



STUDENT REGULATIONS



2018 - 2020

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.

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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 (NUC)*.
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.
7. Broadcast grad student abilities.

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. (See the Services Manual for Students with Disabilities that integrates policy and procedure for providing Reasonable Accommodations at www.nuc.edu and access the section on Student Affairs).
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 Online education platform.
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.
10. Receive guidance and support in cases where the student's safety is in jeopardy (see our Institutional Safety Policy at www.nuc.edu).

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. As per our safety procedures, no student or community member will be allowed entry without proper identification ID. Also, 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.

C. Section 3 – Student Abilities

The abilities of enrolled students are:

1. **Professional Competence**
The capacity to creatively apply the skills and knowledge of the studied discipline in present and future scenarios in order to ensure their personal and professional development, self-management, and that of their fellow citizens in the local or global geographical area they choose to live and work.
2. **Communication Skills**
The capacity to use Spanish with propriety as a mother tongue and the dominion of English as a second language.
3. **Critical and Creative Thinking**
The capacity to analyze and creatively apply their professional competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.
4. **Logical Mathematical Reasoning**
The capacity to use quantitative and qualitative information in problem solving.
5. **Information Literacy (Digital Competence)**
The capacity to apply the skills related to the development of elements and processes, in information and digital environments in an efficient, ethical, and critical manner, considering personal, professional, and citizen dimensions.
6. **Ethical and Moral Behavior**
The capacity to reason both ethically and morally when facing complex situations, to make informed decisions and solve problems, showing respect towards laws, intellectual honesty, social responsibility, ethical judgment, respect for life, and conservation of the environment.
7. **Respect for Diversity**
The capacity to value and recognize the richness of human experiences, understanding multicultural, gender, social, and political differences, and the capacities that enrich community living without incurring in discriminatory practices in a globalized world.

ARTICLE III – INSTITUTIONAL POLICY FOR STUDENTS WITH DISABILITIES

National University College promotes the inclusion of people with disabilities in the

college community. NUC believes that diversity enriches, therefore it recognizes and meets its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, Act 250 of 2012 called Post-Secondary Passport for Reasonable Accommodations Act, and other laws applicable to persons with disabilities. All Institutional Policies regarding students with disabilities are contained within the NUC Services Manual for Students with Disabilities. The policies covered by the Manual are:

- Self identification process
- Procedure for requesting extended admissions
- Procedure for requesting extended admissions for students who already have a Post-Secondary Passport for Reasonable Accommodations
- Composition of the Extended Admissions Evaluation Committee
- Procedure for Requesting Reasonable Accommodations
- Procedure for handling Complaints
- Safety and Evacuation Plan for Persons with Disabilities.

You can access the Services Manual for Students with Disabilities at www.nuc.edu in the Student Affairs section.

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 twelve (12) credits approved. In the case of new students, a recommendation from the Program Director, Program Lead or Faculty Lead, whichever applies, will be required. Elections for student representation determined by the Institution will take place every academic year. The Institution reserves the right to substitute a student in instances where they do not perform their duties as members of a student organization or when they do not adhere to the norms in the Student Manual.
- B. 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 at the campus Office of Student Affairs, the required documentation necessary to obtain official authorization for the creation of a student organization.

- 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. Academic Student Associations must have a teacher as an advisor. In the case of other associations, the advisor may be a teacher or an administrative employee.
- D. Respond to the National University College philosophy, mission, institutional values, norms, and institutional policies.
- E. 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

- a. Members of a Student Association at NUC shall be elected by the institution's regular students. It shall be carried out by a voting process in:
 - 1. A student assembly of the academic program, or
 - 2. A student assembly in the case of associations that are not established in the framework of a specific discipline.
- b. When the association is newly formed and will choose members for the first time, the call must issued the Director of Student Affairs.
- c. When the association is already duly constituted for one year and will reelect members, the call must be issued by the President of the Association with the authorization of the Director of Student Affairs. If for some reason the association has been without a president, the call must be made by the Director of Student Affairs.
- d. Each call must be issued with a clearly defined date, time, and place. It will also include a second call, in the case that there is no quorum for the first, with a different time for the meeting. This second call does shall require a quorum and will proceed with the students present.
 - 1. The quorum for the first call to meeting shall constitute a representation of 10% of the students in the program, or 5% of the student community in the case of associations that are not established within the framework a specific discipline.
 - 2. The Director of Student Affairs or his representative must notify the assembly if there is quorum based on the active population of students in the program or institution, in accordance with the type of association and the date for the meeting.
- e. When it relates to academic program associations, assemblies must be supervised but the Director of Student Affairs and the Program Director. When student associations are not set in the context of a specific discipline, supervision of the assemblies will be headed by the Director of Student Affairs and a delegate of the Rector.

