



# Student Regulation

## **PREAMBLE**

This manual includes all dispositions and amendments approved by the President of NUC UNIVERSITY, Mr. Michael Bannet. In its composition, we have adopted the generally used norm 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, which establishes the right of every individual to an education that will lead to the full development of their personality, capacities, and the enforcement of his/her rights, fundamental freedoms, and human dignity. Also, they are in harmony with the federal legislation that regulates the basic rights of students of the higher education system in Puerto Rico and in the state of Florida. This Manual recognizes the importance of educational equity in all of its institutional components.

Students at NUC UNIVERSITY 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 the existence of standards and procedures included in this Manual will not excuse students from being penalized for offenses established herein.

The provisions of this Student Regulations Manual are separable from each other. The nullity of one or more sections or articles will not affect the others that may be enforced regardless of those declared null and void.

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## ***ARTICLE I: STATEMENT OF INTENT***

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NUC UNIVERSITY 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, as well as all its dispositions, circular letters, and current policies are part of the study contract between the Institution and its students.

### **This Manual has the following purposes:**

1. Inform all students of their rights and responsibilities as students of NUC UNIVERSITY.
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. To guarantee 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. To guarantee 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. To disseminate and promote the competencies of graduate students.

## **A. The competencies of graduate 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.

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***ARTICLE II – STUDENT RIGHTS AND RESPONSIBILITIES***

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**A. Section 1 – Student Rights in all NUC UNIVERSITY Study Programs**

**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 institutional committees and student and professional organizations authorized and registered in the Institution.
5. Receive information about available financial aid and any other information pertaining to the subject of finances.
6. Receive information during the admission process regarding 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](http://www.nuc.edu), [www.ftccollege.edu](http://www.ftccollege.edu) or [www.daveschool.com](http://www.daveschool.com), and access the section on Student Services).
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](http://www.nuc.edu), [www.ftccollege.edu](http://www.ftccollege.edu)).
11. Have the rights established in "Ley Núm. 167 del año 2003, enmendada por la Ley Núm. 189 del año 2018, also known as "Carta de Derechos del Joven". (students younger than 29 years) (as applicable)

## **B. Section 2 – Student Duties and Obligations of All NUC UNIVERSITY Programs**

### **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 or instructor. Said justification should include a medical excuse or reasonable evidence. Students in online courses are responsible for logging on to their courses regularly so they can complete the programmed activities and maintain constant communication with their academic advisor.
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. Online students must present their official enrollment documents when presenting themselves at a NUC UNIVERSITY campus or extension center.
4. Preserve, maintain, and not cause harm to property, instructional equipment or materials and any movable or immovable property of NUC UNIVERSITY. 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 UNIVERSITY policies.

### ***ARTICLE III – INSTITUTIONAL POLICY FOR STUDENTS WITH DISABILITIES***

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NUC UNIVERSITY promotes the inclusion of people with disabilities in the college community. NUC UNIVERSITY believes that diversity enriches, therefore it recognizes and meets its obligations under the following laws:

- Americans with Disabilities Act of 1990 (ADA), Act 101-336, 42 US C. section 12101 and its 2008 amendments.
- The Rehabilitation Act of 1973 (29 US C. Section 794), and its amendments.
- “Ley de Admisión Extendida, Acomodo Razonable y Retención para Estudiantes con Impedimentos o Diversidad Funcional en Transición desde la Escuela Secundaria a Grados Postsecundarios”, “Ley Número 250 del 15 de septiembre de 2012”, as amended by “Ley Número 171 del 11 de agosto de 2016”.
- “Carta de Derechos de las Personas con Impedimentos”, “Ley Número 238 del 31 de agosto de 2004”, as amended.
- “Ley de Prohibición de Discrimen contra Impedidos”, “Ley Número 44 del 2 de julio de 1985”, as amended by “Ley Número 91 del 30 de julio de 2007”.
- “Ley para adoptar la “Carta de derechos del Joven en Puerto Rico”, “Ley Número 167 del 26 de julio de 2003”, as amended by “Ley Número 189 de 5 de agosto de 2018” known as “Ley para Adoptar la “Carta de Derechos del Joven en Puerto Rico”.

All Institutional Policies regarding students with disabilities are contained within the NUC UNIVERSITY Services Manual for Students with Disabilities. The policies covered by the Manual are:

- Self-identification process
- Procedure for requesting extended admissions for students who already have a Post-Secondary Passport for Reasonable Accommodations and/or other extended admissions
- Composition of the Extended Admissions Evaluation Committee

- Procedure for Requesting Reasonable Accommodations
- Procedure for handling Complaints
- Campus emergency plan.

You can access the Services Manual for Students with Disabilities at [www.nuc.edu](http://www.nuc.edu), [www.ftccollege.edu](http://www.ftccollege.edu) and [www.daveschool.edu](http://www.daveschool.edu) in the Student Services section.

#### ***ARTICLE IV - STUDENT REPRESENTATION IN INSTITUTIONAL BODIES AND COMMITTEES***

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- A. They must be officially enrolled students. The choice of student representation determined by the Institution or its authorized representative will be made at the beginning of each academic year. This participation will not only be limited to the representatives selected by the institution, but will be open to the student community. The Institution reserves the right to replace the student in the event that he/she does not fulfill his/her duties as a member of the student body or fails to meet the rules set out in the Student Regulations 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 V – STUDENT ORGANIZATIONS***

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For NUC UNIVERSITY campuses and outreach centers, student participation in student associations is part of their integration into their university life. To belong to a student association contributes to the development as a responsible individual, using what they have learned to increase their capacities to direct, plan and create a civic and social awareness. Any student association must be represented by a Board and comply with the following requirements:

- Be of an academic, professional, cultural, recreational, social, sports or service nature and may be constituted personally or by virtual methods using the available technologies and social media. Academic student associations must have a professor/instructor as an advisor. In the case of other types of associations, the advisor may be a teacher or an administrative employee.
- Respond to NUC UNIVERSITY's philosophy, mission, institutional values, institutional norms and policies.
- To be registered as provided for in “Ley Núm. 179 del 30 de junio de 1999, as amended by “Ley 212 del año 2018, which orders any educational or university institution in the country to establish a register of Fraternities, Sororities or Associations of any kind.

### **C. Requirements to qualify as a member of a Student Organization Board**

1. Students must be officially enrolled.
2. Have a minimum GPA of 2.00. For FTC and Dave School campuses, the required GPA will be the same.
3. Must have successfully completed a minimum of 12 credits at a campus and 6 credits at an extension center. In the case of new students, they must present a recommendation from an academic representative.
4. Must not be under any type of disciplinary sanction.
5. Must sign a “Confidentiality Agreement.”

