating the student prior to applying a major sanction.

Sanctions:

1. 1st offense: Failing the assignment for which the fault was committed and a written warning from the professor with copy to the Dean and the Director of Student Affairs or the Dean of Student Services (Long Distance Division). Such warning will include a description of the fault committed against our Academic Integrity Policies and an appeal so that such behavior is not repeated.
2. 2nd offense: Failing the class for which the fault was committed. The professor shall recommend that the student fail the course given the reoccurrence of such conduct.

   Procedure: The professor shall notify the Head of the Department or Academic Advisor (online students), the Dean of Academics, and the Director of Student Affairs or the Dean of Student Services (Long Distance Division). Such notification will be submitted within the next ten (10) days following the date of the action. Reproaching the course grade will

be decided by the Head of the Department or Academic Advisor and the Dean of Academics. Such decisions will not be made arbitrarily or capriciously. A written notification will be sent to the Registrars Office to be included in the student's file.

3. 3rd offense: Expulsion or definite separation from the University. **Procedure:** The professor will provide written notification of the action to the Head of the Department or Academic Advisor (online students) with copy to the Director of Student Affairs or the Dean of Student Services (Long Distance Division). The Director of Student Affairs will activate the Disciplinary Committee to compile the evidence of all three offenses and analyze the case in order to determine whether an expulsion or definitive separation from the University is merited.

Guidelines for Analyzing the Offense:

1. At the Associate Degree, Degree, and Master level course, 75% of the work must be original. A maximum of 25% of the written work may be obtained from diverse sources of information that must be cited appropriately according to the APA style.
2. The student may use ideas presented previously on other courses for future classes. In such cases, they may only use 50% of the previous written work, not counting references. It is the student's responsibility to inform their instructor of the situation by writing the following disclaimer at the top of their presented work: "Some parts of this investigation have been presented on (course code and title) and (date of original submittal) with professor (name and last name of professor)."

In order to detect any offense to our Policies on Academic Integrity, there exists various mechanisms and technologies that verify the originality of the documents, including a final percent on plagiarism count. As part of the Institution's plan for ongoing training of our Long Distance Education personnel, the use and management of such verification tools is standard and will be extended to the academic personnel of all of NUC's physical campuses.

Disciplinary Committee

As a representative of the Institution, this Committee bears great responsibility and importance. It will demonstrate objectivity in all it's decision-making processes, acting without prejudice and with the best interest of the entire college community. Such committee will be known as **Disciplinary Committee** and shall be composed of people who show compromise with our Mission.

Disciplinary Committee Member Functions

1. Ensuring the compliance of rules and regulations established in this Manual.
2. Shall emit decisions based solely on compiled evidence and the committee's investigation.

3. Shall emit decisions based on the values of our Institution.
4. Shall hold knowledge of and handle all norms, policies, and institutional procedures.
5. Shall analyze all evidence provided by the Secretary of the Disciplinary Committee and shall make it's recommendations in accordance with the articles established in this Manual.

13

6. When convened, attendance is mandatory for all members of the committee.
7. Shall be responsible for handling the process in the time frame established in this Manual.
8. Shall consider all viable alternatives for the student, if and when, the Committee determines the student deserves an opportunity prior to expulsion. (Ex. Referring the student to other services relevant to their condition, reasonable accommodations, among others.)

Disciplinary Committee Composition

1. Registrar – Shall verify any important data in the student's academic record like: grade reports, attendance, and others.
2. Director of the Department – Shall be from a different Department than the person investigated. This director must belong to the same campus where the complaint was filed. They shall be responsible for investigating academic performance and other information that may help in the investigation.
3. Professor from the General Studies Department – Preferably from basic courses. They shall supplement the Department Director's investigation.
4. A student from any course program other than the academic program of the investigated student – Shall ensure the processes are carried out in accordance with the rules established in this Manual.