f. A process of nominations shall take place during the assembly so that students may vote for election and reelection of members. Students can nominate another student or can nominate themselves.

g. There should be at least one student nominated for each of the vacant positions. **If quorum or the minimum number of candidates is not reached:**

1. Additional candidates may be nominated using the nomination ballot (which includes all possible positions) provided by the Director of Student Affairs.

2. This ballot will include a certificate of acceptance of the nomination by the candidate.

3. The ballot must include thirty signatures or 3%, whichever is less, of voting students enrolled in the academic program or of the student population, as appropriate for the type of association.

4. Each signature must be personally provided by the student in a time and place that is convenient for enrolled students with the right to vote.

5. Every student who signs must present a valid NUC id card.

6. The process must be carried out in presence of the Director of Student Affairs or designee.

7. These signature-filed nominations must be carried out within (10) calendar days after the assembly.

8. A scrutiny committee shall be constituted for the selection of signature-nominated candidates.

i. For academic program student associations, the committee shall be constituted by the Director of Student Affairs, the Program Director, and a student of the program.

ii. For associations that are not established in the framework of a specific discipline, the committee shall be constituted by the Director of Student Affairs, a designee of the Rector, and an active student.

iii. The scrutiny shall take place in a location previously designated by the Director of Student Affairs.

iv. Of the nominated students, only those who meet the following criteria will be eligible for positions in the student association:

1. Be a regular student at the time of the election.
2. Have a minimum grade point average of 2.00.
3. Have passed a minimum of twelve (12) credits in the institution.
4. Must not be under any disciplinary sanction.

v. The scrutiny committee will divulge the names of the elected students through the Student Services Office, within no more than three (3) calendar days after the assembly.

vi. If a student elected to be part of the leadership of a student association commits a minor or major fault, as established in the regulations, that produces some sort of sanction, they shall cease their functions at the time the sanction is imposed, regardless of what it is.

2. Official Authorization Procedure

- A. Once all documents are submitted, the Director of Student Affairs 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. Said reconsideration should be presented to the Rector, who will resolve within the next ten (10) business days whether the decision is reconfirmed or if a new application may be submitted considering the suggested recommendations. The decision of the Rector of Student Affairs will be 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.
- D. NUC will only recognize one student organization per academic program in each of its campuses.

3. Norms that shall govern the functioning of recognized student organizations:

- A. Present an annual work plan approved by the counselor or academic leader to the Director of Student Affairs.
- B. 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, using the Procedure for Complaints (See Article VI).
- C. 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.
- D. The organization shall keep a portfolio with evidence of their meetings and activities. Keeping custody of evidence for the corresponding agencies shall be the responsibility of the advisor and the academic department.
- E. The date of initiation needs to be approved by the Dean of Academics and the Rector. 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.

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

- A. 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.
- B. 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.
- C. 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.
- D. 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 online students, ads should be directed to the Digital Marketing Manager.
- E. The counselor will be responsible for notifying the Dean of Academics, program leader, 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.
- F. The counselor and treasurer shall be responsible for keeping records of the association's earnings.

5. Counselor Responsibilities

- A. 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.
- B. Serve as a link between the Association and any human resources that may provide conferences, seminars, etc.
- C. Promote activities aligned with the abilities of the student profile.

6. Revocation of an Official Authorization – The Director of Student Affairs 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.

NOTE: 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.