#### **D. Procedure for constituting a Student Organization**

1. Board members of a Student Association at NUC UNIVERSITY must be elected by the vote of institution's regular students. It must be carried out by a nomination and voting process in:
  - a. A student assembly of the academic program, or
  - b. A student assembly in the case of associations that are not established in the framework of a specific academic discipline, or
  - c. In a voting booth established by the Office of Student Affairs.
2. When an association is newly constituted and is going to elect members for the first time, the call must be issued by the Director of Student Affairs of all Puerto Rico campuses, the Executive Director of NUC- IBC Technical Division or a delegate, and the Student Services Coordinator of the Florida Campuses. In the case of online students, the call must be issued by the Dean of Academic Affairs of online programs.
3. When the association is duly constituted for one year and is going to reelect its board members, the call must be issued by the President of the Association Board with the authorization of the Director of Student Affairs of all Puerto Rico campuses, the Executive Director of NUC- IBC Technical Division or a delegate, and the Student Services Coordinator of the Florida Campuses. In the case of online students, the call must be issued by the Dean of Academic Affairs of online programs. This authorization must also be required when an association is left without a president.
4. 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 one, with a half hour time difference. This second call does not require a quorum and will proceed with the students present.
  - a. The quorum for the first call to meeting must constitute a representation of 5% of the students in the program, or 3% of the student community in the case of associations that are not established within the framework a specific discipline.
  - b. 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.

5. An academic representative of the association's program, with the help from a student services representative or academic advisor, will be in charge of supervising academic program association assemblies. When student associations are not set in the context of a specific discipline, supervision of the assemblies will be headed by the student services representative or academic advisor.
6. For electing and reelecting members, a process of nominations must take place during the assembly, or in a voting booth, as determined, so that students may vote for candidates. Students can nominate another student or can nominate themselves. There should be at least one student nominated for each of the vacant positions.
7. Of the nominated students, only those that meet the following requirements must be eligible for board positions:
  - a. Students must be officially enrolled.
  - b. Have a minimum GPA of 2.00.
  - c. Must have successfully completed a minimum of 12 credits at a campus and 6 credits at an extension center.
  - d. Must not be under any type of disciplinary sanction or broken any of the dispositions in the Student Manual.
8. Once the election process is completed, results will be disclosed through a student services representative in no more than five (5) calendar days.

**E. OFFICIAL AUTHORIZATION PROCEDURE:**

1. Once all documents are submitted, the Director of Student Affairs of all Puerto Rico campuses, the Executive Director of NUC- IBC Technical Division or a delegate, and the Student Services Coordinator of the Florida Campuses will evaluate the application and write a recommendation accepting or denying the application within fifteen (15) business days from the date of submission.
2. 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 or Executive Director, 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 or Executive Director will be final and indisputable.

3. No organization will deny an application 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. UNIVERSITY will only recognize one student organization per academic program in each of its campuses, extension centers, and online division.

**F. RESPONSIBILITIES OF RECOGNIZED STUDENT ASSOCIATION BOARD:**

1. To present all the required documentation to the Office of Student Affairs with the purpose of requesting authorization for constituting a student organization.
2. To present an annual work plan approved to the Director of Student Affairs of all Puerto Rico campuses, the Executive Director of NUC-IBC Technical Division or a delegate, and the Student Services Coordinator of the Florida Campuses, or the Academic Dean of Online Studies, in the case of online students.
3. The board of the student organization, as well as its advisor, will be responsible for the behavior and any damages caused by its members during events celebrated under their sponsorship.
4. The board must keep a portfolio with evidence of their meetings and activities. Keeping custody of evidence for the corresponding agencies must be the responsibility of the advisor and the academic department.
5. The advisor and treasurer will be responsible for maintaining a record of all of the association's income.
6. The Association's board must issue a yearly report of all its activities including a financial statement in order to facilitate the transition to a new directive.
7. The date of initiation will be established by the Academic Department and must be approved by the Dean, Dean of Academics, the Rector or Executive Director, as applicable by campus or extension center. Initiations of non-academic associations will be handled by the Office of Student Services and will require the approval of the Rector, Executive Director, or VP of online students, as applicable. 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. Please look up “Ley Núm. 179 del 30 de junio de 1999” regarding the registration of all Fraternities, Sororities or Associations of an educational institution mentioned earlier.

#### **G. ADVISOR RESPONSABILITIES**

1. The association’s advisor 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. Serve as a link between the Association and any resources that may provide conferences, seminars, etc.
3. Promote activities aligned with the abilities of the student profile.

#### **H. 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 of all Puerto Rico campuses, the Executive Director of NUC-IBC Technical Division or a delegate, and the Student Services Coordinator of the Florida Campuses, or the Academic Dean of Online Studies, in the case of online students.
2. The student organization and its advisor are responsible for ensuring the activities take place in a location that does not interrupt teaching efforts. Any activity will not be allowed to harm the Institute’s reputation, its dignity or that of its students, nor will they expose it to legal sanctions of any kind.
3. 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 of all Puerto Rico campuses, the Executive Director of NUC-IBC Technical Division or a delegate, and the Student Services Coordinator of the Florida Campuses. In the case of online students, announcements should be directed to the Dean of Academic Affairs of Online Studies.

4. The advisor will have the responsibility to notify the Dean of Academics, program leader, and the Director of Student Affairs of all Puerto Rico campuses, the Executive Director of NUC UNIVERSITY Extension Centers or its delegate, and the Student Services Coordinator of Florida Campuses or the Dean of Online Academics, as applicable, of any activities to take place outside the Institution so that the Office of the Vice-Presidency of Compliance may activate the Public Responsibility Insurance against accidents.

#### **I. REVOCATION OF AN OFFICIAL AUTHORIZATION**

The Director of Student Affairs of all Puerto Rico campuses, the Executive Director of NUC UNIVERSITY Extension Centers or its delegate, and the Student Services Coordinator of Florida Campuses or the Dean of Online Academics, as applicable, 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: NUC UNIVERSITY will not recognize any student organization 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.**

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### ***ARTICLE VI – SANCTIONS***

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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 know, safeguard, and comply with the norms and policies established by NUC UNIVERSITY.

#### **A. ACTIONS AND BEHAVIOR SUBJECT TO MINOR SANCTIONS**

1. To organize and participate in raffles, 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, or the Executive Director or VP of Online Division, as applicable.



2. A lack of modesty, simplicity, or sensibility of dress when presenting oneself to a physical or virtual class or in your virtual profile. For example, miniskirts, plunging necklines, shorts, tight clothes, undershirts on 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.
  - a. Given the practical nature of academic programs, students at NUC UNIVERSITY campuses and extension centers are required to dress at all times according to the security measures of each laboratory.
3. The inappropriate use of required uniforms or not using the official authorized uniform for certain academic programs.
4. To bring 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. To 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. To use social media or bulletin boards to publish announcements, promote activities, or publish photos without the proper authorization from the Director of Student Affairs of all Puerto Rico campuses, the Executive Director of NUC UNIVERSITY Extension Centers or its delegate, or the Student Services Coordinator of Florida Campuses or the Dean of Online Academics, as applicable.
7. To refuse to comply with instructions offered by official representatives of the Institution who are executing their tasks.
8. To disclose confidential information acquired while executing functions in the Work Study Program or as an authorized representative of a committee.
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. To interrupt, obstruct or disrupt classes and other academic activities, with comments unrelated to class, speaking on the phone or talking to a classmate.
13. Disorderly or indecorous conduct in the classroom and other university dependencies.
14. To smoke in any enclosed areas of the Institution like: classrooms, laboratories, halls, and offices. Also, to smoke in open areas like recreation facilities, sport fields and parking area. This regulation also applies to tobacco, natural or regular cigarettes as well as all kinds of electronic cigarettes. See article 12 of “Ley para Reglamentar la Práctica de Fumar en Determinados Lugares Públicos y Privados”, “Ley Núm. 40 de 3 de agosto de 1993”, and all its amendments until 2017. See, also, the Florida Smoking Laws (applicable for Florida campuses).