Once the members of the Disciplinary Committee are selected, they shall be responsible for constituting a directive. That is: President, Vice-president, Secretary, and Vocals. In the case of students that incur in conducts that require a major sanction and represent or produce a threat to the campus's administrative personnel, the Disciplinary Committee activated will be from a different campus. The Disciplinary Committee shall integrate a member of the Long Distance Study Program.

Disciplinary Committee Functions

1. It is a mandatory requirement that all members of the Disciplinary Committee maintain strict confidentiality of any and all information handled during disciplinary processes unless such information needs to be divulged for legal or safety reasons.

2. The President shall convene the meetings, direct workflow, assign special jobs, ensure the timeline and processes of the investigation, and summon the student within the timeline specified in this Manual.
3. The Vice president shall collaborate with the President ensuring compliance with all terms and assume the President's responsibilities in their absence.
4. The Secretary shall compile all the evidence necessary to ensure better criteria when making the decision (academic performance, social relations and other incidents, among others).
5. Vocals shall be all other members of the committee responsible for analyzing the information and helping to provide recommendations.

ARTICLE VIII – REOCCURRENCES

Reoccurrences will be considered aggravating circumstances when imposing future sanctions. The Committee may apply the maximum sanction established within the Mayor Sanctions for that conduct.

ARTICLE IX – HEARING ATTENDANCE

A. If a student is unable to attend the Disciplinary Hearing, they shall present clear and reliable evidence at least one day prior to the date of the original hearing in order to reschedule.
B. If the student does not show up at the hearing and presents no acceptable justification, the Disciplinary Committee may choose to decide as they see fit.

¿What are NUC's Rights and Responsibilities regarding students with Special Needs?

NUC recognizes and complies with all obligations under the Americans with Disabilities Act of 1990 (ADA Law), the Rehabilitation Law of 1973, and Law 250 of 2012 also known as the Post-Secondary Passport for Reasonable Accommodations Law for high school students with disabilities aspiring to enroll in post secondary institutions. The Institution is committed to providing reasonable accommodations for students with Special Needs in both academic programs and University activities.

Our policy for Students with Special Needs complies with Section 504 of the Rehabilitation Law of 1973, which establishes that no beneficiary of federal financial aid may discriminate against an individual with special needs, and also complies with the Americans Disabilities Act of 1990 (ADA Law), about individuals with special needs, and Civil Rights Law, as well as with Law 250 of 2012 also known as the Post-Secondary Passport for Reasonable Accommodations Law for High School Students with Disabilities Aspiring to enroll in Post Secondary Institutions. It adopts affirmative measures for stimulating the competitive academic inclusion of students with disabilities, especially, those with Attention Deficit Disorder, specific learning disabilities, and other conditions that represent challenges in cognitive development.

Principles of Application of Policies for Students with Special Needs:

1. Prohibits discriminating against people with special needs.
2. Develops resources to stimulate and increase sensibility and awareness regarding the inherent elements of special needs.
3. Promotes the availability of reasonable accommodations for students with special needs.
4. Respects the independence, rights, and dignity of people with special needs, therefore identifying themselves and requesting reasonable accommodations is on a voluntary basis.
5. In compliance to the Family Education Rights and Privacy Act (FERPA), NUC will handle all information pertaining to students with special needs in a confidential manner.

Rights and Responsibilities of Students with Special Needs

In NUC, people with special needs have the following rights:

1. Equal access to courses, programs, activities and services offered within NUC.
2. Confidentiality with all information regarding their special needs and the capacity to choose to whom this information may be divulged, unless such is required or permitted by law.
3. Access to information available in the formats appropriate for their particular situation.

In NUC, students with special needs have the following responsibilities:

1. Knowing and supporting NUC's norms and requirements for courses, programs, services, and facilities.
2. Voluntarily identifying themselves as students with special needs when reasonable accommodations are required.
3. Seeking information, counseling, and assistance when necessary.
4. Contacting reasonable accommodations services to request the necessary adaptations.
5. Providing documentation from an authorized source that describes the nature of their special needs, how this may limit their participation in courses or programs, and the reasonable accommodations required in the academic area.
6. Completing, with or without reasonable accommodations, the requirements and academic demands of the chosen field of study.

