



# Student Regulations

2023

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## **Preface**

These Regulations include all provisions and amendments approved by the President of NUC University, hereinafter referred to as "the Institution" or "the University". In composing it we have adopted the recognized norm about the use of gender, however, as an educational institution inclusive language is used. The provisions of these Regulations are in harmony with the fundamental principle established in Article II Section 5 of the Constitution of the Commonwealth of Puerto Rico and/or as applicable in the state of Florida, in the United States of America. These Regulations guarantee the right of every individual to an education conducive to the full development of their personality, capacities, as well as the strengthening of their rights, responsibilities, and their fundamental liberties and dignity as a human being. Additionally, they recognize that educational equity must exist in all institutional components.

A student at NUC University is one who is officially enrolled in the Institution and has complied with the processes and obligations established by the Student Accounts Office. It's important that every student, administrative staff member, and faculty read the contents of these Regulations to know and enforce the policies, procedures, and norms established in the Institution, in order to promote institutional order. Ignorance of the policies and procedures included in these Regulations will not excuse the student from being penalized due to any violation of the contents herein.

The provisions of these Regulations are non-mutually exclusive. The nullity of one or more sections or articles shall not affect the others that may be applicable regardless of those declared void. These Regulations are periodically revised and are released with an updated date, voiding the previous version.

## **Article I. Statement of Purpose and Scope**

### **Section 1.01 Title**

This regulatory document will be known as the NUC University Student Regulations.

### **Section 1.02 Purpose**

NUC University has created these Student Regulations for the purpose of publicizing the rights and responsibilities of the University's students, as well as serving as guidelines to promote an environment of respect and healthy relationships for learning. The provisions of these Regulations are in harmony with the Mission and Vision of the Institution and the goals established in its Strategic Plan. These Regulations, as well as all its provisions, circulars, and current institutional policies, are part of the institution's study contract with its students. Therefore, the purpose of this document is:

1. To disseminate to the student body the rights and responsibilities that they have as students of NUC University.
2. To identify the Institution representatives that have the duty to address and manage all affairs covered by these Regulations.
3. To officially determine the conditions governing the development of the student associations by which the broad and effective participation of the students will be allowed and promoted in the everyday life of the Institution.
4. To establish the norms of acceptable behavior at the University, to ensure a healthy and safe environment for all those who belong to the learning community and the applicable penalties whenever a violation of the established norms occurs.
5. To guarantee to every student that they will be treated fairly with no discrimination against the individual based on race, color, sex, gender, sexual preference, birth, age, pregnancy, social origin or status, ancestry, marital status, religious or political beliefs or ideas, nationality, ethnic origin, disabilities, status as a veteran of the Armed Forces, or for being a victim or perceived victim or domestic violence, sexual assault or harassment, or any other discriminatory motive prohibited by law.
6. To guarantee every student the right to defer and claim their rights in an orderly manner, in accordance with the university norms of behavior and lifestyle without this interfering

with or impairing academic processes, order, and institutional safety, so that a healthy coexistence is preserved.

7. To disseminate and promote student competencies.

### **Section 1.03 Scope**

These Regulations have an extendable scope to the Institution and all its academic programs, in all study modalities, as well as the administrative operations of the service offices and academic departments, during the academic life cycle of the student, which include: the admissions process, financial assistance, transfers, curricular and extracurricular activities inside and outside of the Institution, student service, orientation process, and student job placement and follow-up.

## **Article II. Student Rights and Responsibilities**

Every individual officially enrolled in the University is considered a student, whether that be to obtain academic credit or to audit courses. The University reserves the right to admit or readmit a student.

### **Section 2.01 Rights**

Every student has the right to:

1. Receive a quality education that allows them to obtain preparation in the selected field of study within the curriculum and academic resources offered by NUC University. The right to receive a quality education does not give a student the right to demand a fundamental review or change of a NUC University program or activity.
2. Carry out activities that promote their integral development with the approval of the Office of Student Affairs (campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Academic Dean (Online Division),
3. Participate in activities organized at the University where personal and professional development are promoted for the purpose of creating civic and social sensitivity in the student.
4. Belong to institutional committees, student and professional associations authorized and registered by the University.
5. Receive information about the assistance offered by the institution's service departments.
6. Receive information, from the admissions process, about all of the support services available for students with special needs. (Please see the Services Manual for Students with Disabilities integrating the Policy and the procedure to offer Reasonable Accommodations at [www.nuc.edu](http://www.nuc.edu), [www.ftccollege.edu](http://www.ftccollege.edu) and [www.daveschool.com](http://www.daveschool.com) accessing the Services area).
7. Obtain and discuss with professors the Subject Guide or the course outlines at the start of each term. Receive academic support according to their particular needs, as long as this does not lead to a fundamental revision or change of an NUC University program or activity.
8. Receive instructional material from a class in which the professor is absent.
9. Receive orientation and support in the event that the student's safety is in jeopardy.

10. To have their rights provided in the "Young Person's Charter of Rights" recognized, Law No. 167 of the year 2003 amended by Law No. 189 of the year 2018. (Students residents of Puerto Rico younger than 29 years of age, as applicable).

## **Section 2.02 Duties**

All students of the University must comply with the elements established in the following sections:

1. Exhibit and maintain behavior that respects the rights of all members of the university community.
2. Regularly attend or access his or her courses and practices. Justify absences while being aware of their responsibility for the material assigned and offered in class. If any justification or excuse is necessary in relation to the absence, they must submit it to the professor and/or instructor that offers the course. This justification must include a medical excuse and/or reasonable proof related to the absence. The students of online academic programs have the responsibility to access their courses with the required frequency to complete the scheduled activities and maintain continuous communication with their professor and/or academic counselor.
3. Maintain, care for, and not damage property, equipment, and instructional materials, as well as the furniture and facilities belonging to NUC University. If done, the student risks disciplinary action.
4. Dress and maintain personal appearances with decorum and hygiene appropriate for an educational environment. Use the uniform, as required according to their study program.
5. Comply with the institutional policies, norms, and rules.
6. Comply with the requirements established for approval of their courses.
7. Comply with the financial obligations that they have agreed to in accordance with the policies of NUC University.
8. Keep the identification card provided by the University visible at all times as part of the security, access, and facilities use process. Students and members of the community without proper identification will not be allowed to enter.
9. All students shall carry their identification card at activities where they are duly authorized to represent the University.



### **Article III. Institutional Policy Concerning Students with Disabilities**

NUC University, in its commitment to form individuals educated in a university environment that fosters learning, promotes the inclusion of individuals with disabilities in the university community. NUC University provides its students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. By virtue of this, the Institution recognizes and complies with its obligations under state and federal laws applicable in Puerto Rico and Florida.

All institutional policies concerning students with disabilities are contained in the Services Manual for Students with Disabilities from NUC University. If you have any history or diagnosis of disability and plan to use academic accommodations, refer to the handbook or contact the institution for more information. You can access the Services Manual for Students with Disabilities by going to [www.nuc.edu](http://www.nuc.edu), <http://tecnicos.nuc.edu/>, [www.ftccollege.edu](http://www.ftccollege.edu), <https://dave.nuc.edu/>.

## **Article IV. Student representation in the institutional organizations, associations, and committees**

### **Section 4.01 Institutional organizations and committees**

Student participation in the institutional organizations and committees shall be governed by the following sections

1. They must be students of NUC University. The election of student representation as determined by the Institution or its authorized representative shall be conducted at the start of each academic year. This participation shall not be limited only to the representatives chosen by the institution, but rather be open to the student community.
2. The Institution reserves the right to replace the student in the event that he or she does not comply with their duties as a member of the student organization or violates the norms established in the student regulations.
3. The student shall sign the "Confidentiality Agreement Letter", concerning the affairs in which they participate (Please see the "Confidentiality Agreement Letter" as Annex 1 to the Regulations).

### **Section 4.02 Student Associations**

For all of the units of NUC University, in Puerto Rico and the United States, student participation in student associations is part of their integration into university life. To belong to a student association contributes to development as a responsible individual, using new knowledge to increase his or her capacities to direct, plan, and create civic and social sensitivity. All student associations must be represented by a leadership board. The organization or association must comply with the following fundamental criteria:

1. Align with institutional philosophy, mission, values, norms, and policies.
2. Have an academic, professional, cultural, recreational, social, sport, or service nature. Can be constituted in person or virtually using available technology and social media. The academic Student Associations must have a professor as an advisor. In the cases of other associations, the advisor may be a professor or an administrative employee.
3. Be registered as dictated in Law Number 179 of June 30th of 1999, as amended by Law 212 from the year 2018, that orders all educational or university institutions in the country to establish a registry of Fraternities, Sororities, or Associations of any type. This applies

to students from the NUC Universities Puerto Rico campuses or in the NUC-IBC Technical Division.