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. As future professionals, each student is expected to dress appropriately.
3. The inappropriate use of required uniforms or not using the official authorized uniform for certain academic programs.
4. 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.
5. Organize or celebrate student activities inside the Institution or through the Online education platform, or any other official Institution sites on the web, that are not authorized by the Rector of the Campus.
6. Using social media or bulleting boards to publish announcements, promote activities, or publish photos without the proper authorization from the Director of Student Affairs.
7. Refusing to comply with instructions offered by official representatives of the Institution who are executing their tasks.
8. Divulging confidential information acquired while executing functions in the Work Study Program.
9. Inappropriate or unauthorized use of computers or any other property or equipment of the Institution.
10. The use of vulgar or inappropriate language in any part of the Institution or its official web sites.
11. Offensive conduct towards any member of the college community.
12. Interrupting, obstructing or perturbing classes and other academic activities.
13. Disorderly or indecorous conduct in the classroom and other university dependencies.
14. Smoking in any closed areas of the Institution like: classrooms, laboratories, halls, and offices. Smoking will only be allowed in the Institution's designated areas.

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. A one (1) academic year suspension from participating in Institutional non-academic extracurricular activities. For these purposes, non-academic extracurricular activities include: sporting, cultural, and artistic events, among others.
4. A one (1) academic term suspension from participating in curricular activities. For these purposes, curricular activities include: assisting to class, laboratories, Educational Resource Center, Student Center, conferences, speeches, and other similar activities.
5. Establish a probation period during an academic term. During this period, any violation of the conditions established in the probation plan will lead to suspension for an entire academic period or permanent expulsion.
6. Assign community service within the Institution's facilities.
7. Reimburse National University College (NUC) for any expenses incurred because of unexpected actions or as consequences of actions against the rules in this manual.
8. Relief or apology to the offended individual.
9. A combination of two or more of the sanctions stated above.

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. Fraud or any other such actions when filling out official documents like: applications for admission, readmission, financial aid assistance or other similar documents.
2. Altering, falsifying, or committing fraud with signatures or official documents where the Institution is or may be involved.
3. Lack of honesty, plagiarism, or any other inappropriate behavior regarding academic work. This includes, but isn't limited to, actions stemming from lies, deceit, and lack of integrity. These are inappropriate actions with the purpose of obtaining favorable grade results without the student having performed the necessary tasks or efforts required to obtain them. Some examples of these are:
 - a. Submitting work that is not of the student's authorship.
 - b. Allowing another person to authorize the student to submit academic work as their own.

- c. Using words or ideas of another person without giving due credit. This includes minimal or substantial paraphrasing of an idea to give the impression that the student originally wrote it.
4. Dishonesty and any other inappropriate conduct related to academic achievement. The rules stipulated or established in the current Policy of Academic Integrity will be followed.
5. Incurring in fraud or irregularities in the management of student funds.
6. Access, publish, use, possess or distribute defamatory, dishonest, scandalous, pornographic, or anonymous material that attempts against the philosophy, mission, policies, NUC Institutional norms, those established in this Manual, or any member of the college community, through physical or electronic means.
7. Disturbing the peace and tranquility in any area of the Institution, whether physical or online, as well as in practice centers, with screams, tumultuous or offensive behavior, insults, arguments, challenges, provocations by use of profane, improper, or fowl language, and unnecessary noises from sound systems.
8. 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.
9. 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.
10. Causing malicious harm to Institutional property inside the campus premises or outside during official authorized functions, as well as conspiring to do so.
11. Alter or destroy electronic information systems or programs, vandalizing, or committing electronic fraud.
12. Representing the Institution without prior authorization from university leaders.
13. Possession, use, or distribution of drugs declared illegal by federal or state legislation inside NUC facilities or outside during any college activity or celebration including sporting and social events.
14. Un authorized use, possession, or distribution of alcoholic beverages inside NUC's premises or outside during any activity sponsored by or related to the University.
15. Bearing firearms, 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.
16. Bearing bladed weapons as defined by the Law of Arms of Puerto Rico, inside the premises of the Institution, or outside during any activity sponsored by or related to the University, even if they do not show intent to use it.