NUC has the following rights and responsibilities:

1. Request up to date documentation, or regular updates in order to evaluate the needs for necessary adjustments.

2. Denying the request for reasonable accommodations if the documentation submitted is not compatible with the needed accommodations.
3. Providing an alternate reasonable accommodation or adjustment than the one requested, that equally meets the special needs of the student.
4. Reject a reasonable accommodation that would impose a fundamental revision of a NUC program or activity.
5. Present information to those with special needs in accessible formats upon request.
6. Providing reasonable accommodations for students with special needs in courses, programs, services, activities, and facilities.
7. Maintaining strict confidentiality of records and communications unless requested or permitted by law.
8. Inform the Vice President of Student Affairs about students with special needs. The Vice President will inform the Dean of Academics so they may proceed with the necessary adjustments.
9. Obtain authorization from the student in order to divulge information.
10. Discuss, if necessary, any petition related to the accommodations requested by the professional making the recommendations, and/or request any additional information necessary for the consideration of the request for reasonable accommodations.

Procedure for Requesting Reasonable Accommodations:

The student must:

1. Notify the Admissions Officer that they requires special accommodations during enrollment in order to convene the Admissions Evaluation Committee.
2. Provide the Evaluation Committee the documentation establishing the need for reasonable accommodations, like a COMPU from pubic institutions or a referral letter from a Guidance Counselor from a private institution. COMPU is the Placement and Programming Committee as defined by Law 51 of June 7th, 1996, as amended.
3. Once admitted into the Institution, the student must periodically update the information in their reasonable accommodations application and submit it to the Professional Counselor in the Office of Student Affairs. Online students should contact their assigned Professional Counselors by email with attention to the Office of Special Services of the Vice President of Student Affairs, PO BOX 2036, Bayamon, PR, 11960.
4. In the case of an online student taking courses in a campus, they should submit the documents to the Professional Counselor of that campus.
5. In the case of regular students requiring special accommodations after their being admitted into the institution, they should submit their applications when necessary and update such application once the following semester's registration is processed. This way the institution shall have the time necessary to process the petition and facilitate the

student's integration into the college community in fair and equal conditions. The Professional Counselor shall receive the petition and meet the necessary procedures.

6. Providing the proper documents for justifying the special accommodations. They should be from a certified professional, like a doctor, psychologist, psychiatrist, or other pertinent professional.
7. Present up-to-date information (no older than one year) with the following information:
    a) A diagnosis that justifies the need for special accommodations.
    b) How this diagnosis may present limitations in learning or participating in university activities.
    c) Recommendations for the academic adjustments that would allow the student to overcome his/her limitations with respect to their academic program.

Admissions Evaluation Committee Composition

1. The Evaluation Committee shall be composed of:
    a) The Institutional Director or Coordinator of Special Services for students with Special Needs
    b) The Professional Campus Counselor
    c) The Director of Student Affairs or Dean of Student Services (Online Division) or their representative.
    d) An Admissions officer
    e) A representative of the department that the student is applying to

Admissions Evaluation Committee Responsibilities

This committee shall be responsible for implementing the process of extended admission, which may include an interview with the student, appraisal, seminars, special courses, and others. It shall also analyze and make recommendations for each case in relation to the admissions process of the person with special needs and shall present their recommendations to the Office of Admissions of the University Institution.

Determination of Reasonable Academic Accommodations

Academic reasonable accommodations shall be determined once all the necessary documents certifying a need that justifies a reasonable adaptation are received. This shall include any modification or adjustment to a course, program, service, employ, activity or mechanism to ensure equal opportunities for an individual with special needs, allowing them to reach the same level of achievement or enjoying the same benefits and privileges as are available to those without special needs.