**(a) *Process for establishing a student association***

Members of the Board of Directors of a Student Association will be elected by the regular students of the institution. This will be carried out through a nomination and voting process in:

1. A student assembly of the academic program; or in a student assembly in the case of associations that are not established under a specific academic discipline; or at a voting booth established by the Office of Student Affairs (campuses), the Executive Director or his or her delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (Florida campuses), or the Academic Dean of the Online Division.
2. When a new association is to be constituted and its members are to be elected for the first time, the call must be issued by: the Director of Student Affairs (campuses), the Executive Director or his delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (Florida campuses), or the Academic Dean of the Online Division.
3. When the association is already duly constituted for a period of one year and is going to re-elect board members, the call must be issued by the president of the Board of Directors of the Association, with the authorization of the Director of the Student Affairs Office (campuses), the Executive Director or his delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (Florida campuses), or the Academic Dean of the Online Division. This authorization is also required in order to make the call when an association has been left without a president.
4. Each call must be issued with a specific date, time and place. In case there is no quorum at the first call, a second call must be included in the same, with a half hour difference for notification. This second call does not requires a quorum and will proceed with the student body present.
  - a. The quorum for the first call to assembly shall be constituted with the representation of 5% of the program's student population, or 3% of the student community population, in the case of associations that are not established under the framework of a specific discipline.
  - b. The representative from the Student Affairs Office (campuses), the Executive Director or his delegate (NUC-IBC Technical Division), the Regional Director of

Student Support Services (Florida campuses), or the Academic Dean of the Online Division must notify the assembly if there is a quorum, based on the program's active student population or that of the institution, as applicable by type of association and on the date indicated for the assembly.

5. Supervision of the academic program association assemblies shall be the responsibility of an academic representative from the association's program, with the support of a representative of the Student Services Office or an academic advisor. When the assemblies are from student associations that are not established within the framework of a specific discipline, the supervision of the assemblies shall be the responsibility of the representative of the Student Affairs Office (campuses), the Executive Director or his delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (Florida campuses), or the Academic Dean of the Online Division.
6. For election and re-election of members, a nomination process shall be conducted during the assembly in order that the students may vote for a candidate, or in a voting position as determined. Students may nominate another student or may nominate themselves. There must be at least one student nominated for each of the vacant positions.
7. Among nominated students, those who comply with the following established criteria shall be eligible to occupy positions on the Student Association's Board of Directors:
  - a. Be a regular student at the time of election.
  - b. Have a minimum grade point average of 2.00.
  - c. Have approved a minimum of 12 credits, if the student is a student of a Puerto Rico or United States campus; or 6 credits if studying at the NUC-IBC Technical Division. In the case of being a new student, must present a recommendation from an academic representative.
  - d. Not have committed any kind of violation of the student regulations.
8. Once the elections process is complete, a representative of student services will announce the results, in a period of time no longer than five (5) calendar days.

**(b) *Official authorization process***

1. Once all documents indicated in the application have been submitted, the Director of Student Affairs (campuses), the Executive Director or his delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (Florida campuses), or the

Academic Dean (Online Division), as corresponds, will evaluate the application and recommend by written the acceptance or denial of the application within fifteen (15) business days from the date of application.

2. If the application is denied, applicants may submit a reconsideration within fifteen (15) business days of notification. This reconsideration must be submitted to the Chancellor (campuses), the Executive Director or his delegate (NUC-IBC Technical Division), the Vice President of Academic Affairs (Florida campuses), or the Vice President of the Online Division, who will decide within the following ten (10) business days the reaffirmation of the decision or the opportunity to submit a new application with the suggested recommendations. The decision of the Chancellor (campuses), the Executive Director or his delegate (NUC-IBC Technical Division), the Vice President for Academic Affairs (Florida campuses), or the Vice President of the Online Division shall be final and unappealable.
3. An application for membership will not be denied based on the student's race, color, age, gender, sexual preference, religion, national origin, marital status, physical disability, physical appearance, political affiliation, national origin, or social status of the student.
4. The Institution will recognize only one student association per academic program, in each campus of Puerto Rico and Florida, NUC-IBC Technical Division and the Online Division.

***(c) Requirements for Belonging to the Leadership Board of a Student Association***

1. They must be students of NUC University.
2. Have a minimum grade average of 2.00.
3. Have approved a minimum of 12 credits, if he or she is a student from a facility in Puerto Rico or the US, and six (6) credits if studying at NUC-IBC Technical Division. In the event of being a newly admitted student, he or she must present a recommendation from an academic representative.
4. Not to have infringed any type of violation of the Student Regulations.
5. They must not be under any sort of disciplinary action.
6. They must sign the "Confidentiality Agreement" Letter.

***(d) Responsibilities of the Student Association's Leadership***

1. To present all of the documentation required by the Office of Student Affairs (PR campuses), in the Student Support Services Office (campuses in Florida), to the Executive

- Director or to their delegate (NUC-IBC Technical Division); to the Academic Dean (Online Division), for requesting official authorization to constitute a student association.
2. To annually submit an activities plan to the Director of Student Affairs (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or to the Academic Dean of the Online Division.
  3. The student association's leadership and its advisor shall be responsible for the negligent actions or omissions caused by its members in acts performed under its sponsorship.
  4. The association's leadership will maintain a file with the evidence of its meetings and activities; it will be the advisor's responsibility as well as that of the academic department to guard this evidence for relevant agencies.
  5. The advisor and the treasurer will be responsible for maintaining a statement of the association's income.
  6. The association's leadership will submit an annual report of the activities that includes a financial report to facilitate the process of transitioning to a new board of leaders.
  7. The academic department will establish the starting date, which must be approved by the Dean or Academic Director and the Chancellor (PR and USA campuses), the Executive Director or their delegate (NUC-IBC Technical Division) or by the Academic Dean (Online Division), as appropriate.
  8. The initial activities of the Student Associations that are not academic in nature will be worked on by the Office of Student Affairs and will require approval from the Chancellor (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), by the Office of Student Affairs (campuses in Florida), or by the Vice President of the Online Division, as appropriate.
  9. These ceremonies will not include practices that represent danger or a physical, mental, or moral danger for the candidate. Nor will actions that threaten human dignity and represent violations of the law be permitted.

***(e) Advisor Duties***

1. The association's advisor will have the responsibility to enforce the requirements necessary to constitute a student association, to orient, to support, and look after the compliance with the norms and procedures established in these Regulations.

2. Serve as a link between the Association and the resources that they can provide like conferences, seminars, etc.
3. Promover actividades alineadas a las competencias del perfil del egresado.

***(f) Norms to follow by a student association in activities inside and outside the institution***

1. When an association authorized by NUC University desires to participate in an activity in which the Institution's name is used, it must notify this and obtain authorization in writing with ten (10) days of notice before the date in which it intends to perform said activity and must be certified in the office of the Director of Student Affairs (campuses), of the Executive Director or their delegate (NUC-IBC Technical Division), of the Regional Director of Student Support Services (campuses in Florida), or of the Academic Dean (Online Division), as appropriate.
2. The student association and its advisor shall ensure that the activities take place in a location that does not interrupt teaching activities. No activity shall jeopardize the institutional reputation, nor harm the dignity of the students or that of the Institution, nor shall it expose it to any type of legal action.
3. To announce student association activities by means of the Institution's informative media, such as bulletin boards, Web pages, official social media pages, among others, the announcements must have the official seal and approval of the Director of Student Affairs (campuses), of the Executive Director or their delegate (NUC-IBC Technical Division), of the Regional Director of Student Support Services (campuses in Florida), or of the Academic Dean (Online Division), as applicable.
4. The advisor shall have the responsibility to inform of the activities that are performed outside of the Institution to enable the appropriate insurance by way of the Office of the Vice-presidency of Compliance.
5. The advisor must send the notification to the Dean, program director, and to the Director of Student Affairs (campuses), to the Executive Director or their delegate (NUC-IBC Technical Division), to the Regional Director of Student Support Services (campuses in Florida), or to the Academic Dean (Online Division), as applicable.

***(g) Revocation of Official Authorization***

1. The Director of Student Affairs (campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in

Florida), the Academic Dean from the Online Division, as applicable, may revoke the authorization of any association that acts against the Institutional Policies or that violates the norms established in these Regulations.

2. Recognition will not be granted to a student association that stimulates, promotes, or that in any way sponsors discrimination based on age, race, color, religion, nationality, marital status, physical appearance, political affiliation, physical or mental disabilities, national origin, social condition, gender, or sexual preference.