#### 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 VI (A).

1. Verbal reprimand. (written evidence must be kept in student’s file)
2. Written reprimand with a copy kept in the student’s file in the Office of Student Affairs of the respective campus, the Executive Director of NUC UNIVERSITY Extension Centers or its delegate, or the Student Services Coordinator of Florida Campuses or the Dean of Online Academics, as applicable.
3. A one (1) academic term 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. Establish a probation period during one or more academic terms. 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.
5. Fulfill community service within the Institution’s facilities or an institutionally sponsored event.
6. Reimbursement to NUC UNIVERSITY for any expenses incurred because of unexpected actions or inactions or as consequences of actions against the rules in this manual, and/or any other action not in compliance with the study contract between the student and the Institution.

7. An apology or restitution to the offended individual.
8. 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 considered as a major sanction.

### **D. ACTIONS AND BEHAVIOR SUBJECT TO MAJOR SANCTIONS**

1. To commit fraud or any other actions when filling out official documents like: applications for admission, readmission, financial aid assistance or other similar documents. This includes the process of filling documents related to the external practices of the academic and technic programs of NUC UNIVERSITY. Also includes making false representations and/or lying in any act or diligence related to the university community.
2. Alteration, falsification, or fraudulent use of 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 derived 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. Any student that directly or indirectly allows another person to submit academic work as their own or take a test or evaluation for another student.
  - 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.
  - d. Uploading a blank document into the platform in order to generate attendance to a course.
4. Fraud and any other inappropriate conduct related to academic achievement. The rules stipulated or established in the current Policy of Academic Integrity will be followed.

- a. Sharing or selling coursework through web providers or any other means.
5. Fraud or irregularities in the management of student funds.
6. To access, publish, use, possess or distribute defamatory, dishonest, scandalous, pornographic, or anonymous material that attempts against the philosophy, mission, policies, NUC UNIVERSITY institutional norms, those established in this Manual, or any member of the college community, through physical or electronic means.
7. To disturb the peace and tranquility inside a physical or online classroom, or in any place, with screams, insults, unnecessary noises, tumultuous or offensive behavior that incites violence, arguments, challenges, and provocations by use of rude, profane or indecorous language. This also includes conducts that represent verbal or physical harassment, defamation, and/or disturbing the peace of any other student, employee, contractor, associate or visitor of NUC UNIVERSITY. An example of this would be to speak to an employee in a disrespectful or humiliating manner, twisting provided information, or refusing to follow Institutional instructions or procedures. It also includes the following: refusing to recognize the authority of an employee, falsely accusing a student, faculty member, employee, visitor, associate, or contractor of faulty behavior that could constitute a sanction. These examples do not exclude any other behavior that could alter the order or peace of the Institution's community.
8. To incur in disrespectful, insulting, abusive, threatening, aggressive, vengeful, defiant, derogatory, or bullying 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. In the case of bullying behavior, there is a Bullying Prevention Protocol in place.
9. To 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 our virtual platform and NUC UNIVERSITY's official social media sites.
10. To cause or conspire to cause malicious harm to university property or any property belonging to the Institution, as well as conspiring to do so.
11. To alter or to destroy electronic information systems or programs, by vandalizing, or committing electronic fraud.
12. To represent the Institution without prior authorization from university leaders.

13. To possess, use, sale, or distribute any controlled substance or any substance declared illegal by federal or state legislation inside NUC UNIVERSITY facilities or outside during any college activity or celebration including sport and social events. This includes presenting oneself to class or a test or evaluation under the influence of such substances.
14. Unauthorized use, possession, or distribution of alcoholic beverages inside or outside NUC UNIVERSITY's premises or within any other university facility during any activity sponsored by or related to the University. This includes presenting oneself to class or a test or evaluation under the influence of such substances. Also any other related behavior prohibited by the laws of the state of the Florida.
15. Bearing firearms, as defined by "Ley Núm. 404 del año 2000" also known as "Ley de Armas de Puerto Rico", within the Institution or any of its installations, or during an official celebration or sponsored activity without properly notifying and providing evidence of a permit to bear arms to a student services representative. This prohibition extends to students with lawful permits to bear arms, as stipulated in the laws of Puerto Rico. This regulation must 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. Also any other related behavior prohibited by the laws of the state of the Florida.
16. To bear bladed weapons as defined by the "Ley de Armas de 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. Also any conduct prohibited by the Florida statutory law (Chapter 790) and other related laws.
17. To engage in acts or activities such as harassment, stalking, assault, coercion or aggression, violence in a romantic relationship or during a date, undesired contact, lascivious acts, obscene exposure, obscene proposals or prostitution, as defined by the "Código Penal de Puerto Rico de 2012", as amended, and any other conduct that represents a prohibited or punishable sexual behavior. This includes behavior previously described within the context of people who have not been ever or are not currently in a sentimental relationship. Also any other related behavior prohibited by the laws of the state of the Florida.

18. To sustain 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. To participate in or to create a hostile environment, sexual, physical, or emotional harassment, from student to student or student to faculty, and from student to administrative personnel.
20. To record conversations of people within the university community without their consent by means of electronic equipment like laptops, tablets, mobile phones, and others. Such actions would infringe on the right to secrecy in communications and the right to intimacy.
21. To share or to publish third party recordings of conversations of people within the university community without their consent by means of electronic equipment like laptops, tablets, mobile phones, and others. Such actions would infringe on the right to secrecy in communications and the right to intimacy.
22. To engage in any conduct classified as a felony or misdemeanor as stipulated in the “Código Penal de 2012”, as amended and according to any special penal legislation in Puerto Rico and Florida (as applicable).
23. To disobey or violate 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 the maintaining of the institutional order. In the case of online students, all situations will be handled by the Office of the Student Services Coordinator.

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

1. Suspension from the Institution for a determined period of time that must be no less than one (1) academic term.

2. Permanent expulsion from the Institution.
3. If the case is referred to the Disciplinary Committee, before applying sanctions one or two, the 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 Office of Student Affairs of the respective campus, the Executive Director of NUC UNIVERSITY Extension Centers or its delegate, or the Student Services Coordinator of Florida Campuses or the Dean of Online Academics, as applicable, for final approval as necessary.