A determination of Reasonable Accommodations shall consider the following:

1. The physical barriers and the series of adjustments necessary to eliminate those barriers.
2. Whether the student has access to a course, program, service, activity, or facility without adjustments.
3. If the essential elements of the course, program, service, activity or facility shall be compromised by the adjustments.

How will a case related to a Domestic Violence situation be handled?

Uniform Measures and Procedures in Case Management

If a professor, supervisor, or employee has knowledge or evidence that a student of any course program is experiencing a domestic violence situation, they should observe the procedures referenced in the Office of Orientation and Counseling. They should ensure the student the strictest confidentiality and inform them of the Institution's responsibilities of supporting and identifying actions to ensure their safety and that of others. The matter should be handled sensibly in the following manner:

1. Explore the risk level by asking of the existence of firearms, severity of aggressive behavior, whether there have been death threats, what family members may provide support, etc.
2. Once a domestic violence situation is determined, the matter shall be referred to an agency specialized in handling cases of domestic violence and if necessary, it shall inform the student's professors to make any adjustments necessary in relation to their academic responsibilities.
3. The Professional Counselor shall interview the student to explore the situation and such interview shall be held under a confidentiality agreement. In cases where the aggressor is currently studying in the same campus, special measures shall be taken to ensure the student's safety, including special arrangements with campus security, revisions of current restraining orders, transferring the student to a different academic unit or changing their schedule, among others.
4. Together with the victim, they shall develop a security plan that will consider all risk situations, the aggressor's dangerousness, the risks, threats, possible referral to a shelter, family resources, among others. The same should be prepared while waiting for the intervention of domestic violence professionals.
5. All affected by the security plan shall be informed.
6. If, after receiving orientation, the student refuses the services offered, and depending on the severity of the violence manifested in the work or study environment, the Institution shall proceed to inform the student that the pertinent help has been requested, as disposed by Law 538 for the Prevention and Intervention of Domestic Violence of 2004.
7. If the student provides a Restraining Order, a copy shall be provided to security personnel and the Office of Student Affairs.
8. The situation shall be followed up as necessary.
9. The victim shall be assured no actions will be held against them, since that would constitute discrimination, and will offer any special accommodations necessary.

10. The Office of Professional Counseling shall ensure the student's files are handled accordingly.
11. Even without the victim's consent, Security Personnel will be informed of the existence of any current restraining orders in order to take the necessary precautions.

NOTIFICATION OF SECURITY CAMERA SYSTEM USE

NUC has taken a series of security measures in its campuses in order to maintain a harmonious and safe working environment. Security Cameras may be present in order to prevent and detect any anomaly in the daily operations that may threaten the security of the academic community. NUC community members will be notified of such measures.

PROCEDURE FOR NOTIFYING SITUATIONS RELATED TO SECURITY POLICIES

Any student, upon facing any situation that threatens their life or personal property, shall immediately notify the Security Officers. The officers will prepare a report for the Vice President of Student Affairs or the Rector of Campus, or any of their representatives, who will in turn, refer the situation to ensure that corresponding investigations take place.

The aforementioned employees shall immediately notify the Puerto Rico Police Department or Municipal Police in such cases where the investigation unearths a criminal act. If a police investigation ensues, campus employees shall keep copies of all documents and reports on the case.

These employees shall gather information and evaluate statistics relative to the following crimes: murder, rape, stealing, aggravated assaults, involuntary manslaughter, breaking and entering, car theft, and arrest due to illegal possession of weapons or controlled substances and alcoholic beverages violations as defined by the Uniform System of information gathering of the Federal Bureau of Investigation (FBI).

In those situations that should require it, employees of each campus may activate medical emergency services, private or public, available at the moment.

If the investigated situation involves the culpability of a student, all applicable sanctions in this manual and those provided by the law will be imposed.