#### **Section 4.03 Student Advisory Committee**

The Student Advisory Committee shall be composed of active students (new and continuing) who will be summoned to an open meeting to identify their needs, situations, or observations concerning the different administrative and academic service offices, as well as those services of the network and physical facilities. In each meeting, the actions taken to address the needs expressed by the students will be notified. The procedure for the election of this committee is the following:

1. Every year during the August-November term the Director of the Office of Student Affairs (campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Academic Dean of the Online Division, shall constitute the student committee of each academic program of the Student Associations up to a maximum of 10 members.
2. During each academic semester the Student Advisory Committee shall be summoned to two meetings (6 meetings per academic year).
  - 2.1. The first meeting will take place during the fourth and sixth week. At those, meeting the needs, worries, and suggestions of the student community will be identified.
  - 2.2. The second meeting will take place during the twelfth and thirteenth week to present the plans or solutions implemented for the issues presented at the first meeting.
3. The Director of the Office of Student Affairs (campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Academic Dean (Online Division), will be the one who organizes the meeting.
4. Each meeting will require the presence of two of the following leaders: The Chancellor / Dean and the Director of Student Affairs (PR campuses), the Executive Director or their



Delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Academic Dean of the Online Division.

5. Each meeting will be announced with five days' notice to the student community for the purpose of not limiting the participation of students who do not belong to the Student Associations or have not been appointed as committee members.
6. Student attendance will be recorded.
7. The Effective official or designated personnel shall record the minutes of each meeting.
8. After the meeting the minutes and the attendance of each meeting shall be sent to the Chancellor (PR campuses), to the Executive Director or their delegate (NUC-IBC Technical Division), to the Regional Director of Student Support Services (campuses in Florida), to the Vice President (Online Division), and to the institutional office of Student Affairs and Effectiveness, to carry out the corresponding actions oriented towards addressing the needs of the students.
9. The Chancellor (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Vice President (Online Division), as appropriate, shall summon the office directors, the retention committee, and other committees to a meeting to discuss the findings and establish an action plan with a deadline to address the needs of the students.
  - 9.1. The dates established in the action plan must comply with a limit of three (3) weeks before the academic term is completed. The actions that require a long-term plan must be integrated with future dates in the facilities operational plan and will thus be notified to the Student Advisory Committee.
  - 9.2. The Chancellor (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Vice President (Online Division), as appropriate, will be the one who guides this process.

## **Article V. Penalties**

The student is recognized and guaranteed the right to express their opinion in an orderly fashion according to the norms of behavior as long as it does not conflict with, interfere with, nor harm the academic and administrative processes of the university community. All students must learn, care for, and comply with the norms and policies established by NUC University. The purpose of these penalties is to promote institutional security when there are founded and proven reasons to believe that the act committed constitutes a danger to property, life or the preservation of institutional order or that the act committed undermines the order and proper functioning of the university community.

### **Section 5.01 Behavior and actions subject to minor penalties**

1. Organize and participate in sweepstakes, sales, and/or money collections, or of any other kind, inside of the Institution, without prior authorization, of the Director of Student Affairs (campuses), of the Executive Director or their delegate (NUC-IBC Technical Division), of the Regional Director of Student Support Services (campuses in Florida), or of the Academic Dean from the Online Division, as appropriate.
2. Fail to comply with the use of appropriate dress and maintain their personal appearance of decorum and hygiene conducive to an educational environment. Not use their uniform, as required according to their study program.
3. Fail to comply with the use of appropriate dress and maintain their personal appearance of decorum and hygiene conducive to an educational environment. Not use their uniform, as required according to their study program.
4. Perform or organize acts within the Institution, on the distance education platform, or on official Web sites, that are not authorized by the pertinent authorities.
5. Use social media or bulletin boards to publish announcements, promote activities and publish photos, without due authorization from the Director of Student Affairs (campuses), of the Executive Director or their delegate (NUC-IBC Technical Division), of the Regional Director of Student Support Services (campuses in Florida), or of the Academic Dean from the Online Division, as appropriate, as applicable.
6. Refuse to comply with instructions given by official representatives acting in the exercise of their duties.

7. Disclose confidential information obtained in the exercise of their duties as participants in the Study and Work Program and/or representative of any assigned committee.
8. Inappropriately use, or use without authorization, the computers or any other equipment or property.
9. Use rude and obscene language in any place and on their official Web sites.
10. Offensive conduct towards any member of the university community.
11. Interrupt, obstruct, or disturb classes and other academic activities, making comments not related to class, talking on mobile phones, or talking with another classmate and/or demonstrating defiant and disrespectful behavior towards other students and/or faculty.
12. Disorderly or inappropriate conduct in the classroom either in person or remotely or in any other university community spaces.
13. Smoke in any enclosed and open area, such as: halls, laboratories, hallways, offices, recreational facilities (fields, parks) or parking lots. This applies to tobacco, regular and electronic cigarettes, in accordance with the regulations established in every state concerning the practice of smoking in specific places.

### **Section 5.02 Minor penalties**

The application of these penalties will take place according to the nature and severity of the infraction, as established in the list from Article IV (Section 4.01).

1. Verbal warning (it will be recorded in writing that said warning was given).
2. Written warning with a copy placed in the student's file. This document will be stored in the Office of Student Affairs (campuses), in the Office of the Executive Director or their delegate (NUC-IBC Technical Division ), in the Office of the Regional Director of Student Support Services (campuses in Florida), or that of the Academic Dean (Online Division).
3. Suspension for one (1) academic term from participating in extracurricular, non-academic activities, held by the institution. For such purposes, extracurricular non-academic activities will be considered: sports, cultural, or artistic activities, among others.
4. Establish a probationary period for one or more academic terms. During the established period, the violation of any of the probationary plan's conditions will result in suspension for one or more academic terms. For students in the Technical Division, the period of suspension may be for one module or one term.

5. Comply with some community work in the facilities or activity sponsored by the institution.
6. Reimburse NUC University for any expense incurred due to any negligent action or omission, or as a consequence of any action violating these regulations and/or any action that goes against the student's study contract with the institution.
7. Provide an apology or make amends to the offended individual.
8. Combine two or more of the aforementioned disciplinary actions.

### **Section 5.03 Conduct and actions subject to major penalties**

1. Fraud or any other actions whose intent is the same, in the handling and/or processing of official documents such as: the admissions application, readmission, financial aid applications and other equivalent documents. This includes providing false information in the documents for external internships for the various academic and technical programs of NUC University. This also includes misrepresentation and/or lying in any circumstance or process related to the university community.
2. Tampering, falsifying, or fraudulently using signatures or official documents where the institution is or may be involved.
3. Dishonesty, plagiarism, or any other inappropriate behavior in academic work. This includes, and is not limited to, actions derived from lies, falsehoods, and a lack of integrity. They are inappropriate behaviors that have the purpose of obtaining favorable results without the student having done the necessary work and efforts to obtain them. Some examples are:
  - 3.1. Submission of jobs that are not the intellectual property of the student.
  - 3.2. A student that allows, authorizes, and/or consents directly or indirectly to another person submitting an academic work or taking any test or assessment in their name.
  - 3.3. The use of ideas or words from another individual without proper recognition. This includes minimally or substantially paraphrasing an idea to create the impression that the writing is actually that of the student.
  - 3.4. Submitting a blank activity on the platform in order to create course attendance.
4. Copying, fraud or any other inappropriate behavior in academic achievement. The provisions of the current Academic Integrity Policy will be followed.
5. Share or sell course homework with WEB providers or in any other place.

6. Commit fraud, misappropriation or irregularly manage student funds.
7. Access, publish, use, possess or distribute defamatory, dishonest, scandalous, pornographic, or anonymous material, through physical or electronic mediums that threaten the institutional philosophy, missions, policies, or norms of NUC University, the norms established in these Regulations, or any member of the university community.
8. Behavior that disturbs peace and tranquility in the classroom, whether in person or remotely, or at any Institutional site, but not limited to: shouting, insults, unnecessary noises, conduct that incites violence, fights, defiant words and actions and/or provocations through rude, profane, or vulgar language. This also includes conduct that constitutes verbal or physical harassment, defamation, and/or disturbance of the peace of any other student, employee, contractor, associate, and/or visitor of NUC University. An example of this last point would include, but not limited to addressing or talking to an employee in a defiant, vulgar, disrespectful, and humiliating manner, twisting information given, refusing to follow instructions or establish institutional procedures. Also refusing to recognize the authority of a teaching or non-teaching employee; persecute and/or falsely impute conduct constituting a crime or infraction of institutional regulations to another student, or to an employee, visitor, contractor or associate of the institution. These examples do not exclude any other behavior that threatens the order and tranquility of the institutional community.
9. Commit an act that disrespects, insults, threatens, fights with, challenges, mocks, assaults or intends to assault, or other behaviors that endanger the physical, emotional health and safety of the members of the university community, the Institution, or in areas recognized as an extension of said institution. In the case of behaviors associated with bullying (student harassment), there is a Prevention Protocol for bullying.
10. Participate in dishonest or fraudulent acts, thefts, or gambling in the Institution and in areas recognized as an extension of the Institution, including the online platform and the official sites of NUC University on social networks.
11. Cause and/or conspire to maliciously damage university property or any property belonging to the Institution.
12. Modify or destroy the electronic information systems or programs, commit vandalism, or electronic fraud.

