



**NEXUS**  
UNIVERSITY

**UNDERGRADUATE  
CATALOG  
2020-2021  
VOLUME 3**

Nexus University is a Branch Campus of Universidad Mayor, which is accredited by MSCHE.



All information in this catalog is subject to change at the discretion of Nexus University. Students will be notified of any changes made at Nexus University.

The information in this catalog takes precedence over information from any other source unless otherwise indicated.

Nexus University is not responsible for information or claims made by individuals not authorized or affiliated with the University that may be in contradiction to the information in this catalog.

This undergraduate catalog is available in print, or online, and CD format upon request.

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***Students are expected to become familiar with the policies and procedures outline in this catalog. Failure to read this document does not excuse students from the rules, policies, and procedures contained in it.***

## **INSTITUTIONAL HISTORY-UNIVERSIDAD MAYOR**

Three decades have passed since the Universidad Mayor began the noble task of contributing to the development of its native country Chile through the creation of educated, innovative professionals and entrepreneurs. Our 30 years speak of a history of sustained growth, innovation and leadership in Higher Education. The first example of this spirit is evident in our foundation in 1988, when instead of creating an alternative education that would venture into low investment careers, also called "chalk and blackboard" we decided to bet on a scientific-technological training offer. Civil Engineering and Architecture were our first two careers, constituting an unprecedented event in the concert of the nascent private system of Higher Education.

In 1989, we were the first private university to create careers in Agronomy and Forestry Engineering, and in 1991 the first to teach Veterinary Medicine. Six years later, we ratified our leadership by creating the School of Dentistry. At the same time, we bid farewell to the 20th century by taking a development decision that makes us proud: the creation of Temuco headquarters, a resolution that made us the first autonomous private university to establish a regional headquarters. Our path in university education was further enhanced by the creation of new careers in health and the implementation of their respective laboratories and clinics. By 2004 we had a dental, kinesthetic, speech-language and psychological clinic.

We were accredited by the National Undergraduate Commission (CNAP) in 2005, this was renewed in 2010 for 5 more years in the areas of institutional management and undergraduate teaching. In 2011, Universidad Mayor entered the select group of eight (8) private universities that were assigned to the Unique System of Admission to Chilean Universities. During 2013 and 2014, we deepened our development in research, creating the Center for Genomics and Bioinformatics, which operates under the auspices of the also founded Faculty of Sciences. Together, they started the Doctorate in Integrative Genomics, unique in Chile.

Not satisfied with our local achievement and responding to our spirit of excellence and leadership, we decided in 2005 to start an international accreditation process with the recognized North American accreditation agency, Middle States Commission on Higher Education (MSCHE). In 2010 we became the first Chilean university to prove its quality under international standards. The MSCHE found that Universidad Mayor satisfactorily met the 22 eligibility requirements and 14 quality standards required of universities in the United States.

In 2015, the university reaffirmed its quality through two reaccreditations. First, in May, Universidad Mayor was reaccredited by National Accreditation Agency (CAN) for a period of 5 years in the areas of Institutional Management and Undergraduate Teaching. In July, the MSCHE reaccredited the University for 10 years, after review of a self-study report and an inspection of peer evaluators. These achievements make us proud and reaffirm our commitment to deliver an education of excellence, with the highest national and international quality standards.

Based on these affirmations to quality, in 2017 Universidad Mayor established Nexus University in Miami, Florida as a branch campus. Nexus University offers both undergraduate and graduate programs in the fields of business and healthcare.