PREVENTION AND RAPID RESPONSE PROTOCOL FOR HIGH RISK BEHAVIOR AND SITUATIONS

I. Introduction

Maintaining a healthy, safe environment has been an important statement and compromise for all post secondary educational institutions. Federal Regulation #101-226 of August 16, 1990, for a Drug and Alcohol Free Environment and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics or "Clery Act", require that every post secondary institution that receives federal funds maintain health standards through verifiable and analyzable efforts.

In lieu of recent violent events in various universities of the US, there is an ongoing need to establish certain procedures in order to ensure the rights of students and those around them. Therefore, NUC has created the Prevention and Rapid Response Protocol for High Risk Behavior and Situations.

II. Purpose

The Prevention and Rapid Response Protocol for High Risk Behavior and Situations is established with the purpose of identifying, informing, and managing possible high-risk situations or people that may culminate in some form of violent act that threatens their safety and those around them.

Puerto Rico has a high incidence of violent acts, clearly showcasing the mental health problem facing Puerto Rican society. As part of that society, NUC recognizes the need to establish uniform procedures that validate NUC's Institutional Security Policy. NUC has also established procedures for Crisis Intervention in both online and campus students.

III. Concept Definitions

A. Referral Agencies – Private or government associations that offer mental, physical, and other health services.
B. Academic Advisors or Counselors – Online counseling personnel that provides support for online students.
C. Blackboard – Long distance education platform for administering synchronous and asynchronous education. It integrates modules of academic offerings with service modules for divulging services to students via the Bb Community portal.
D. Alert Committee – Constituted by university personnel named to be a member of such. It is responsible for communicating high-risk situations to all members of the college community. It is also responsible for ensuring the appropriate responses take place, including the possible evacuation of the University.
E. College Community - Includes all students and NUC employees.
F. Suspicious Behavior – Behavior that is considered strange or uncommon and may be interpreted as a risk to the person or another. Some signs of Suspicious Behavior include:
    1. A student or person unassociated with the institution lingers near or on the premises showing suspicious behavior.
    2. Any person that threatens another with a firearm or other weapon that may cause physical or environmental harm.
    3. Incongruent verbalized thoughts bearing threats to their selves or others.
    4. Tumultuous behavior or disrespect that may threaten the security of the college community.
    5. Physical or verbal aggression and constant irritation that may be considered an imminent threat to the University and its community.

6. Marked gestures and constant threatening vocabulary, of a sexual nature, or threatening nature that may pose an imminent threat to the college community or a determined person.

G. Professional Counselors – Professional personnel trained in providing help and support for people during difficult situations and facilitating decision processes.
H. Director – The person responsible for an office and its personnel.
I. Student – Any person officially registered in the Institution.
J. Faculty – Any person who teaches a group to enhance their knowledge or to develop a particular skill and is classified as such by the Office of Human Resources.
K. Administrative Personnel – Any individual who works at NUC and is classified as administrative by the Office of Human Resources.
L. Security Personnel – Any person who officially handles and ensures the safety of the Institution and its members, as classified by the Office of Human Resources.
M. Guest – Any outside person who enters the University to handle official matters.
N. On Campus Office of Student Affairs – The office where all student matters are handled. It includes the Orientation and Counseling Office, Employment Counseling, Special Projects, and student and sporting events.
O. Online Dean of Student Services – Includes the Registrar's Office, Financial Aid, and Bursar's Office. Academic Counselors are assigned to the Dean of Retention of the Long Distance Education Division.
P. Dangerous Situation – State or attitude that results in a threat to the person, others, or property, and occurs within the University premises. Such may be related to:
   1. Suicide attempt within the Institution.
   2. Rape or sexual assault in or near the University premises.
   3. Mental health crisis.
   4. Alcohol poisoning or drug overdose.
   5. Riots or disorderly conduct inside the campus.
   6. Arson.
   7. Intent to place a bomb or other explosive device inside the campus with the purpose of causing harm.
   8. Physical or verbal aggression.
   9. Threatening with any kind of weapon.
   10. Unexpected news of a family death that may lead to or provoke a dangerous crisis situation.