13. Acting in representation of the name of the Institution without prior authorization of university authorities.
14. Possession, use, sale, or distribution of any controlled substance or declared illegal under federal or state legislation, by students of this Institution within the facilities or outside during the celebration of any of its activities, including sports and social events. This includes showing up to class or to take a test or evaluation under the effects of said substances.
15. Unauthorized possession, use, sales, or distribution of alcoholic or intoxicating beverages inside or outside of the Institution or any university facilities or during the execution or sponsorship of any activity. This includes showing up to class or to take a test or evaluation under the effects of said substances.
16. Carry firearms, as defined by the Puerto Rico Weapons Law, within the Institution or during the celebration or sponsorship of any activity. This prohibition on carrying weapons extends to students who have permits to carry weapons under the laws of Puerto Rico, even if they have presented the weapons permit to an authorized representative of the university facility or to security officers providing security at the university facility. This prohibition on carrying weapons does not apply to those students who are police and/or law enforcement and public security officers duly authorized by the Commonwealth of Puerto Rico or by the Federal Government to carry weapons. In the latter case, only those law enforcement officers who have presented the original of a valid firearms permit to an authorized representative for such purposes within the educational institution, such as a student service representative, may carry their regulation weapons within the educational institution
17. Carry bladed weapons as defined in the Weapons Law of Puerto Rico, as previously mentioned, in the Institution's facilities, or outside of them during any activity sponsored by or related to the University, even without showing any intention of using them.  
Carry out acts or behavior such as harassment, stalking, assault or aggression, violence within a romantic relationship or dates, unwanted in the new Penal Code of Puerto Rico from the year 2012, as amended, and any other type of conduct in which sexual behavior punished or prohibited by law or regulations is displayed. This includes the aforementioned

behavior described in the context of individuals that are not nor have been romantic partners.

18. Show excessive familiarity between students, faculty, or administrative personnel, that fosters using mean jokes, obscene or irreverent language and inappropriate comments that have a racial, sexual, political, or religious tone.
19. Participate in or create a hostile environment of sexual, emotional, or physical harassment or aggression, from student to student, student to faculty member, and student to administrative personnel.
20. Record conversations of individuals from the university community, without their consent, by means of electronic equipment such as laptops, tablets, or mobile phones, among others.
21. Disseminate or play recordings made by a third party, of conversations of individuals from the university community, without their consent, by means of electronic equipment such as laptops, tablets, or mobile phones, among others.
22. Participate in any other conduct classified as a felony or misdemeanor, as indicated by the Puerto Rico Penal Code. Disobey, violate, or fail to fulfill any of the probationary conditions or disciplinary action imposed according to the procedures described in these Regulations.

#### **Section 5.04 Major penalties**

The application of these penalties will be carried out in accordance with the nature and severity of the offense, in accordance with the mitigating or aggravating factor(s) of the case:

1. Suspension from the Institution for a definite period of no less than one (1) academic term.
2. Permanent expulsion from the Institution

If the case is referred to the Disciplinary Committee, before applying sanction one or two, the Committee will assess the case and, according to the issues observed, will recommend other punishments or a combination of sanctions. If the Committee's recommendation implies a permanent expulsion from the Institution the case will be referred for the final approval of the Chancellor (PR campuses), Executive Director (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or to the Vice President (Online Division).

## **Section 5.05 Recidivism**

Relapses will be considered aggravating factors when imposing future disciplinary actions. This will be considered the same as a behavior or action subject to greater penalties.



## Article VI. Complaints against students

### Section 6.01 Procedure to follow to file complaints with minor penalties

1. Once it is known that an action has been committed by a student that is subject to a **minor penalty**, the individual that complains or files the complaint about said behavior, must submit before the Director of Student Affairs (PR campuses), Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or Academic Dean of the Online Division, as appropriate, a letter describing the situation in a maximum period of five (5) business days. Said letter may be presented by other means (personal delivery, mail, email). In the event that the reporting party cannot submit the notification within the establish time period, the Director of Student Affairs (PR campuses), Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or Academic Dean of the Online Division, as appropriate, shall have the authority to extend the time period as the situation demands.
2. After having received said letter, the Director of Student Affairs (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Academic Dean of the Online Division, as is appropriate, within a period of five (5) business days starting from the date of the reception of said letter, shall proceed to:
  - 2.1. Assess the situation presented and decide if the behavior described in the document or complaint filed constitutes a behavior that leads to a **minor penalty**, according to the provisions of these Regulations.
    - 2.1.1. If it is determined that the behavior warrants a minor penalty, they will notify the accused student in writing (by any medium available) (personal delivery, mail, email) of the punishment that will be applied. In the event that the penalty applied is a verbal warning, it shall be recorded in writing that the warning was given.
    - 2.1.2. If it is determined that said conduct does not lead to any punishment, they will proceed to notify said decision to the reporting party and any other relevant action will be taken.

## **Section 6.02 Procedure to follow to file complaints concerning behavior with major penalties**

1. Once it is known that an action has been committed by a student and that said action or behavior is subject to a **major penalty**, the individual that complains or files the complaint about said behavior, must submit before the Director of Student Affairs (PR campuses), Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or Academic Dean (Online Division), as appropriate, a letter describing the situation in a maximum period of five (5) business days. Said letter may be submitted by one of the following means: A personally delivered letter, with a postal office proof of receipt, or electronic mail. In the event that the complainant cannot submit the notification within the establish time period, the Director of Student Affairs (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or Academic Dean (Online Division), as appropriate, shall have the authority to extend the time period as the situation demands.
2. Said official, within a term of five (5) business days counted from the reception of said letter, shall proceed to:
  - 2.1. Assess the situation presented and decide if the behavior described in the document or complaint filed constitutes a behavior that leads to a **major penalty**, according to the provisions of these Regulations.
  - 2.2. If it is determined that the accused behavior leads to a **major penalty but it is also determined that the situation is reconcilable**, he or she shall proceed to summon the individual(s) involved to a **reconciliation process**. Said summons will be done through the following mediums:
    - 2.2.1. Certified letter with postal proof of receipt
    - 2.2.2. Letter sent by email
    - 2.2.3. Hand delivered letter
  - 2.3. In said summons the student shall be informed of the behavior the student is accused of and the applicable penalties from the Regulations, that a reconciliation process will take place, the nature of said process and their role, and if he or she does not appear

for said process without submitting a justification (irrefutable proof or evidence), the process will be canceled and the Disciplinary Committee shall proceed to act.

**(a) *Reconciliation process***

This process shall only take place when the behavior attributed to the accused student is one in which there is a real possibility that the parties involved can sit down to dialogue and come to an agreement or commitment. If for some reason this process does not produce an agreement, the Disciplinary Committee shall proceed to act:

1. Express that they are participating in this process voluntarily, freely, and consciously
2. Dialogue about what happened
3. Recognize mistakes
4. Ask for forgiveness or an apology depending on the nature of the offense,
5. Declare their intention to amend said conduct
6. Compensate for grievances and/or damage caused
7. Commit in writing to a plan of action to follow in order to not relapse to the behavior in question
8. Recognize and accept the authority figure acting as a reconciler between the parties
9. Comply with the agreements made. In the event that the situation is reconcilable, an agreement will be established in writing and made mandatory for the parties involved to
10. Recognize and accept that, if this agreement is **violated**, the disciplinary committee will proceed to act under the procedures for complaints of behavior with major penalties.

**(b) *Process under the Disciplinary Committee:***

If it is determined that the attributed behavior can lead to a **major penalty, but that the situation is not reconcilable**, whether due to the nature of the offense committed, or that the accused student did not appear at the reconciliation process or that said process did not produce an agreement, the Director of Student Affairs (PR campuses), Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or Academic Dean (Online Division), as appropriate, shall proceed to activate the Disciplinary Committee. The Disciplinary Committee, in a period no more than five (5) business days, shall proceed to:

1. Summon the individual(s) involved in the complaint, to a visit to address the complaint.

The summons will be done through the following mediums:

- 1.1 Certified letter with postal proof of receipt
- 1.2 Letter sent by email
- 1.3 Personally delivered letter, with proof of receipt
- 1.4 Another available medium
2. The summons for the student must contain the following:
  - 2.1 the date, time, and place in which it shall be held, as well as its nature and purpose,
  - 2.2 a quote of the legal or regulatory provision that authorizes conducting the hearing,
  - 2.3 a reference to the regulatory norms presumably violated and the events that constitute such an infraction,
  - 2.4 a warning of the measures that could be taken if the student does not appear at the hearing,
  - 2.5 a warning that the hearing cannot be suspended, unless said suspension is requested in writing and expresses the causes that justify said suspension (irrefutable proof or evidence),
  - 2.6 a warning that if the student does not appear at the hearing without having submitted justification (irrefutable proof or evidence) the process could continue in his or her absence and determination may be taken,
  - 2.7 inform them that they can express and defend their position by presenting evidence in their favor,
  - 2.8 inform them that they may attend said hearing accompanied by the advisor or councilor of their choice, if they prefer (it is not mandatory).
3. If the offense reported places at risk order and institutional security, the recommendation may be made that, some of the parties involved or both do not appear before the Institution or that they don't have access to the online platform until the case is evaluated.
4. Notify by email the Academic Dean, the Academic Director or Director of Student Affairs (PR campuses), the Executive Director or their Delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Academic Dean (Online Division), that there is a disciplinary process in progress.
5. Carrying out relevant investigations taking into account the information about the complaint filed against the student, information about his or her academic file, academic progress, and interpersonal relationships with the university community and everything

that could be evidence to conduct an investigation. This process may be implemented in person or online.