## ***ARTICLE VII – PROCEDURE TO EVALUATE A COMPLAINT RELATED TO SANCTIONABLE BEHAVIOR***

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### **A. PROCEDURE TO EVALUATE A COMPLAINT RELATED TO BEHAVIOR THAT CARRIES MINOR SANCTION**

1. If it is understood that a student has engaged in a conduct subject to a minor sanction, the person complaining about such conduct must submit, to the Director of Student Affairs (campuses), Executive Director of the Extension Center or its delegate NUC-IBC Technical Division, Student Services Coordinator (Florida campuses), or to the Academic Dean of Distance Education (online division), as applicable, a written report detailing the situation, within a maximum time of three (3) business (working) days. Such report may be submitted or sended by any means available. In the event that the complaining party is unable to submit the written notification within the prescribed time period, the Director of Student Affairs (campuses), Executive Director of the Extension Center or its delegate NUC-IBC Technical Division, Student Services Coordinator (Florida campuses), or to the Academic Dean of Distance Education (online division), as applicable, will have the authority to extend the period when the case so merits it.
2. Once communication arrives, and within a term of three (3) business (working) days from the date of receipt of such letter, the Director of Student Affairs (campuses), Executive Director of the Extension Center or its delegate NUC-IBC Technical Division, Student

Services Coordinator (Florida campuses), or to the Academic Dean of Distance Education (online division), as applicable, will proceed to:

- a. evaluates the report and determine if the conduct described in it entails the imposition of a **minor** sanction as established in this Manual.
- b. if such is the determination (described in(a), such determination must be notified to the charged student (by any available means) describing the sanction that will be applied to him/her. In the event that the sanction consists of a verbal warning or reprimand, such action must be documented.
- c. if it is determined that such conduct does not entail any sanction, such determination must be notified to the complaining party and/ or any other relevant diligence must be carried out.

## **B. PROCEDURE TO EVALUATE A COMPLAINT RELATED TO BEHAVIOR THAT CARRIES A MAJOR SANCTION**

1. If it is understood that a student has engaged in conduct or behavior subject to a **major** sanction, the person complaining about such conduct must submit, to the Director of Student Affairs (campuses), Executive Director of the Extension Center or its delegate NUC-IBC Technical Division, Student Services Coordinator (Florida campuses), or to the Academic Dean of Distance Education (online division), as applicable, a written report detailing the situation, within a maximum time of three (3) business (working) days. Such report may be submitted by any means available (personal delivery, regular mail, email). In the event that the complaining party is unable to submit the written notification within the prescribed time period, the Director of Student Affairs (campuses), Executive Director of the Extension Center or its delegate "centers", Student Services Coordinator (Florida campuses), or to the Academic Dean of Distance Education (online division), as applicable, will have the authority to extend the period when the case so merits it.
2. Once communication arrives, and within a term of three (3) business (working) days from the date of receipt of such letter, the Director of Student Affairs (campuses), Executive Director of the Extension Center or its delegate NUC-IBC Technical Division, Student



Services Coordinator (Florida campuses), or to the Academic Dean of Distance Education (online division), as applicable, will proceed to:

- a. evaluate the report and determine if the conduct described in it entails the imposition of a **major** sanction, as established in this Manual.
  - b. If such conduct or behavior is found to be sanctionable, but also it is having also been determined that the situation is **reconcilable**, such officer must summon the student(s) and the other affected parties involved, to a reconciliation procedure. Such writ of summons will be made by any of the following means:
    - i. certified letter with acknowledgement of receipt letter sent
    - ii. written letter sent via email
    - iii. letter personally delivered
    - iv. another available means
  - c. In such writ, the student must be informed of the following:
    - i. the charged conduct and the applicable sanctions or penalties
    - ii. that a reconciliation procedure will take place
    - iii. the nature of this procedure and the student's role in it
    - iv. that if the student is absent to this procedure without presenting justification (reliable evidence), the reconciliation procedure will be cancelled and the Discipline Committee will be activated
3. **Reconciliation procedure:**

This procedure will only take place when the conduct or behavior attributed or charged to the student(s) is such that there is real possibility the involved parties will sit down to talk and reach an agreement or compromise. If by any reason, this procedure does not reach or produce an agreement, the Discipline Committee will be activated.

In a reconcilable situation, both involved parties should be willing to meet for the following:

- to express that they are voluntarily, freely and consciously submitting to the procedure
- to dialogue about what happened
- to acknowledge faults
- to ask for forgiveness or an apology according to the nature of the offense

- to express your intention to amend such conduct
- to repair grievances and/or caused damage
- written commitment to an action plan to be followed so as not to re-engage in the disputed conduct
- to recognize and accept the authority of the figure that serves as a reconciliator between the parties
- to comply with the agreement(s) made. In the event that the situation is reconcilable, a written and obligatory agreement must be reached between the involved parties
- to acknowledge and accept that, if this agreement is violated, the Discipline Committee will proceed under the procedure for complaints of conduct with major sanctions

#### 4. **Procedure under the Discipline Committee:**

If it is determined that the conduct is subject to **a major sanction and that the situation is not reconcilable** either because of the nature of the offense committed, because the complained student did not attend the reconciliation procedure or such procedure did not reach an agreement, the Director of Student Affairs (Campuses), the Executive Director of the Extension Center or its delegate NUC-IBC Technical Division, the Student Services Coordinator (Florida campuses), or the Academic Dean of Distance Education (online division) (as applied in each case), must proceed to activate the Discipline Committee. Such Committee must follow these steps:

Within a period of not more than three (3) working days, the Committee must:

- a. summon the student(s) involved in the complaint, to a hearing. Such subpoena must be made by any of the following means:
  - 1) Certified letter with acknowledgement of receipt
  - 2) e-mailed letter
  - 3) personally delivered letter
  - 4) other available method

**IMPORTANT NOTE:** if the alleged offense jeopardizes the order and Institutional Security, a recommendation may be submitted that some or both of the parties involved do not report to the Institution or do not have access to the virtual platform until the case is assessed.

Such subpoena shall contain the following:

- 1) date, time and place of the hearing, as well as its nature and purpose;
  - 2) quotation of the legal or regulatory provision authorizing the holding of the hearing;
  - 3) reference to the regulatory rules allegedly infringed and to the facts constituting such an infringement.
  - 4) warning of the measures that may be taken if the student does not appear in the view
  - 5) warning that the hearing may not be suspended, unless such suspension is requested in writing with expression of the causes justifying such suspension (reliable evidence).
  - 6) warning that if the student(s) absent to such hearing without presenting justification (evidence or reliable evidence) the process may be concluded in his/her absence.
  - 7) inform the complained student that he/she can express and defend his/her position by presenting evidence on his/her behalf.
  - 8) inform the complained student that he/she may attend such a hearing accompanied by the advisor of his/her choice, if he/she so prefers (not obligatory).
- b. notify the Academic Dean (campuses), the Leading Instructor NUC-IBC Technical Division (as applied in each case), that a disciplinary process is underway.
- c. After such a hearing, the Discipline Committee must conduct the relevant research taking into account information on the complaint filed against the student, information on his/her academic record, academic progress, interpersonal relationships with the university community and all that can be subject to evidence. Online students and “blended” students will have this process applied in person. The Distance Education Coordinator will work this process with online students and “blended” students.