Q. Alert System – Communication system by which the University community will be informed of imminent danger. It may include the use of the telephone, radiotelephone, person to person, email, or any other means of communication.

IV. Procedure to follow in dangerous situations

NUC has created a procedure in order to handle any emergency situations that may arise within our community. The same shall indicate the steps to follow in high-risk situations, suspicious behavior, and situations of imminent danger.

For that reason, all employees and students should be oriented and informed of these procedures. Please note that the entire University community should be aware of these procedures in order to identify and seek help should the need arise.

A. Suspicious Behavior – If anyone observes suspicious behavior in a student, they should immediately refer the situation to Security Personnel. Such referral shall be written, emailed, or telephoned (according to the type of situation) with some details to help identify the student, for example: course program and full name.

The situation will be handled including the referrals and community services coordination like hospitals, informing the necessary family members, and making the necessary faculty arrangements. The case may also be referred to the 911 Emergency System if necessary. Once the student reintegrates to the college community, personnel will follow up the case to ensure the best possible outcome. If the situation does not involve a student, descriptive details of the person should be offered in order to identify the individual.

B. Imminent Danger Situation – In the event of an imminent danger situation, identified personnel will contact the Security Office so they take the necessary measures. The Alert Committee will be activated, notifying the entire University community of the imminent danger situation and alerting 911. These events may need to happen simultaneously depending on the type of emergency.

The Alert Committee shall be strategically located and remain within the campus facilities. They will need to be accessible, have a telephone and name a permanent member.

The Alert Committee shall be composed of Security Personnel, Human Resources Personnel or the Rector of Campus, Office of Student Affairs Personnel and Deans of Academics.

It is important to bear in mind that these individuals must be capable of making decisions and demonstrating leadership. The Alert Committee shall also collaborate by minimizing possible panic reactions. Special care should be taken to keep the people and situation under control.

¿What to do after the event?

Once the situation has passed, the Alert Committee should be debriefed, evaluating how the situation was handled and offering support and counseling to those affected. The Committee will also proceed to:

1. Evaluate the speed of the response.
2. Offer counseling to the personnel who handled the situation when such might have affected any member.
3. Evaluate the need for further training or assessments.
4. Design any Training Programs or Workshops the Committee might deem necessary to further enhance personnel skills.

Preventive Measures

1. Identifying student and faculty vehicles.
2. Keeping control over who enters the facilities.
3. Keeping Security Personnel in all entrances and exits to the Institution.
4. Creating an itinerary of Security rounds by Security Personnel through the various floors and hallways.

People not authorized to be in the Institution must leave the facilities. Security Personnel are responsible and shall handle the situation.

ARTICLE X – GENERAL CLAUSES

A. The President of the Institution shall be responsible for implementing these Regulations.
B. It shall be every NUC student's responsibility to know the contents of this Manual, as well as any other current policies or regulations of the Institution, particularly in regards to class attendance and grades, as well as the General Catalogue. Pledging ignorance of these Regulations does not release the student of responsibility.
C. In the event the Institution should need to deliver a notification in regards to these Regulations, NUC shall notify the student through certified mail to their last know address, as shown on their records. It shall be the student's responsibility to notify the Institution of any address changes in a timely manner.
D. This Manual, as well as all other Regulations and current Policies of NUC are part of the contract between student and Institution.

ARTICLE XI – TERMS AND DEFINITIONS

Unless otherwise specified, the following definitions apply throughout this Manual.