17. Engaging in sexual activities such as harassment, stalking, assault, coercion or sexual aggression, violence in a romantic relationship or during a date, undesired contact, lascivious acts, obscene exposure, obscene proposals or prostitution, as defined by the new Penal Code of the Commonwealth of Puerto Rico, as amended in Title IX, Clery Act and VAWA
18. 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.
19. 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.
20. Incurring in any conduct classified as a felony or misdemeanor as stipulated in the new Penal Code of the Commonwealth of Puerto Rico, as amended.
21. Disobeying, not meeting, or violating any of the conditions of probation or disciplinary sanctions imposed according to the procedures stipulated in this Manual.

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 Coordinator of Student Services Office.

Considering the nature and severity of each fault committed, the same may lead to the following sanctions depending on extenuating or aggravating circumstances:

1. The disciplinary committee will evaluate each case and make recommendations of sanctions or a combination of sanctions, taking into consideration the particularities of the case observed. If the committee's recommendation consists of permanent expulsion from the Institution, the case will be referred to the dean for final approval.
2. Suspension from the Institution for a determined period of time that shall be no less than one (1) academic term.
3. Permanent expulsion from the Institution.

ARTICLE VI – PROCEDURES FOR COMPLAINTS REGARDING 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 Campus Director of Student Affairs, Student Services Coordinator or authorized representative, detailing the situation within the next three (3) business days. In cases where the recipient of the complaint is

- unable to submit the written notification within the established period, the Director of Student Affairs or Student Services Coordinator will have the authority to extend the period when the case so merits it. The Director of Student Affairs or Coordinator of Student Services 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 Coordinator of Student Services, shall proceed to arrange a meeting with the parties involved for an online or physical interview, whichever is most appropriate.
 3. If, according to the Director of Student Affairs or the Coordinator of Student Services, the conduct described constitutes a minor fault as established in this manual, the Director shall advise 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. 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 Coordinator of Student Services shall coordinate an interview with the affected parties. They will be advised as to procedures and possible sanctions or measures applicable in relation to the fault committed.
2. If the fault committed constitutes a risk to public order and Institutional safety, the Director of Student Affairs or the Coordinator of Student Services will recommend to the Dean that the parties involved not present themselves to the physical Institution and not have access to any of the Institution's online platforms until the situation has been evaluated. The Director of Student Affairs will notify the student's professors via email with a copy to the Dean of Academics, the Department Directors or Program Leads.
3. If the case merits a referral to the Disciplinary Committee, the Director of Student Affairs or the Coordinator of Student shall have seven (7) 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 current Online education platform.
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 to the Director of Student Affairs or the Coordinator of Student Services within a period of no more than five (5) business days. The ~~campus Dean~~ shall evaluate the submitted determination and make a final decision.
7. The Campus Rector will notify the student of the final decision within no more than three (3) business days by means of a Certified Letter. A copy of said notification will be sent to the Director of Student Affairs, the Dean of Academics, and the Registrar's Office. The Registrar's Office will grant the student an AW (Administrative Withdrawal) and will apply the norms established for the adjustment of financial aid (Title IV).
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 Coordinator of Student Services will investigate the allegations presented in the complaint regarding the student.
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. After evaluating the situation with the employee, the Director of Human Resources, Campus Rector, and their immediate Supervisor, as applicable, will determine the appropriate corrective measures and shall present a written notification to the Director of Student Affairs or the Coordinator of Student Services
3. The Director of Student Affairs or the Coordinator of Student Services 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.
5. 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 three (3) business days. The President's decision regarding the appeal will be final and cannot be appealed. It will be notified in written form within ten (10) business days.

ARTICLE VII- PROCEDURES 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.

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 Distance Education Institutional Director and Retention Director (Online 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 Distance Education Institutional Director and Retention Director (Online 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 Distance Education Institutional Director and Retention Director (Online 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, Bachelor's Degree, and Master level courses, 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 Online 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 its 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. Only members of the Committee shall participate in Committee meetings.

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 and shall make its recommendations in accordance with the articles established in this Manual.
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, counseling, psychological services, among others.)