6. In a period no greater than **five (5) business days**, after having concluded the hearing, the Disciplinary Committee will create a report in writing that shall contain their decisions and final recommendations and will submit said report to the Director of Student Affairs (PR campuses), Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (Florida campuses), or Academic Dean (Online Division), as appropriate.
7. In a period no greater **than five (5)** business days counted from when the Committee's report is received, said official shall evaluate the decision submitted by the Disciplinary Committee and make a final decision on the issue. If he or she decides to accept the Committee's recommendations, he or she will then give written notice to the Committee and then provide a written notice to the accused student of the decision issued by the Committee. This notification may be done by certified mail with proof of receipt, by a hand delivered letter, or by electronic mail. If warranted or applicable, the same notification will be sent to the Registrar's Office.
8. The Registrar's Office will grant the student a rating of AW (Administrative Withdrawal) and the norms established for modifying a Scholarship (Title IV) will be applied. This process will be carried out in the cases in which the disciplinary action involves the suspension or expulsion of the accused student.
9. The student may appeal the Committee's decision, submitting a letter to NUC University's President, within the following five (5) business days after having received the notice of said decision. Once those five (5) days have passed, without having submitted an appeal, the decision will become final, firm, and unappealable.
10. If the student decides to appeal the Committee's decision before the Office of NUC University's President, this office's decision will be final, firm, and unappealable.

### **Section 6.03 Procedure to penalize non-compliance with academic integrity**

NUC University is committed to the development of a strong institutional culture that promotes an intellectual and ethical environment. Every member of the academic community is responsible for upholding the honesty and academic integrity. Students, faculty and staff are expected to demonstrate the highest levels of academic and professional integrity. This is essential

to be successful and to accomplish our institutional mission, vision, values and goals. Every act that implies non-compliance with the Academic Integrity Policy will lead to penalties in accordance with the offense the student committed.

***(a) Academic Integrity Policy Statement***

NUC's principles of academic integrity will not tolerate acts of falsification, misrepresentation, intellectual dishonesty, whether intentional or unintentional or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, selling or distributing stolen examinations, using faculty member editions of textbooks without authorization, taking an exam for another student, using technology to disseminate exam questions and answers, tampering with the academic work of another student, misuse of grant or institutional funds, facilitating other students' acts of academic dishonesty (example: using another student's identity as if it were his or her own to do any task related to a course) academic sabotage, among others. At NUC University we enforce compliance with this Policy, which is available on the Institution's Web page and is disclosed and guides students at the start of each course.

The norms and procedures established as follows are applicable to all students that commit a violation of the Academic Integrity Policy, throughout their academic life at the Institution.

***(b) Penalties for non-compliance***

Once a breach of the Academic Integrity Policy is identified, the professor must document what said breach consists of in order to determine what corrective action or penalty is to be implemented. This corrective action or penalty will depend on the severity of the offense, if the action is reconcilable, if there are relapses, and whether:

1. The student is a first-time offender.
2. The violation was intentional.
3. The violation was due to ignorance or carelessness.
4. The student recognizes the offense when presented with the evidence gathered from in person classes or as a result of an audit on the online platform in the case of online students.
5. The offense is related to a minor assignment or a project leading to a degree, such as an investigative project, thesis, or monograph.
6. The violation committed has an impact on the Institution's learning environment.

Offenses such as selling or distributing stolen exams, misuse of academic resources, performing acts of falsification or false statements, misuse of federal or institutional scholarship funds, facilitating acts of academic dishonesty of other students (ex: using another student's identity as if it was his or her own to do any task related to a course), enticing another student to perform a job for him or her in exchange for financial compensation, or academic sabotage, are not reconcilable and will be referred directly to the Disciplinary Committee.

**(i) Penalties**

- 1) **First Offense:** A first offense will result in a verbal warning about the Academic Integrity Policy and a written warning from the course professor, with the admonition that the act not be repeated. The task in which the violation occurred will receive a grade of zero (0). The student will have the chance to do the task again and the grade to be given will be 80% of the score earned. If the student does not complete the delivery of the task, its grade will be zero (0). The action taken will be notified to the relevant authorities and documented in the student's file as: First offense Course XXXX. This first offense does not lead to a referral to the Disciplinary Committee.
- 2) **Second Offense:** A second offense will result in receiving a grade of zero (0) in the task in which the violation occurred without any chance to do the task again. The student will be referred to the Academic Program Director or Coordinator (campuses in Puerto Rico, Florida and Online Division) or Senior Master/Lead Professor of the program (NUC-IBC Technical Division), as applicable, for reeducation concerning the Academic Integrity Policy with the admonition that the action not be repeated. The action taken will be notified to the relevant authorities and documented in the student's file as: Second offense Course XXXX. This second offense does not lead to a referral to the Disciplinary Committee.
- 3) **Third Offense:** A third offense will result in receiving a grade of zero (0) in the task in which the violation occurred without any chance to do the task again and failure in the course in which the violation occurred. The professor will refer the offense to the Academic Dean (campuses in Puerto Rico, Florida and Online Division) or the Academic Director (NUC-IBC Technical Division), as applicable, copying the Director of Student Affairs or designated staff. This notification must be issued within the next four (4) calendar days from the date this occurs. The failing course grade must be decided jointly

with the professor, Academic Dean (campuses in Puerto Rico, Florida and Online Division) or the Academic Director (NUC-IBC Technical Division). The Academic Dean or Academic Director shall send a notification to the Registrar's Office to take appropriate action with the student's file. The action taken will be notified to the relevant authorities and documented in the student's file as: Third offense Course XXXX.

- 4) ***Fourth Offense:*** A fourth offense will result in the definitive expulsion from the Institution. The professor will issue a notification that a fourth offense has been committed to the Academic Program Department Director/Coordinator (campuses in Puerto Rico, Florida and Online Division), the Academic Director (NUC-IBC Technical Division), as applicable, copying the Director of Student Affairs (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Services (campuses in Florida), or the Dean (Online Division), as applicable. The Disciplinary Committee will become active to gather evidence related to the four violations and analyze the case for the purpose of assessing and determining if it warrants definite expulsion from the institution.

**(ii) Students Claims**

The student may appeal the Committee's decision, submitting his or her claim to the Academic Dean (campuses in Puerto Rico, Florida and Online Division) or the Academic Director (NUC-IBC Technical Division), as applicable, within the following five (5) business days after having received the notification. Once those five (5) days have passed, without having submitted an appeal, the decision will become final, firm, and unappealable.

**(c) Guidelines for assessing the violation**

In the academic grades for diplomas, Associate, Bachelor, and Master, 75% of the content must be the student's original work. A maximum of 25% of the communication can be work obtained from various sources of information, which must be correctly cited according to the style guidelines of the American Psychological Association (APA) Seventh Edition.

Students have the opportunity to use ideas presented in previous courses, as a foundation, in future classes. In such cases they will only be able to use a maximum of 50% of the content, without counting references, and it is the responsibility of the student to inform the professor of such a situation by placing the following statement on the heading of the document: *"Some parts of this work have been submitted in (course code and title) on (date first presented) with the*



*professor (professor: Name and surname)".* If the student is repeating the course they must inform the professor so that he/she does not apply the penalties that are established in these regulations for the tasks that are equal to the previous course.

To identify a violation of the Academic Integrity Policy, there are mechanisms and technologies that facilitate the process of verifying the originality of documents, which issue a score to notify the percentage of plagiarism. Part of the Plan for faculty training for the Distance Education Division includes training in the use and management of tools for verifying the originality of documents, which will be amplified to include the teaching community of the in person facilities of NUC University.