A. **Co-curricular Activity** – Any activity that is related to the student's academic program and complements their integral development from an educational standpoint.
B. **Official Institutional Activity** – Any authorized, official event of the Institution; academic, socio-cultural, recreational, sporting, or civic, that takes place within the Institution; or any event outside the Institution that is promoted, developed, supported, financed, or sponsored by the Institution Administration. This includes, non exclusively, graduation rites, conferences, forums, panels, sporting competitions, exhibitions, meetings, and others.
C. **University Community** – Any individual or group on people who share and interact with the Institution. These include, but are not limited to, administrative personnel, faculty, and students.
D. **Rector** – The President appointed director of a campus. The Rector shall be a member of the Institution's Executive Committee.

E. **Student –** Any person officially registered in the Institution, whether for academic credits, or in a hearing capacity, from the moment they begin registration, up until they finish their last final exam, except during their last term, when they will remain as such until the Graduation Ceremony is completed.
F. **Special Student –** Student exclusively registered to enhance their professional career. This student is not enrolled in any specific program of study.
G. **Regular Student –** Any student who has studied one or more terms within the institution.
H. **Faculty –** All the professors of the Institution, whether full or part-time, visiting professors, Academic Department Directors and Academic Coordinators, the Associated Dean of Academics, Vice President of Academic Affairs, Professional Counselors, and the Directors of Educational Resource Centers (Library). The President shall be an ex-officio member of the faculty.
I. **Administrative Member –** Any person employed in service offices by the Institution whether full or part-time.
J. **Institutional Organisms –** Associations created by the Institution like: Academic Board, the Discipline Committee, Library Committee, Student Activity Committee, and others the Institution may create to ensure proper functioning.
K. **Counseling Personnel –** Advice the members of the Directive in the various aspects like event planning.
L. **Institution Personnel –** Any person employed by the Institution, whether full or part-time, as a member of the Faculty, the Administration, including the Executive Committee, administrative personnel, secretarial and maintenance personnel, as well as the students who participate in the work-study program or are hired for an individual service contract.
M. **"Arbitrary and capricious" –** shall mean any of the following: The procedures used to calculate the grade were not established in the course manual. The grade was given based on non-academic reasons such as obvious favoritism, discrimination of any kind, or romantic or sexual relationships between students and faculty members.

APPENDIX I

CONFIDENTIALITY AGREEMENT FOR STUDENTS IN THE WORK/STUDY PROGRAM

National University College (NUC) complies with policies pertaining to student record confidentiality according to the state and federal laws and regulations.

As a student who receives benefits from the Federal Work/Study Program and who works in the area of_____, I understand and promise to adhere to any confidentiality requirements of all the information that I may have access to as the result of my working in this office. That includes academic records such as grades, averages, study concentrations, and other information.

I also understand that if I do not comply, the resulting sanction will be the suspension of my Federal Work/Study benefits.

_____	_____
Student's Name	Student's Signature
_____	_____
Student Number	Supervisor's Signature
_____	_____
Date	Date

APPENDIX II

CONFIDENTIALITY AGREEMENT FOR STUDENT MEMEBERS OF THE IVESTIGATIVE COMMITTEE

National University College (NUC) complies with policies pertaining to student record confidentiality according to the state and federal laws and regulations.

I _____, agree to adhere to any confidentiality requirements of all the information that I may have access to as a member of the Investigative Committee.

If I do not comply, the disciplinary sanctions established in the Student Manual shall be imposed.

_____	_____
Student's Name	Student's Signature
_____	_____
Student Number	Supervisor's Signature
_____	_____
Date	Date

Note: This Manual was written according to the current Laws and dispositions. Should any disposition, word, sentence, or phrase of this Manual be indicted and declared unconstitutional, inapplicable, or null and void for any reason by a court of law, such decision shall not change, affect, or invalidate any other disposition of this Manual. In such cases where the policy is based on Law, the text was copied directly with little or no editing in order to avoid erroneous interpretations. National University College (NUC) reserves the right to amend, modify, add, eliminate policies, norms and procedures contained within this document without prior notification, as part of its educational responsibility. Such changes may be notified by means of informative boards or NUC's webpage.

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