Disciplinary Committee Composition and Responsibilities

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 Registrar or representative shall verify any important data in the student's academic record like: grade reports, attendance, and others. Also, they will gather all necessary evidence to ensure better criteria when making a decision (academic performance, relations with others, and other incidents, among others). They shall be the person responsible for taking notes and producing the final written report.
3. The Department Director or Program Lead shall be from a different Department than the person investigated. They shall be responsible for investigating academic performance and other information that may help in the investigation. Also, they shall direct workflow, assign special jobs, and ensure the timeline and processes of the investigation.
4. The Professor from the General Studies Department shall supplement the Department Director's investigation.
5. The Center for Educational Resources Director shall be responsible for convening the meetings. They shall notify the location of the meeting to the Director of Student Affairs or the Student Services Coordinator and summon all the members to assist.
6. A student chosen 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.

In cases where a student has incurred in conduct that merits a mayor sanction and represents or derives from a danger to the campus administrative personnel, a Disciplinary Committee from a campus different from where the events took place shall be activated.

ARTICLE VIII – REOCURRENCES

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.

ARTICLE X – GRIEVANCES

A complaint or grievance is an action linked to any discords and disputes that are generated in the university community and involves two actors, the complainant and the defendant, members of the community.

NUC has established an internal grievance policy in order to consider complaints from students regarding actions of teachers or employees, either managerial or administrative.

SCOPE

This policy and procedure apply to Student Personnel of Academic Departments and Administrative Offices of all Campuses and NUC's Extension Centers (PR & US).

STATEMENT OF POLICY

NUC, in compliance with its mission, promotes the learning of students in a healthy environment among the members of the university community. NUC is committed to the attention and resolution of complaints presented by students in a reasonable time and with recommendations made judiciously and assertively by the Research Committee established in each campus or center.

Process to attend complaints or grievances submitted by students against possible violations of academic or administrative staff

A. Time established for the presentation, investigation and resolution of the complaint in campuses and centers.

1. The student should submit his complaint (verbal or written form) **within three business days** after the events occurred that gave rise to the complaint.
2. The complaints will be reviewed by the designated Student Services officials in each campus, **within five business days** after filing:
 1. *Student Affairs Director: NUC's Campuses*
 2. *Student Services Coordinator: NUC FTC Campuses*
 3. *Counselor's Officer or Designated: NUC IBC Centers*
3. Once the complaint is investigated, a response should be submitted to the complainant **within the following 10 business days** of the final decision.
4. Online Student's Complaints will be handled by the Retention Director, Professional Counselor (Student Affairs Representative), and Distance Education Academic Director according cases.
5. Complaints regarding events in campuses or centers by students that are registered in online courses, will be handled by:
 1. *Director of Student Affairs: NUC's Campuses*
 2. *Student Services Coordinator: NUC FTC Campuses*
 3. *Counselor's Officer or designated: NUC IBC Centers*

B. Procedure or grievance's investigation according to person against whom the complaint is made (defendant):

1. The investigation of the allegations made in the complaint will be handled as follows:
 4. If the investigation finds the employee may have violated any rules and institutional policies, the Student Affairs (Campuses), the Student Services Coordinator (FTC Campuses), or Counselor's Officer or designated (NUC IBC Centers) will refer the case to the immediate supervisor of this employee. In case of an academic staff, it is referred to the Campus' Dean of Academics or Academic Director (Centers).
 - i. After evaluating the situation with the employee or academic staff, the Director of Human Resources and the immediate Supervisor will determine the corrective measures and notify the determination by written communication to the Student Affairs Office (Campuses), Student Services Coordinator (FTC Campuses), or Counselor's Officer or designated (NUC IBC Centers).
 - b.** If the investigation finds the student may have violated any rules and institutional policies, the Student Affairs (Campuses), the Student Services Coordinator (FTC Campuses), or Counselor's Officer or designated (NUC IBC Centers) will refer the case to the **Campus Research Committee** or **Center Research Committee**.
 - i. The complaints Campus Research Committee or Center Research Committee will have the same composition as the Disciplinary Committee, as established in the Student Regulations Manual.
 - a. The Research Committee will investigate all the complaints.
 - b. The Disciplinary Committee will receive a case file with the information and results of the investigation, in order to evaluate and make recommendations about the case, in compliance with the Student Regulations Manual.
2. The Student Affairs Office (Campuses), Student Services Coordinator (FTC Campuses) or Counselor's Officer or designated (NUC IBC Centers), will provide the student with a written notification of the determination.
3. Once the actions taken are notified, if the student does not agree, he or she may appeal (verbally or in written form) to the President of the institution or his deputy, no later than three (3) working days. The decision made by the President, regarding the appeal, will be notified in writing within a period of ten (10) working days and the same shall be final and unappealable.