## **Article VII. Complaints against the University or its personnel**

### **Section 7.01 Procedure for accusations submitted by students due to possible violations on the part of administrative or academic personnel**

This procedure shall be implemented by the Director of Student Affairs (PR campuses), the Executive Director or their Delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or the Academic Dean (Online Division), as appropriate. This individual, who represents NUC University, will proceed to:

1. Refer the case to the office of Human Resources and to the Corporate Office of Student Affairs, who must carry out the following procedure:
  - 1.1. Investigate the allegations presented in the accusation submitted by the student.
  - 1.2. If it is suspected that there was a possible violation of the institutional norms and policies, the employee will be referred to their immediate supervisor. If academic personnel is involved, he or she will be referred to the Academic Dean (PR and US campuses), the Executive Director or their Delegate (NUC-IBC Technical Division), or the Academic Dean (Online Division), as appropriate, who will proceed according to the Faculty or Employee Handbook.
  - 1.3. After assessing the situation, the Director of Human Resources must determine whether the complaint is valid and whether it requires corrective action, and notify the employee of the determination by written communication.
2. Notify the student by written communication that corrective action has been taken and whether corrective action should be taken. If no corrective action is taken, the student will also be notified of the decision taken.

Once the decision has been notified to the student, if the student does not agree, he or she may appeal to the President of NUC University, no later than five (5) business days, counted from the moment in which they are notified of the decision. Once said period has passed, it will no longer be possible to appeal to NUC University's President and the decision will become final, firm, and unappealable. If the student submits an appeal within the aforementioned period of time, the decision made by the NUC University's President, will be notified in writing within a term of five (5) business days and it will be final, firm, and unappealable.

If the claim is related to the use of drugs or alcohol, sexual harassment, discrimination due

to race, color, age, sex, sexual preference, religion, nationality, marital status, origin, political affiliation, physical disability, or social condition, said accusation will be addressed and processed under the auspices of the Institutional Policies and laws applicable to these issues.

## **Section 7.02 Procedure for Academic-Related Grievances**

### ***(a) Claims or Complaints of an Academic Nature***

In the event that the student has a claim of an academic nature concerning a professor, he or she will have the right to present their accusation before the Director of Student Affairs (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Support Services (campuses in Florida), or to the Academic Dean (Online Division), the student must submit the claim within the time period established in the academic calendar:

1. Once the accusation is received, it will be referred to the Academic Program Director or Coordinator (PR and campuses in Florida, Online Division) to which said member of the faculty belongs, to the Academic Director or Head Instructor of the program (NUC-IBC Technical Division), within a period of time no greater than five (5) business days.
2. The Academic Program Director or Coordinator (PR and campuses in Florida, Online Division) to which said member of the faculty belongs, the program Head Instructor (NUC-IBC Technical Division), will carry out an investigation of the accusation, within a period of time no greater than five (5) business days.
3. If the student's claim moves forward, the Department Director (PR and campuses in Florida, and Online Division), the Academic Director (NUC-IBC Technical Division), shall take measures according to what is established in the Faculty Handbook, and the political norms and policies.
4. The Department Director along with the academic dean (PR and campuses in Florida, Online Division), the Academic Director (NUC-IBC Technical Division), in a period of five (5) business days, will notify the Director of Student Affairs (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), or the Regional Director of Student Support Services (campuses in Florida), that the case was addressed.
5. The Director of Student Affairs (PR campuses), the Executive Director or delegate (NUC-IBC Technical Division), or the Regional Director of Student Support Services (campuses in Florida), the Academic Dean (Online Division), as applicable, will inform, within a

period of five (5) business days, the student that the case was addressed, having received official communication from the Dean and Academic Director, as applicable.

***(b) Disagreement with the Grades***

The request for a grade review can only apply to final grades. The student may request a review to change the final grade in accordance with the dates established in the current academic calendar. A final grade can only be modified by the course professor. The registrar may change grades if there is a mathematical error. Procedure to be followed by the student:

1. Within the campuses and the NUC-IBC Technical Division, the student must request a Grade Change Application in the Registrar's Office.
2. The student must complete the form for the Grade Change Application and will submit this to the professor that gave them the grade. In campuses in Florida the individual in charge of this process, along with the Office of the Registrar, is the Regional Director of Student Support Services. In the case of the Online Division, this process shall be performed through the Academic Advisor, who submits the request and notifies the professor and the Program Director.
3. The Grade Change Application must be submitted on or before the third calendar day from the starting date of the next term where the student obtained the grade that is being contested. A copy of any documentation that supports the application must be included.
4. Once the student submits the application, the professor will have five (5) calendar days to assess the claim and must provide a written and detailed explanation that includes the calculation for the final grade, exactly as established by the course syllabus.
5. If the professor is not available or does not respond within the five (5) calendar days, the student must contact their Department Director (PR and campuses in Florida, and Online Division), the Academic Director (NUC-IBC Technical Division), as applicable, who will review the application and send to the student a detailed written response within five (5) calendar days.
6. If the student is not satisfied and believes that the information should be reviewed, they will have five (5) calendar days to appeal, starting from the notification of the decision, to the Academic Dean (PR and campuses in Florida, and Online Division), or the Executive Director (NUC-IBC Technical Division), as appropriate.

7. After receiving the appeal, the Academic Dean (PR and Florida campuses, Online Division) or Executive Director (NUC-IBC Technical Division) refers to the Vice President of Academic Affairs and the Corporate Office of Student Affairs.
8. If said term has passed and the student does not appeal, the decision or action taken will become final, firm, and unappealable.
9. If it is determined, that the student was correct in his/her claim for a grade review, the change will proceed to become effective.

***(c) Process to Follow to File a Complaint Related to the Institution's Academic Quality***

Any student that has a complaint concerning the academic quality of any academic offering from the Institution must present said complaint in writing to the Department Director (campuses and Online Division), the Academic Director (NUC-IBC Technical Division), or to the Program Director, Academic Dean, or Vice President of Academic Affairs (campuses in Florida), following the below procedure:

1. Submit the complaint, no later than five (5) calendar days starting from the end of the course that is the origin of the complaint.
2. The Department Director or Coordinator (campuses and Online Division), the Academic Director (NUC-IBC Technical Division), or the Program Director, Academic Dean, or Vice President of Academic Affairs (campuses in Florida), as applicable, will investigate the concern expressed, including communication with the Professor, within a period of no more than five (5) days starting from the moment in which the complaint is received.
3. After this, the Department Director (campuses and Online Division); Academic Director (NUC-IBC Technical Division), or Regional Director of Student Support Services (Florida campuses), as is appropriate, will have five (5) additional days to communicate in writing with the student who filed the complaint, concerning the result of said complaint.
4. If the student is not satisfied with the answer provided, he/she may submit an appeal in writing to the Academic Dean (Campuses and Online Division), Vice President of Academic Affairs or their delegate (NUC-IBC Technical Division), to the Vice President of Academic Affairs or their delegate (Florida campuses), within five (5) calendar days from the notification of the decision related to the complaint. This academic committee member's decision will be final, firm, and unappealable.

**Section 7.03 Procedure for complaints submitted by former students not active for more than twelve months.**

1. Any student who is considered as "non-active" under the regulations and procedures of the institution has twelve (12) months, from the day they graduated or were withdrawn from the institution and are considered as a "non-active" student to present any complaint for academic matters that include but are not limited to practicums, credits, transcripts, etc. Requests for grade changes will be conducted in accordance with the provisions of Section 7.02(b).
2. The Student will have the right to present their complaint to the Director of Student Affairs (PR campuses), the Executive Director or their delegate (NUC-IBC Technical Division), Regional Director of Student Support Services (Florida campuses), or to the Academic Dean (Online Division), within the term of time established in the academic calendar. Once the complaint is received, the following process will be followed:
3. The complaint will be referred to the Director or Coordinator of the Academic Program (PR campuses, Florida, and Online Division) to which the faculty member belongs, the Academic Director, or the Lead Instructor of the program (NUC-IBC Technical Division), within a maximum period of five (5) working days.
4. The complaint will be investigated by the Director or Coordinator of the Academic Program (PR campuses, Florida, and Online Division) to which the faculty member belongs, and the Lead Instructor of the program (NUC-IBC Technical Division) within a maximum of five (5) working days.
5. If the student's claim is valid, the Director of the Department (for campuses in PR, Florida and the Online Division), the Academic Director (NUC-IBC Technical Division), will take the measures stipulated in the Faculty Handbook, the regulations and institutional policies.
6. The Department Director, the Academic Dean (for campuses in PR, Florida, and the Online Division), or the Academic Director (NUC-IBC Technical Division) will notify the Director of Student Affairs (PR campuses), the Executive Director or designee (NUC-IBC Technical Division), or the Regional Director of Student Support Services (Florida campuses) that the case has been handled within five (5) working days.
7. The Director of Student Affairs (PR campuses), Executive Director or designee (NUC-IBC Technical Division), the Regional Director of Student Support Services (Florida campuses), or the Academic Dean (Online Division), as appropriate, will inform the student within five (5) working days that the case has been resolved, after having received the official communication from the Dean or Academic Director, as appropriate.