## Contents

<b>1.1 CONTACT INFORMATION</b> .....	10
Office of the Registrar .....	10
<b>1.2 MISSION</b> .....	10
<b>1.3 VISION</b> .....	10
<b>1.4 NON-DISCRIMINATION STATEMENT:</b> .....	10
<b>1.5 Equal Opportunity and Affirmative Action Policy</b> .....	11
<b>1.6 INSTITUTIONAL VALUES</b> .....	11
<b>1.7 UNIVERSITY LEARNING OUTCOMES:</b> .....	12
<b>1.8 STATEMENT OF ACCREDITATION</b> .....	13
<b>1.9 LICENSING</b> .....	13
<b>1.10 STATEMENT OF LEGAL CONTROL</b> .....	13
<b>1.11 BOARD of DIRECTORS and EXECUTIVE OFFICERS</b> .....	13
Board of Directors .....	13
<b>Executive Directors-University Authorities</b> .....	14
<b>1.12 NEXUS UNIVERSITY COUNCILS</b> .....	15
Executive Director Council .....	15
Academic Council .....	16
Student Affairs Council .....	16
Faculty Council.....	16
<b>1.13 ADJUNCT FACULTY MEMBERS</b> .....	17
<b>1.15 PHYSICAL FACILITIES</b> .....	17
Classrooms.....	17
Computer Labs.....	17
Study/conference Rooms.....	17
Health Assessment Labs .....	18
Student Lounge.....	18
<b>1.16 HEALTH AND SAFETY REGULATIONS</b> .....	18
<b>1.17 ELECTRONIC LIBRARY</b> .....	18
<b>1.18 MY NEXUS/POPULI</b> .....	18
<b>1.19 TECHNICAL SERVICES</b> .....	18
<b>1.20 ACADEMIC CALENDAR AND HOLIDAYS 2020 – 2021</b> .....	19
<b>1.21 STUDENT SERVICES</b> .....	20
Student At-Risk Support.....	21
Tutoring.....	21

Computer Lab.....	21
Online Instructional Materials .....	21
Workshops and Orientations .....	21
Student ID .....	21
Career services.....	21
Extracurricular activities.....	22
Student Academic Advising Services.....	22
Student Financial Aid Advisement.....	22
Students who seek advising on financial aid advisement are encouraged to contact the Financial Director at 305-575-1240 or jsuito@nexusuniversity.com .....	22
Student Personal Advisement .....	22
Student who seek personal advisement are encouraged to contact Student Services at 305-575-1233 or malvarez@nexusuniversity.com .....	22
<b>Americans with Disabilities Act (ADA) Policy</b> .....	22
1.22 Campus Safety .....	27
Title IX Policies and Procedures.....	27
<b>2.1 ONLINE LEARNING MODEL</b> .....	41
Educational Philosophy.....	41
Overview of Learning Model.....	41
Academic Sessions and Terms .....	41
2.2 HYBRID FORMAT .....	41
2.3 DISTANCE EDUCATION.....	41
2.4 PROJECTS/CLINICALS (HANDS-ON LEARNING).....	41
2.5 ACADEMIC STRUCTURE.....	42
Attendance Policy .....	42
Online Discussion Expectations-Participation.....	43
2.6 CONTENT AND MATERIALS .....	43
<b>Course Numbering Structure</b> .....	44
<b>2.7 COMMUNITY LEARNING</b> .....	44
<b>2.8 PROGRAM AND CURRICULUM PLAN</b> .....	44
2.9 QUALITY ASSURANCE (QA) .....	44
2.10 CLASS SIZE .....	45
2.11 CANVAS: STUDENT AND FACULTY PORTAL.....	45
<b>2.12 AWARDING CREDIT HOURS</b> .....	45
2.13 ACADEMIC QUALITY AND OUTCOME ASSESSMENT.....	45
Content and Materials.....	45