C. Grievances Procedure related to the use of drugs or alcohol, sexual harassment, discrimination because of race, color, age, sex, sexual preference, religion, nationality, marital status, national origin, political affiliation, disability or social status

1. If the complaint is related to the use of drugs or alcohol, sexual harassment, discrimination because of race, color, age, sex, sexual preference, religion, nationality, marital status, national origin, political affiliation, disability or social status, **it will be handled and processed under the protection of laws and institutional policies applicable to these matters.**
 - a. In cases of sexual harassment or actions established in the VAWA Protocol, the investigation procedure can include the Human Resource Designated and Title IX Coordinator.
 - b. Students should submit their complaints in verbal or written form to the Student Affairs Office (Campuses), Student Services Coordinator (FTC Campuses) or the Counselor's Officer or designated r or designated (NUC IBC Centers).
 - c. The complaint will be reviewed by the Student Affairs designated officials within **five** business days after filing, with counseling from the Human Resource Designated Title IX Coordinator, as requested.
 - d. Once the complaint is investigated a response must be submitted by the Student Affairs Office (Campuses), Student Services Coordinator (FTC Campuses) or Counselor's Officer or designated r or designated (NUC IBC Centers) to the complainant within the following 10 business days of the final decision.
 - e. Once the actions taken are notified, if the student does not agree, he or she may appeal (verbally or in written form) to the President of the institution or his deputy, no later than three (3) working days. The decision made by the President, regarding the appeal, will be notified in writing within a period of ten (10) working days and the same shall be final and unappealable.

D. Complaint Procedure related to processes or Academic Program Personnel

1. The program complaint process is described in the Student Regulations Manual and the Program Handbook for Nursing Students. Possible complainants may include: students, graduates, employers, clinical education sites, clinical educators, patients, and the general public.
2. This procedure applies to all Academic Programs.
3. All complaints about the program should be directed to the Dean of Academic Affairs (Campuses) or Academic Director (Centers) who in turn will refer the complaints to the Program Director (Campuses) or Lead Instructor (Centers). There will be one exception, if the complaint concerns the Program Director or Lead Instructor, the complaint will be directed to the Dean or Academics Director. The Program Director or leader will follow the procedure as described in Article VII of the Student Regulations Manual.
4. Complaints about grades will follow the procedure as described in Article VII of the Student Regulations Manual.
5. Complaints related to the Institution's academic quality should follow the procedure as described in Article VII of the Student Regulations Manual.

6. Complaints about the curricular content will be discussed in the next departmental meeting with the Academic Dean or Director who can refer the situation to the Curriculum Committee or Vice-presidents of Academic Affairs, as necessary. The Academic Dean or Director will develop a corrective plan of action and, where indicated, the faculty will implement this correction plan. The Dean of Academics or Academic Director will provide feedback to the complainant by phone, email, or letter.
7. Complaints about clinical education will be directed to the Practical Coordinator (NUC Campuses) or Lead Instructor /Assigned professor (NUC IBC centers) to investigate. After the investigation is completed, the Practical Coordinator or Lead Instructor /Assigned professor will make a formal report to the Academic Dean or Director. Resolutions to the complaint or changes will be implemented as appropriate. The Practical Coordinator will provide feedback to the complainant by phone, letter, or email.
8. The Dean or Academic Director will address complaints regarding Academic Programs and will keep records of the complaint in his/her office.
9. A record of the complaints and the dispositions will be maintained in the Dean of Academics and Director's Offices, respectively.

E. Levels for the handling of complaints

All complaints must be handled by the Management staff of the Campuses and Extension Centers in the time established in this policy.