## **Article VIII. Disciplinary Committee**

This Committee represents the Institution in each one of the facilities and has the responsibility to demonstrate impartiality in its decision making process, to act without bias, and to act in the best interests of the university community. The Committee will be known as the **Disciplinary Committee** and will be appointed by the Director of Student Affairs (campuses), by the Executive Director or their delegate (NUC-IBC Technical Division), by the Regional Director of Student Services (campuses in Florida), or by the Academic Dean (Online Division), the Committee will be comprised of individuals committed to the Mission of NUC University. In the Committee meetings, only its members shall participate.

### **Section 8.01 Duties Of Committee Members**

1. They will be responsible for enforcing compliance with the provisions of these Regulations.
2. They will reach conclusions based solely on evidence gathered and on the investigations that the Committee carries out.
3. They will make decisions in accordance with institutional values.
4. They will be aware of and manage all of the institutional norms, policies, and procedures.
5. They will have the responsibility to evaluate cases and make relevant recommendations in accordance with the articles included in these Regulations.
6. The attendance of all members will be mandatory, once they are called to meet.
7. They will be responsible for implementing the process within the time established in these Regulations.
8. They will consider viable alternatives for the student as long as he or she has an opportunity before expulsion is recommended. (Ex. referral to other services according to his or her condition, reasonable accommodations, counseling, psychological services, among others).

### **Section 8.02 Committee Makeup and Responsibilities**

Following is the composition of the Disciplinary Committee and the responsibilities of each of its members:

1. **The Department Director or Coordinator (PR and campuses in Florida, Online Division), or Instructional Leader (NUC-IBC Technical Division)**, as applicable, must be distinct from that of the Department that the investigated student belongs to. The Student will have the responsibility to assess the academic judgments and other information that

may assist in the investigation. He or she will direct the works, assign special jobs, and seek to ensure that the terms of the investigation and the processes are complied with. He or she is the individual responsible to generate the final report with the investigation results, together with the designated General Education professor.

2. **The General Education Program Professor (PR and campuses in Florida), the instructional leader (NUC-IBC Technical Division), or the General Education Program Director (Online Division)**, as applicable, will support the investigation of the Department or program Director and create, together with the Program Director or **Instructional Leader (NUC-IBC Technical Division)**, the final report with the investigation's results.
3. **A student selected from any academic program** that does not belong to the academic program of the student under investigation. If the violation of these regulations pertains to the academic department the student will be recommended by the Program Director or Coordinator or the General Education Program Professor (PR and campuses in Florida, Online Division), or Instructional Leader (NUC-IBC Technical Division). If the violation is not related to an academic issue the student will be selected by the Director of Student Affairs (campuses), the Executive Director or their delegate (NUC-IBC Technical Division), or the Regional Director of Student Services (campuses in Florida), as appropriate. The student will be able to speak and will seek to ensure that the processes are implemented according to the provisions of these Regulations, but will not have the privilege of voting in the process. He or she must sign the "**Confidentiality Agreement**" **Letter**. If the case is complex or vulnerable, in order to protect the safety of the selected student for the committee, he or she must receive an explanation of the case, which will be managed by academic and administrative personnel, within the Disciplinary Committee.
4. **The Registrar or Registry Official (campus and NUC-IBC Technical Division) or the Regional Library Representative (campuses in Florida)** shall verify if there is any relevant information in the academic file, such as: records related to grades, attendance, or other aspects that contribute to the case investigation. Additionally, he or she will gather the evidence needed to develop more complete information for when a decision must be made (academic jobs, relationships with others and other incidents, among other aspects).



5. **The Information Resource Center Director or the Library Appointee** will collaborate with the Registrar's efforts. This individual is responsible for recording the minutes in the meetings.

### **Section 8.03 Meetings And Final Report**

1. Once it is determined that the accusation presented is behavior that warrants a major penalty and that the situation is not reconcilable, the Academic Dean or Director of Student Affairs (PR campuses and Online Division), the Executive Director or their designated delegate (NUC-IBC Technical Division), the Regional Director of Student Services (campuses in Florida) shall proceed to refer the accusation filed to the Disciplinary Committee. With said referral, the Committee will automatically become active.
2. Said official will call the Disciplinary Committee members to a meeting, notifying them of the date, place (or medium), and time when said meeting will occur. Once said Committee is summoned, it will immediately start to act.
3. If necessary, said Committee will carry out case follow-up meetings. The General Education Program Professor (campuses), the instructional leader (NUC-IBC Technical Division), the Regional Library Representative (Florida campuses), or the General Education Program Director (Online Division) will have the responsibility to summon to the successive meetings, establishing the logistics to carry them out.
4. It is mandatory that all members of the Disciplinary Committee attend all meetings to which they are summoned.
5. It is mandatory that all member of the Disciplinary Committee keep strict confidentiality regarding all information handled during the process, as long as it is not a situation that must be disclosed by law or due to security reasons.
6. The final report from said Committee must be sent with the signature of all of the Disciplinary Committee's members, to the Chancellor (campuses), the Executive Director or their delegate (NUC-IBC Technical Division), the Regional Director of Student Services (campuses in Florida), or to the Vice President of the Online Division.

### **Section 8.04 Attendance or Presence before the Committee**

Attendance or appearance at the committee is compulsory. If the student cannot attend the meeting before the Disciplinary Committee, he or she must present clear and accurate evidence one day before the summons to reassign the date. If a student does not attend the meeting and does

not present a real justification (irrefutable evidence), the Disciplinary Committee may meet in his or her absence and come to the decision that it considers appropriate. In the case of a student from an online program, he or she must communicate by email with an academic advisor or with the Online Division Academic Dean to be excused. He or she must send evidence regarding the reason for his or her absence.

## **Article IX. General Clauses**

1. The president of the Institution shall be responsible for enforcing these Regulations.
2. It will be the responsibility of each student enrolled in NUC University to know the contents of these Regulations, as well as the content of the other applicable regulations or policies at the Institution, especially regarding class attendance, progress grades, and the General Catalogue. Ignorance of these regulations does not exempt from responsibility and compliance.
3. In any case in which the Institution must send a notification to the student, related to these Regulations, it will be understood that the notification requirement has been fulfilled, by sending it by certified mail with proof of receipt to the last known address of the student, or by email, or by written communication personally delivered to the student or by any other available means. To carry out any of the aforementioned notifications, the student's information as it appears in the Institution's archives will be used, with the student having the obligation to ensure that said files are up to date by notifying the Institution in a timely manner of all address changes.
4. These Regulations, as well as all of the applicable NUC University regulations and policies, are part of the Institution's study contract with its students.
5. The security protocols associated with the Clery Act, VAWA, and Title IX as well as the Suicide Protocol, the Bullying Protocol, and the Institutional Security Policy, among others, are available in the Office of Student Affairs of each campus, NUC-IBC Technical Division, Student Support Service Office, or Counseling Office (Online Division). These documents are also available on the Institution's Web page.
6. The student and/or their representative or associate must follow and fulfill all of the steps of the processes established in these Regulations, Enrollment Agreement, or in any other body of institutional norms and must abstain from presenting inappropriate motions or notifications in the wrong institutional forums. An example of this would be: calling by phone, writing a letter or email messages to the President, or any Vice President, or another institutional official, when the resolution of a case or process is pending. This example does not exclude any other behavior carried out by the student and/or their representative to try to resort or gain direct access to the Presidency or Vice Presidency of NUC University when they are dissatisfied with the established process and have not waited for its final resolution or as a method for evading or going around said process. This type of conduct may provide the grounds for dismissing or

terminating any pending process that is or may have been initiated by the student and that is pending resolution.

7. This Regulations and its sanctions apply equally to all students, as well as to their representatives, guardians and/or agents. Any misconduct by a student's representative, guardian, custodian, or agent in violation of this policy shall be punished in the same manner as if it had been done by the student.

## Article X. Definition Of Terms

Except when otherwise indicated, the following definitions will apply to these Regulations:

1. **Academic Advisor** - trained staff member that offers support to students in online programs.
2. **Academic Dean (campuses)** - leader of the entire academic operation of a campus facility.
3. **Academic Dean of the Online Division** - leader of the entire academic operation of the Online Division.
4. **Academic Director (NUC-IBC Technical Division)**- Person designated by the Vice Presidency of Academic Affairs and Executive Director of **NUC-IBC Technical Division** to administer the academic policies and application of its processes to the faculty and students. He or she is responsible for the recruiting, supervision, assessments, and professional development of the faculty.
5. **Academic term** - defined period of time in which a student participates in studies related to the program in which he or she was enrolled. This can vary according to the academic or technical program.
6. **Administrative Personnel** - individual or person that works at NUC University and is classified as administrative by the Office of Human Resources.
7. **Advisor** - guides members of a Student Association's Leadership in different aspects such as planning activities.
8. **Alert Committee** - comprised of Institutional personnel that has the duty to communicate to the entire university community that a dangerous situation is unfolding. It will be in charge of taking appropriate action, which may include the complete or partial evacuation of the Institution.
9. **Business days** - días en los cuales las oficinas administrativas de NUC University están en operaciones laborales.
10. **Calendar days** - days as expressed in the current calendar.
11. **Chancellor** - Person designated by the President to manage a Campus. This person is a part of the Institution's Executive Committee.
12. **Co-Curricular Activity** - Any act that is related to the student's academic program and is complementary to their integral growth from an educational point of view.