- d. Within a period of not more than three (3) working days, after the hearing is carried out, the Discipline Committee must prepare a written report containing its final determinations and recommendations and must submit that report to the Director of Student Affairs (campuses), the Executive Director of the Extension Center or his delegate NUC-IBC Technical Division, to the Student Services Coordinator (Florida campuses), or the Academic Dean of Distance Education (online division), (as applicable).
- e. Within three (3) working days from the time it receives the report of the Committee, such official must assess the decision submitted by the Discipline Committee and make a final decision on the matter. If it decides to accept the recommendations of that Committee, then he/she must notify the Committee in writing and then notify the complained student in **writing** of the decision of that Committee. Such notification may be made by registered mail with acknowledgement of receipt, by letter delivered personally or by any other means available. If applicable, the same notification must be sent to the Registration Office.
- f. The Registry Office shall grant the student an AW (Administrative \_\_\_\_ ) classification and the rules established for the adjustment of the Scholarship (Title IV) must apply. This action will be carried out in cases where the disciplinary sanction involves suspension or expulsion of the complained student.
- g. Within the following three (3) business (working) days after receiving the notification of the Committee decision, the student may appeal such decision, by presenting a written petition to the Office of the Presidency. If those three (3) days have passed and the student has not appealed this decision, it will become final and not open to appeal.
- h. If the student decides to appeal the Committee's decision to the Office of the Presidency, the latter's decision shall be final, final and unappealable.

**C. COMPLAINT SUBMITTED BY A STUDENT AGAINST ANY ADMINISTRATIVE OR ACADEMIC PERSONNEL**

1. The following procedure must be implemented by the Director of Student Affairs (campuses), or the Executive Director of the Extension Center or a delegate NUC-IBC Technical Division, the Coordinator of Student Services of Florida campuses, or the Dean of Online Academics, as it applies to each campus, center or division.  
This person or employee will represent NUC UNIVERSITY and will proceed to act as follows:
  - b. Refer the complaint to the Human Resources Office so it can implement the following procedure:
    - i. investigate the allegations presented in the complaint presented by the student.
    - ii. If any possible violation of the Institution's norms and policies is suspected, the employee must be referred to their immediate supervisor. If it pertains to academic personnel, they must be referred to the Academic Dean (campuses), Academic Director NUC-IBC Technical Division, who will proceed according to the Faculty or Employee Manual.
    - iii. After evaluating the situation with the employee, the Director of Human Resources, the Campus Rector(campuses), Executive Director NUC-IBC Technical Division (as applicable), and his/her immediate supervisor, will determine the appropriate corrective measures which will be notified to such employee (written notification).
2. The Director of Student Affairs(campuses), or the Executive Director of the Extension Center or a delegate, the Coordinator of Student Services of Florida campuses, or the Dean of Online Academics, (as applicable), must present a written notification of the determination to the complaining student.
3. If the complaint is related 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, it must be handled and processed under the applicable laws and institutional policies.
4. Once a determination is notified, the complaining student may appeal the decision to the President of the Institution or her/his delegate, by presenting a written petition within the next three (3) business days counting from the moment of notification. If those three (3)

days have passed and the student has not appealed this decision, it will become final and not open to appeal.

5. If the student submits an appeal within the time established, the President's decision regarding the appeal will be notified within three (3) business days and will be final, firm and unappeasable

## ***ARTICLE VIII – PROCEDURE TO EVALUATE A COMPLAINT RELATED TO ACADEMIC MATTERS***

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### **A. COMPLAINT OF AN ACADEMIC NATURE AGAINST A PROFESSOR/INSTRUCTOR**

1. If a student has a **complaint of an academic nature** against a professor/instructor, he/she must present it to the Director of Student Affairs (campuses), Academic Director NUC-IBC Technical Division, or the Student Services Coordinator (Florida). In the case of online students, they must present it to their Academic Advisor. Such complaint must be presented within the established period by the institutional calendar.
2. Once the complaint is received, it will be referred to the Director or Academic Program Coordinator of which the faculty member belongs to, or to the Lead Instructor NUC-IBC Technical Division, within a maximum of 3 working days.
3. The Director or Academic Program Coordinator of which the faculty member belongs to, or to the Lead Instructor NUC-IBC Technical Division, will investigate the complaint within no more than 3 (three) working(business) days.
4. If the student's claim proceeds, the Department Director (campuses), Academic Director NUC-IBC Technical Division, Academic Program Coordinator or Lead Instructor, (as applicable) will take the appropriate disciplinary measures established in the Faculty Manual and institutional rules and policies.

5. The Department Director (campuses), Academic Director NUC-IBC Technical Division, Academic Program Coordinator or Lead Instructor, (as applicable), with the Academic Dean, will provide official written notification of the actions taken on the matter to the Director of Student Affairs, Executive Director or delegate, the Student Services Coordinator (as applicable), within no more than three (3) business days from receipt of the case notification.
6. The Director of Student Affairs, Executive Director or delegate, Student Services Coordinator (as applicable), will inform the student on the actions taken regarding the matter within no more than three (3) working (business) days of having received the official communication from the Dean and Academic Director, (as applicable).
7. This procedure applies to all academic and technical modalities and to NUC UNIVERSITY academic institutional calendar, considering a maximum of twelve (12) business days for the resolution of the case.

## **B. GRADE DISAGREEMENTS**

1. The revision of grades may only be requested for final grades.
2. The student may request a final grade revision within the days established in the current academic calendar.
3. Final grades may only be changed by the professor who offered the course. The Registrar's Office may change a grade in the case of mathematical errors (error calculating the grade).
4. Procedure to be followed by the student:
  - a. The student must submit a written request using the *Form for Grade Evaluations*, available at the Registrar's Office and/or the Office of the Student Services Coordinator or Dean of Academic Affairs (Florida) and submit it to the professor/instructor who assigned the grade. Online students may submit their requests via *DocuSign*. Such request must be submitted no later than the third calendar day, counted from the date of the beginning of the next term following the term in which the grade was given.
  - b. A copy of any pertaining documents should be included.