1. If a student scales the complaint to executive staff (Vice-presidents), within the term established for the investigation and resolution of the complaint, the executive must indicate to the student what to expect because the process is completed in the campus or center.
2. Chancellors, Executive Directors, Deans of Academics, Academic Directors, Student Affairs Directors, Student Service Coordinators, and Professional Counselors must apply the dispositions of this policy and refer inquiries to executive staff once the resolution cycle of the complaint within the precinct is complete, before sending the final communication to the complainant student. Queries should only be submitted by Student Affairs Directors and Executive Directors, with a copy to the Chancellors, Human resources, and Vice-presidents in the following cases:
 - a. Situations that represent a real and imminent danger for the university community
 - b. Situations involving student consultations with lawyers or agencies external to NUC, already confirmed by the management staff of the campus or center.
 - c. Situations that affect the Institution's image.
3. Consultations must be submitted in the format provided by the Vice Presidency of Student Affairs, which includes the facts in chronological order, with dates and documents of the complaint, which must be signed by the student.
4. The executive staff (Vice-presidents) must evaluate the case and write their recommendations in a period of **three to five days**, after the referral. If the case

requires legal evaluation, the executive staff will have **10 days** to submit their recommendations.

5. All legal inquiries will be channeled through the VP of Academic Affairs, VP of Student Affairs, and Human Resources Office.

Anonymous Complaints

In NUC's Campuses and Centers, a *confidential line* must be disclosed so that students can submit their complaints by calling 787.522.9000.

ARTICLE XI – 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 known 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.
- E. Security protocols associated with the Clery Act, VAWA and Title IX, as well as the suicide protocol, among others, are available at the Office of Student Affairs of each Campus.

ARTICLE XII – 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 of 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. **Referral Agencies** – Private or government associations that offer mental, physical, and other health services.
- N. **Academic Advisors or Counselors** – Online counseling personnel that provides support for online students.
- O. **Online Platform** – Online 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.
- P. **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.
- Q. **College Community** - Includes all students and NUC employees.
- R. **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.
- S. **Professional Counselors** – Professional personnel trained in providing help and support for people during difficult situations and facilitating decision processes.
- T. **Director** – The person responsible for an office and its personnel.
- U. **Student** – Any person officially registered in the Institution.
- V. **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.
- W. **Administrative Personnel** – Any individual who works at NUC and is classified as administrative by the Office of Human Resources.
- X. **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.
- Y. **Guest** – Any outside person who enters the University to handle official matters.
- Z. **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.
- AA. **Online Student Services Coordinator** – Work with Academic Counselors and all are assigned to Retention Office – Corporate Online Division.
- BB. **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

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.

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 MEMBERS OF THE DISCIPLINARY 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.*

ARECIBO

Manuel Perez Aviles St.
COR Victor Rojas Ave.
Arecibo, Puerto Rico 00612
PO Box 4035 MSC 452
Arecibo, PR 00614
Tel. (787) 879-5044
Fax: (787) 879-5047

BAYAMON

Rd. #2 Km. 11.2
National University College Plaza #1660
Bayamon, PR 00961
PO Box 2036
Bayamon, Puerto Rico 00960
Tel. (787) 780-5134
Fax: (787) 786-9093

CAGUAS

190 Gautier Benítez Ave.
COR. Federico Degetau Ave.
Caguas, PR 00725.
PMB 194 PO Box 4985
Caguas, PR 00726-4985
Tel. (787) 659-4733
Fax: (787) 653-4732

**DISTANCE EDUCATION PROGRAM
(BAYAMON CAMPUS)**

National University College
Las Vistas Shopping Village Suite 31
300 Felisa Rincón de Gautier Ave.
San Juan, PR 00926
Tel. (787) 331-9400
Fax: (786) 693-7722

PONCE

Rd. #506 Km. 1.0
Bo. Coto Laurel
Ponce, Puerto Rico 00716
PO Box 801243
Coto Laurel
Ponce PR 00780-1243
Tel. (787) 840-4474
Fax: (787) 841-1360

RIO GRANDE

Rd. # 3 Km. 22.1
Bo. Ciénaga Baja
PO Box 3064
Rio Grande, Puerto Rico 00745
Tel. (787) 809-5100
Fax: (787) 888-8280