13. **Complaint or accusation** written document in which an alleged behavior attributed to a student that could lead to a penalty is described. This document may be submitted by any means, but must contain the following: the alleged attributed behavior, the person harmed by said behavior, and any other detail needed to be able to assess if the case can be referred to a reconciliation process: or to a Disciplinary Committee.
14. **Dangerous situation** - state or condition that results in, or may result in, a threat or risk to someone's life, towards others, or to property, and that occurs within or in the buildings of the Institution. This may be related to:
  - a. A suicide attempt inside the Institution.
  - b. Rape inside or near the Institution's buildings.
  - c. A mental health crisis.
  - d. An overdose of drugs or alcohol.
  - e. Disorderly conduct or riots within the campus.
  - f. Arson.
  - g. Any other situation that threaten the security and/or life of a student, faculty member, or administrative employee and/or their property, within the Institution's buildings or outside of them, during the development of an official Institutional activity. For the Online Division, this includes situations during simultaneous classes, telephone calls, or emails.
15. **Director of Student Affairs** - leader of student affairs that supervises the counselors, student activities, placements, and administers the implementation of the Student Regulations, the institutional policies, and the prevention protocols.
16. **Distance Education Platform** - Learning Management System (LMS) for the administration of simultaneous and non-concurrent remote education. This integrates modules for the academic course offerings and modules for promoting student services.
17. **Executive Director (NUC-IBC Technical Division)** - Person designated by the president to direct a NUC-IBC Technical Division in Puerto Rico or a campus facility in Florida.
18. **Institutional Committees** - work groups created by the Institution's administration such as: Academic Board, Disciplinary Committee, Library Committee, Student Activities Committee and others that the Institution must create for the smooth operation of these areas.

19. **Faculty** - every individual that imparts instruction to a group so that they obtain knowledge or some specific skill and that is classified as such by the office of Human Resources. This includes all of the institution's professors that work on full time or part time tasks, in all of the institution's educational programs.
20. **Final Report from the Disciplinary Committee** - report that contains the conclusions and final recommendations from the Disciplinary Committee in which the most severe penalty to apply to the accused student will be recommended.
21. **Hearing** - an audience held by the Disciplinary Committee in which an accused student is received and speaks, where they are allowed to present evidence in their favor and defend themselves. Additionally, any other party related to the accusation submitted is received and allowed to speak (accuser and/or related parties). This is an informal but organized process. For this process, the Rules of Evidence and those of Civil Procedure used in the legal system of Puerto Rico will **not** apply.
22. **Institutional Personnel** - Every individual employed by NUC University full or part time, whether as a member of the Faculty, of the Administration, including the Executive Committee, administrative personnel, staff from a secretary's office, and maintenance, additionally, the students who work in employment under the Study and Work Program or under a service contract.
23. **Instructional Leader (Specialist)** - Faculty designated to lead and administer academic programs in the NUC-IBC Technical Division. They facilitate communication between the professor(s) and the administrative personnel, acting as a formal liaison. Additionally, they comprise the staff responsible for program valuation, they represent the faculty in curricular reviews, educational projects, retention committees, among others.
24. **Irrefutable Evidence** - Evidence that reasonably proves an allegation, situation, or event. This includes: a document that is medical or of another nature, an oral testimony, and/or written declaration.
25. **Major penalty** - a punishment established as a result of a violation of the norms that regulate the behavior subject to a major penalty.
26. **Member of Administration** - Every individual employed by the Institution whether full time or part time in the various service offices.

27. **Minor penalty** - a punishment established as a result of a violation of the norms that regulate the behavior subject to a minor penalty.
28. **NUC University**- includes all institutions, NUC University, NUC-IBC Technical Division, NUC University Online Division, Florida Technical College y Dave School.
29. **Office of Student Affairs for Online Students** - (“Call Center”) Includes the offices of Admissions, Financial Assistance, Fundraising, Registrar, Placements, and Academic Counseling. The Academic Advisors are assigned to the Distance Education Academic Dean's Office.
30. **Office of Student Affairs for On Campus Students** - office in which issues related to students are addressed. This includes the Office of Orientation and Counseling, Counseling for Employment, Special Projects, and Student Activities and Sports.
31. **Official Institutional Activity** - Any official act of institutional nature; academic, social-cultural, recreational, sporting, or civics, conducted in the facilities or outside of the Institution, whether promoted, developed, supported, subsidized, or sponsored by the Institution's administration. These include, but are not limited to, graduation acts, conferences, forums, panels, boards, exhibitions, meetings, among others.
32. **Professional Counselor - Counselor** - person with a professional license and trained to facilitate the help process for individuals managing difficult situations and to offer support making decisions.
33. **Reconcilable Situation** - situation in which a student has been accused of committing behavior that leads to a major penalty but in which the circumstances allow the parties involved to dialogue about the event for the purpose of coming to a possible agreement or solution.
34. **Referred Agencies** - government (public) or private associations that offer health services that are physical, mental, or of another nature.
35. **Regular Student** - Student that has completed one term or more in the Institution.
36. **Relapse** - Refers to a student that is involved in a behavior that leads to minor or major penalties, and that previously had been subject to a disciplinary process by the Disciplinary Committee and punished accordingly.
37. **Security Personnel** - individuals that officially deal with or safeguard the security of the Institution and its people, as classified by the Office of Human Resources.



38. **Special Student** - Student enrolled solely to complete their professional career. This student is not enrolled in a specific study program.
39. **Student** - Every individual officially enrolled, whether to obtain academic credit, or to audit courses, from the moment in which he or she starts their enrollment process until the completion of his or her final exam, except during their last term, which will be until after having totally finished the graduation ceremony. This may be an on campus student, online, or semi-present ("blended").
40. **Student Associations or Organizations** - groups of students with an academic or non-academic interest that formalize their association by electing a leadership board and adopting rules that govern said group.
41. **Student Services Coordinator** - official or employee responsible for financial aid and retention at the campuses in Florida (Florida Technical College and Dave School).
42. **Suspicious Behavior (suspicious actions)**- behavioral mannerisms that are identified as strange or that are not common and that could be interpreted as a risk for the individual or to others. Some signs of alert could be:
- a. A student or individual not belonging to the institution that loiters around the facilities for longer than expected and that displays suspicious behavior.
  - b. Individual that threatens with a firearm or weapon that could cause physical or environmental harm.
  - c. Thoughts that are verbalized incoherently with threats towards the individual himself or others.
  - d. Rowdy behavior or a lack of respect that could threaten the safety of the university community.
  - e. Verbal and physical aggressiveness and constant irritability that is considered an imminent danger towards the university community.
  - f. Obvious gestures or vocabulary with constant violent connotations, of a sexual nature, or a threat that poses imminent danger towards the university community or any identifiable individual.
43. **Visitor**- individual who comes to perform official functions at our facilities.
44. **University Community** - individual or group of individuals that share and interact with the institution, among these, but not exclusive, are: administrative personnel, faculty, non-teaching staff, and students.



Annex 1

**Confidentiality agreement letter of the student as a member of an institutional organization  
or committee or of the campus**

NUC University complies with the policy of maintaining confidentiality according to federal and state laws and regulations.

I \_\_\_\_\_, commit to comply with the requirement to keep the confidentiality of all information that I may have access to as a member of the Disciplinary Committee.

If I do not comply with the aforementioned, disciplinary measures will proceed to be applied according to the Institutional Student Regulations.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Number

\_\_\_\_\_  
Supervisor's Signature

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Date

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Date

## Clarification Statement

*These **Regulations** were drafted according to the provisions of current Law. If any provision, word, sentence, or section here were challenged and declared unconstitutional, not applicable, or void due to any reason before a competent court, such resolution or change in legislation shall not affect, diminish, or invalidate the remaining provisions. In some cases in which the policy is based on the provisions of the Law, the text may have been extracted directly with few or no modifications, to avoid mistaken interpretations. NUC University reserves the right to amend, modify, add, or eliminate policies, norms, and procedures contained in these Regulations with no prior notice, as part of its educational responsibility. Said changes will be notified by means of informative bulletins and the web page of NUC University.*