- c. Once submitted, the professor shall have five (5) calendar days 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 five (5) calendar days, the student should contact the Academic Director, Department Director NUC-IBC Technical Division, Academic Program Coordinator or Lead Instructor, (as applicable). The online student must contact his/ her academic advisor. The Academic Director, Department Director NUC-IBC Technical Division, Academic Program Coordinator or Lead Instructor, (as applicable), will review the request and will submit a written reply within the next three (3) business days.
- e. If the student is not satisfied and considers that the information should be reviewed further, he/she will have five(5) calendar days to appeal before the Academic Dean(campuses and online division), Executive director NUC-IBC Technical Division, (those five days are counted from the moment of the notification of the decision, including the responses of the professor). If the time allotted passes and the student does not request an appeal, the decisions or actions taken will be final and binding. This process may require authorization from the Office of the Vice-presidency of Academic Affairs, to enroll passed the time period provided for enrollment.
- f. If it is determined that the student's claim is justified, either the professor or the Institution, will proceed to change the grade

**C. PROCEDURE TO SUBMIT A COMPLAINT RELATED TO THE ACADEMIC QUALITY OF THE INSTITUTION:**

Any student who wishes to complain about the academic quality of any of the Institution's offerings, must present a written complaint to the Department Director (Campus students), Academic Advisor (online students) or Academic Director NUC-IBC Technical Division, observing the following guidelines:

1. The complaint must be presented within five (5) calendar days following the end of the course for which the student is complaining.



2. The Academic Dean, Academic Director, Department Director or Academic Advisor, (as applicable), will investigate the complaint and will request communication with the professor, no later than three (3) days counted from the moment of the receipt of the complaint.
3. Then, the Dean, Director or Academic Advisor (as applicable), will have three (3) additional days to must provide written communication to the student notifying him/her of the results obtained from the evaluation.
4. If the student is not satisfied with the response, he/she may submit another written complaint before the Academic Dean (campuses), Vice president of Academic Affairs or delegate (Florida campuses), within three (3) calendar days starting after the notification of the decision. The Dean's decision on the matter shall be final and binding.

#### **D. PROCEDURE TO SANCTION A VIOLATION TO THE ACADEMIC INTEGRITY POLICY**

NUC UNIVERSITY's principles of academic integrity will not tolerate falsification, false representations, intellectual dishonesty, whether intentional or not, or deceit. This includes, but is not limited to, a lack of integrity, plagiarism, fraud, or any other inappropriate behavior in academic assignments. Some examples of these are:

1. Submitting work or project that is not the product of the student's intellectual authorship.
2. Allowing another person and/or student to submit the student's work as their own.
3. The use of ideas or words from another person without due credit. This includes paraphrasing, minimally or substantially, an idea to give the impression that it is originally the student's authorship.
4. Submitting assignments or documents without academic content.
5. Sharing or selling coursework through web providers or anywhere else.
6. Fabricating data, quotes or references.
7. Stealing tests, selling or distributing stolen tests, using faculty edition texts without authorization.
8. Taking a test (or another form of evaluation) on behalf of another student.

9. Using technology to disclosure test questions and answers or editing another student's work.
10. Sabotaging the academic work of another student.
11. Academic dishonesty: to use another student's identity to submit assignments and other projects (include online) (include another related behavior)
12. Inappropriate use of scholarship or institutional funds.
13. Inappropriate use of academic resources.
14. Academic sabotage or resubmitting work completed for another course (with the exception of compiling work from a previous course, if approved, within the Guided Research Project).

Once a violation of the Academic Integrity is identified, the professor/instructor must document the nature of such violation to determine the corrective measure or sanction to be applied. Sanctions 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 obtained from courses or as the result of a virtual audit in the case of online students.
5. Whether the offense is related to a minor assignment or a project leading to graduation, like an investigation, thesis, or research monograph.
6. To falsify or submit false declarations.
7. Whether the fault has a major impact on the learning environment of the Institution.

NUC UNIVERSITY promotes the development of an academic culture where ethics and respect for the intellectual work of others permeates. Therefore, any act that implies a violation of our Academic Integrity Policy must require a sanction in relation to the student's offense, with the purpose of educating prior to applying a major sanction.

## E. SANCTIONS AS A RESULT OF VIOLATION TO ACADEMIC INTEGRITY POLICY

1. **1<sup>st</sup> offense:** Verbal orientation and a written warning. The work in which the fault was committed will receive an 80% of the 100% of the grade. The professor will meet with the student and orient them about the Academic Integrity Policy (please see our Institutional Catalogue or go to: [nuc.edu/politiclas/](http://nuc.edu/politiclas/)) The written warning from the professor will include a description of the minor fault with an emphasis on not repeating said offense. A copy of the written warning will be sent to Academic Dean (campuses), Academic Director/Academic Program Coordinator NUC-IBC Technical Division, with copy to the Student Affairs Director, Executive Director or delegate or the Student Services Coordinator as applies to the campuses and centers.
2. **2<sup>nd</sup> offense:** Failing the assignment for which the fault was committed, the professor will refer the student to the Director/Academic Program Coordinator (campuses), Academic Director (centers and Florida campuses) and academic Advisor (online division), to mentor the student. A written notice will be sent to the Academic Dean (campuses), Academic Director NUC-IBC Technical Division, Academic Dean of Online Division (online students), with copy to the Students Affairs Director. In the case of the extension centers, the Academic Director will send the notification to the Executive Director or delegate. In the case of the Florida campuses, the Academic Advisor from online division will send such notification to the Student Services Coordinator.

A written notice will include a description of the faults committed and a plan of action so that such behavior is not repeated.

3. **3<sup>rd</sup> Offense:** Failing the class for which the fault was committed. The professor must recommend that the student fail the course given the reoccurrence of such conduct. The professor must notify to the Academics Program Director or Coordinator (campuses), Academic Director NUC-IBC Technical Division, or to the Academic Dean of the Online division (online division) (as applicable), with copy to Student Affairs Director (campuses), Executive Director or delegate NUC-IBC Technical Division, student Services Coordinator (Florida), (as applicable).

Such notification will be submitted within the next four (4) calendar days following the date of the action. Failing grade will be decided with the professor, Academic Dean

(campuses), Academic Director NUC-IBC Technical Division, Department Director or Academic Advisor (online students), and the Academic Dean of online division.

The Academic Dean (campuses) or Academic Director NUC-IBC Technical Division (as applicable) send a written notification to the Registrar's Office to be included in the student's file.

4. **4th offense:** Expulsion or definite separation from the institution. The professor will provide written notification of the action to the Academic Program Director/Coordinator (Campuses), Academic Director NUC-IBC Technical Division, or to the Academic Dean of online division (online division), (as applicable), with copy to Student Affairs Director (campuses), Executive Director or delegate NUC-IBC Technical Division, or Student Services Coordinator (Florida campuses), to the Academic Dean of online Division (online division), (as applicable).

The Office of the Student Affairs Director (Puerto Rico and Florida campuses) or the Office of the Executive Director NUC-IBC Technical Division, or the Office of the Academic Advisor (online division) (as applicable), will activate the Disciplinary Committee to compile the evidence of all four offenses and analyze the case in order to determine whether a suspension or a definitive expulsion from the institution 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 American Psychological Association (APA) format.
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 UNIVERSITY's physical campuses.

## ***ARTICLE IX – DISCIPLINARY COMMITTEE***

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As a representative of the Institution in each of its campuses, 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 named by the Director of Student Affairs, the Executive Director or delegate, or the Student Services Coordinator as it applies to the campuses and extension centers. The committee must be composed of people who show compromise with our Mission. Only members of the Committee can participate exclusively in Committee meetings.

### **A. 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.)

## **B. DISCIPLINARY COMMITTEE COMPOSITION**

1. The Department Director, Department Coordinator, Lead Instructor, (as applicable) must 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.
2. The Professor from the General Studies Department (campuses), Lead Instructor NUC-IBC Technical Division, (as applicable) must reinforce the Department Director's investigation.
3. A student chosen from any course program, other than the academic program of the investigated student. Said student must be a recommendation by the Director of Student Affairs, the Program Director or Coordinator, or the General Education Professor if it applies, and the Director of Student Affairs, Executive Director or delegate, or the Student Services Coordinator, as it applies to the campuses and centers. This student shall ensure the processes are carried out in accordance with the rules established in this Manual. They shall not have the right to vote during the process and they must sign the Confidentiality Agreement. Depending on the vulnerability of the case, and with the purpose of guarding the student member of the Disciplinary Committee's safety, the Director of Student Affairs may abstain from requesting the student's presence and will explain the nature of the case and reasons why the academic and administrative personnel will be handling said case.
4. The Registrar or Library Regional Representative must 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.
5. The Center for Educational Resources Director or Library delegate will assist the Registrar on such duty.

### C. DISCIPLINARY COMMITTEE MEETINGS AND FINAL REPORT

1. Once the Director of Student Affairs (campuses) the Executive Director NUC-IBC Technical Division, Student Services Coordinator (Florida) or the Academic Dean of Online division (online) receives the complaint for a case being referred to the Disciplinary Committee, he/she will proceed to refer such complaint to the Disciplinary Committee. With this referral, the Committee will be automatically activated.
2. Such officer will convene the members of the Committee, with a notification of the date, place and hour of the meeting. Once called, the Committee will begin its operations immediately.
3. If necessary, the Committee will carry out meetings to follow up on the case. The Registrar or regional library representative (Florida) will be responsible for convening subsequent meetings and establishing the logistics to carry them out.
4. Attendance is mandatory for all members of the committee when a meeting is convened.
5. All members of the Disciplinary Committee must maintain strict confidentiality of all the information handled during the process, unless it is a situation that is required to be divulged by law or for security measures.
6. The final report must contain the signatures of all members of the Disciplinary Committee, and will be sent to Rector (campuses), Executive Directors NUC-IBC Technical Division, Student services Coordinator (Florida), or the Academic dean of Online Division (online division).
7. In these disciplinary process, the “Reglas de Evidencia de Puerto Rico” (or other related Florida court rules of evidence) will **not** be applicable.

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

#### **D. DISCIPLINARY COMMITTEE HEARING ATTENDANCE**

1. If a student is unable to attend the Disciplinary Committee Hearing, he/she must present clear and reliable evidence at least one day prior to the date of the original hearing in order to reschedule.
2. If the student does not show up at the hearing and presents no acceptable justification (reliable evidence), the Disciplinary Committee may choose to decide as they see fit. In the case of online students, the same must communicate, via phone and during business hours, with their academic advisor or the Dean of Academics of the Online Division to excuse themselves and send email evidence of the reason for not attending.

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#### ***ARTICLE X – GENERAL CLAUSES***

- A. The President of the Institution shall be responsible for implementing this Student Regulations Manual.
- B. It must be every NUC UNIVERSITY 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, it will be understood that the NUC UNIVERSITY met its duty to notify, by sending the student a notification, via certified mail to their last known address, or via any other available mean. It is 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 UNIVERSITY 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 and the Institutional Safety Policy, among others, are available at the Office of Student Affairs of each Campus, Extension Center or Online Division. These documents are also available on our webpage.
- F. The student or their representative or associate must follow and exhaust all the steps of the process or processes established in this Manual or in any other body of rules of the Institution and must



refrain from submitting resources or improper notifications in inappropriate institutional forums. An example of this can be: a telephone call, writing a letter or emails to the President, to any Vice Presidency, or other institutional official, when the resolution of your case is pending. This example does not exclude any other student or representative conduct carried out in order to gain direct access to the NUC UNIVERSITY Presidency or Vice Presidencies when they are dissatisfied with the established process or as a way to evade or skip said process. This type of conduct may give grounds for the dismissal or termination of any pending process the student may have begun and is pending a resolution.

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### ***ARTICLE XI – DEFINITIONS***

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

1. **Academic Advisor** – trained personnel that support all online students. Online counseling personnel that provides support for online students.
2. **Academic Dean (campuses)** – academic leader of the entire operation of a campus.
3. **Academic Director (extension centers)** - person appointed by the Vice President of Academic Affairs and the Director (a) Executive (a) of the outreach centers to manage academic policies and the application of their processes to faculty and students. It is responsible for the recruitment, supervision, evaluation and professional development of the faculty.
4. **Academic Dean of Distance or Online Division** - academic leader of the entire operation of the Online Division.
5. **Academic term** - a determined period of time in which a student conducts studies related to the program in which he or she was enrolled. It may vary by academic or technical program.
6. **Administration member** – any person employed in service offices by the Institution whether full or part-time.
7. **Administrative Personnel** – any individual who works at NUC UNIVERSITY and is classified as administrative by the Office of Human Resources.
8. **Advisor** – advises the members of the Student Association Board in various aspects like event planning.

9. **Agency (referral agency)** – public or private agency that offers health services (mental, physical or another type).
10. **Alert Committee** – designated institutional staff in charge of communicating the entire university community the occurrence of any dangerous situation. Also in charge of taking the appropriate actions, which could include the total or partial evacuation of the Institution personnel.
11. **Calendar days** - days as expressed in the current calendar.
12. **Co-curricular Activity** – Any activity that is related to the student’s academic program and complements their integral development from an educational standpoint.
13. **Complaint** – a written communication detailing the alleged conduct attributed to a student that may result in a sanction or penalty. This communication may be submitted by any means but must contain the following: the alleged conduct, the person harmed by such conduct and any other details necessary to be able to assess whether the case may relate to a reconciliation process or to a Discipline Committee.
14. **Dangerous Situation** - a condition or condition that results in or may be a threat or risk to the life of the person, to others or to the property, and which occurs within or on the premises of the Institution. It may be related to:
  - Suicide attempt within the Institution.
  - Sexual rape within or near the premises of the Institution.
  - Mental health crisis.
  - Overdose of alcohol or drugs.
  - Disorder or mutiny within campus.
  - Intentional fire.
  - Any other situation that violates the safety and/or life of a student, faculty or administrative employee and/or property of the former, within the premises of the Institution or outside, in the course of an official activity of the same. For online division, situations are included through synchronous classes, phone calls, or emails.
15. **Executive Director** NUC-IBC Technical Division–A person named by the President to direct a Florida Campus or Extension Center in Puerto Rico.
16. **Faculty** – any person who teaches a group to acquire knowledge or some specific skill and who is classified as such in the Human Resources office. It includes all teachers of the

institution who work for full or partial tasks, visiting professors, Directors of Academic Departments and Coordinators of Academic Programs, the Associate Academic Dean, Vice President Academic Affairs, Professional Counselors and Directors of Educational Resource Centers (Library). The President of the Institution will be an ex officio member of the Faculty.

17. **Final report of Disciplinary Committee** - a report containing the final determinations and recommendations of the Discipline Committee in which the higher sanction to be applied to the complaining student will be recommended.
18. **Hearing** – hearing held by the Discipline Committee in which the complained student is received and listened to, is allowed to present evidence on their behalf and defend him/herself. In addition, any other party related to the complaint (complaint and/or related) is received and heard. It is an informal but orderly process. During this hearing and the rest of the procedure, the “Reglas de Evidencia de Puerto Rico” or “Reglas de Procedimiento de Puerto Rico” will not be applicable.
19. **Institutional committees** – 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.
20. **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.
21. **Lead Instructor** – faculty designated to lead and administer academic programs in extension centers. They facilitate communication between teachers and administrative staff, acting as a formal liaison. In addition, they are the staff in charge of programmatic assessment, representing the faculty in curricular reviews, educational projects, retention committees, among others.
22. **Major sanction** - penalty or sanction established as a result of the violation of the regulations governing the conduct or behavior subject to major sanction.
23. **Minor sanction** – penalty or sanction established as a result of the violation of the regulations governing the conduct or behavior subject to minor sanction.

24. **Office of Online Student Affairs** – (Call Center) Includes the Admissions Office, Financial Aid, Collections, Registrar’s, Placement and Academic Counselors. Academic Counselors are assigned to the Dean of Online Academics.
25. **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.
26. **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.
27. **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 Big Blue Button (BBB) Community portal.
28. **Professional Counselors** – Professional licensed personnel trained in providing help and support for people during difficult situations and facilitating decision processes.
29. **Reconcilable situation** - a situation in which a student has been accused of engaged in conduct that entails a major sanction but circumstances allow the parties concerned to dialogue about what happened in order to reach a possible agreement or solution.
30. **Rector** – the person designated by the President to lead the operations of a campus. The Rector must be a member of the Institution’s Executive Committee.
31. **Referral Agencies** – Private or government associations that offer mental, physical, and other health services.
32. **Regular Student** – Any student who has studied one or more terms within the institution.
33. **Reliable evidence** – evidence that reasonably proves a claim, event or event. Includes: medical or other document, oral testimony, and/or written statement.
34. **Reoccurrence** – refers to the student who engages in conduct involving minor or major penalties, and who had previously been the subject of disciplinary proceedings by the Discipline Committee and sanctioned accordingly.

35. 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.
36. Special Student – student exclusively registered with the purpose to enhance their professional career or to pursue personal enrichment. This student is not enrolled in any specific program of study.
37. **Suspicious conduct or behavior**– behavior considered strange or uncommon and may be interpreted as a risk to the person or another. Some signs of Suspicious Behavior include:
- a. A student or person unassociated with the institution lingers near or on the premises showing suspicious behavior.
  - b. Any person that threatens another with a firearm or other weapon that may cause physical or environmental harm.
  - c. Incongruent verbalized thoughts bearing threats to their selves or others.
  - d. Tumultuous behavior or disrespect that may threaten the security of the college community.
  - e. Physical or verbal aggression and constant irritation that may be considered an imminent threat to the University and its community.
  - f. 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.
38. **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.
39. **Student associations or organizations** - a group of students with an academic or non-academic interest, who formalize their association by choosing a board and adopting governing rules.
40. **Student Affairs Director** - student affairs leader who oversees counselors, student activities, placements and administers the implementation of the Student Regulations Manual, institutional policies and prevention protocols.
41. **Student Services Coordinator** - an official or employee in charge of financial assistance, retention, at the Florida precincts (FTC and Dave School).

42. **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.
43. **Visitor** – Any outside person who enters the University to handle official matters.
44. **Working days (business or labor days)** - days when NUC UNIVERSITY administrative offices are in labor operations.



## ***APPENDIX I***

### **CONFIDENTIALITY AGREEMENT TO BE SIGNED BY A STUDENT AS MEMBER OF AN INSTITUTIONAL, CAMPUS COMMITTEE OR STUDENT ASSOCIATION**

NUC UNIVERSITY, 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 Disciplinary 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 in accordance to the current applicable laws. Should any disposition, word, sentence, or phrase of this Manual be disputed and declared unconstitutional, inapplicable, or null and void for any reason by a court of law, such decision must 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. NUC UNIVERSITY, 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 UNIVERSITY's webpage.*





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Yauco, PR 00698  
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<p><b>NUC UNIVERSITY MAYAGÜEZ</b></p> <p>Carr. #2 Km. 156.5 Mayaguez, PR 00680 787. 879.5044</p>	<p><b>NUC UNIVERSITY IBC MAYAGÜEZ</b></p> <p>Ave. Tenerife 75, Carr. #2, Bo. Sultana Mayagüez, PR 00680 1.787.833.4647</p>	<p><b>NUC UNIVERSITY IBC AGUADILLA</b></p> <p>Carr. #2 Km. 121, Bo. Caimital Alto Aguadilla, PR 00603 1.787.891.4345</p>	<p><b>NUC UNIVERSITY IBC MOCA</b></p> <p>#145 Ave. La Moca Moca, PR 00676 1.787.877.2292</p>
<p><b><u>FTC DELAND</u></b></p> <p>1199 South Woodland Boulevard Deland, FL 32720 386.734.3303</p>	<p><b><u>FTC KISSIMMEE</u></b></p> <p>3831 West Vine Street, Suite 50 Kissimmee, FL 34741 407.483.5700</p>	<p><b><u>FTC LAKE LAND</u></b></p> <p>4715 South Florida Avenue, Suite 4 Lakeland, FL 33813 863.619.6200</p>	<p><b><u>FTC ORLANDO</u></b></p> <p>12900 Challenger Parkway Orlando, FL 32826 407.447.7300</p>
<p><b><u>FTC PEMBROKE PINES</u></b></p> <p>12520 Pines Boulevard Pembroke Pines, FL 33027 954.556.1900</p>	<p><b><u>FTC CUTLER BAY</u></b></p> <p>20505 South Dixie Highway Cutler Bay, FL 33189 786.405.1100</p>	<p><b><u>FTC LA SALLE COMPUTER LEARNING CENTER</u></b></p> <p>1111 North West Shore Boulevard, Suite 110 Tampa, FL 33607 813.751.3581</p>	<p><b><u>DAVE SCHOOL</u></b> The Digital Animation and Visual Effects (DAVE) School 2500 Universal Studios Plaza, Sound Stage 25 Orlando, FL 32819 407.385.1100</p>