Student Learning Assessment .....	45
Student Experience.....	46
Monitoring.....	46
2.14 TECHNOLOGY REQUIREMENT .....	46
<b>Hardware and Peripherals .....</b>	<b>46</b>
Software and Applications .....	47
2.15 RECOMMENDED TECHNOLOGICAL COMPETENCIES .....	47
3.1 GENERAL ADMISSIONS REQUIREMENTS .....	50
REGISTRATION AND ENROLLMENT .....	50
English Language Test Waiver.....	51
Transcript Evaluation.....	51
3.2 EXAMINATION OF ADMISSION FOLDER .....	51
Student Personal Information Modifications .....	51
3.3 STUDENT CLASSIFICATION.....	51
3.4 ACADEMIC POLICIES .....	52
Attendance.....	52
Class Discussions/Participation.....	52
Examinations, Tests and Quizzes .....	52
Papers, Essays, Oral Presentations and Theses .....	52
Projects and Reports.....	53
<b>3.5 SATISFACTORY ACADEMIC STANDARD (SAS).....</b>	<b>53</b>
Academic Probation (AP) .....	53
Academic Dismissal (AD) .....	53
<b>3.6 CHANGING FROM ONE SPECIALIZATION TO ANOTHER.....</b>	<b>54</b>
<b>3.7 TIME LIMITS.....</b>	<b>54</b>
<b>3.8 PRIOR LEARNING ASSESSMENT .....</b>	<b>54</b>
Transfer of Credits.....	54
Criteria for Transfer Credits .....	54
External Examinations .....	55
Process for Transfer Credits .....	56
Appeals for Transfer Credits .....	57
<b>3.9 TRANSFERABILITY OF CREDITS .....</b>	<b>57</b>
<b>3.10 CONFERRING OF DEGREES.....</b>	<b>57</b>
Learner at the undergraduate levels may be eligible to graduate with honors upon earning the... 57	
following grade point averages: .....	57

Undergraduate Honor Level:.....	57
Graduation with Honor (Cum Laude): 3.50 – 3.74.....	57
Graduation with High Honor (Magna Cum Laude): 3.75 – 3.84.....	57
Graduation with Highest Honor (Summa Cum Laude): 3.85 or above .....	57
<b>3.11 GRADUATION</b> .....	57
<b>3.12 GRADING SYSTEM</b> .....	59
<b>3.13 TREATMENT OF W, I, AND F.</b> .....	59
Incomplete Grades.....	60
<b>3.14 ACADEMIC SEMESTERS AND SESSIONS</b> .....	60
3.16 DEAN’S LIST.....	60
<b>3.17 COURSE CANCELLATION</b> .....	61
<b>3.18 REPEAT COURSES</b> .....	61
3.19 STUDENT COURSE LOAD.....	61
3.20 DROP/ADD POLICY .....	62
Military.....	62
<b>3.21 WITHDRAWAL</b> .....	62
Withdrawal by Student.....	62
Administrative Withdrawal.....	63
Withdrawal Due to Military Service.....	63
National Guard Troops Ordered into Active Service .....	63
3.22 REFUND POLICIES.....	63
<b>3.23 LEAVE OF ABSENCE (LOA) AND INCOMPLETE GRADES</b> .....	64
Leave of Absence.....	64
<b>3.23 RE-ENTRY</b> .....	64
3.24 RE-ADMISSION.....	64
<b>3.25 GRADE APPEAL</b> .....	64
<b>3.26 LATE ASSIGNMENTS POLICY</b> .....	65
<b>3.27 ACADEMIC INTEGRITY</b> .....	66
<i>Original Work</i> .....	66
<b>Recycled Assignment</b> .....	66
3.28 STUDENT CODE OF CONDUCT.....	66
3.29 GRIEVANCE POLICY .....	68
<b>POLICY FOR SUGGESTIONS AND COMPLAINTS FOR FACULTY, ADMINISTRATORS, AND OTHER PARTIES.</b> .....	69
4.1.1 Bachelor of Science in Business Analytics.....	71
4.1.2 Program Objective.....	71

4.1.3 Admissions Requirement.....	71
Admission Process.....	72
4.1.4 Degree Requirement .....	72
4.1.5 Curriculum Plan .....	72
<b>Required Courses</b> .....	72
<b>4.1.6 Business Course Descriptions</b> .....	74
4.2 SCHOOL OF BUSINESS .....	81
4.2.1 Bachelor of Science in Business Administration.....	81
(The Spanish version of the Bachelor of Science in Business Administration program is only available online. Therefore, I-20 students are not eligible. Moreover, the English version is only offered on-ground and not online.) .....	81
4.2.2 Program Objective.....	81
4.2.3 Admissions Requirement.....	81
Admission Process.....	82
4.2.4 Degree Requirement .....	82
4.2.5 Curriculum Plan .....	82
4.2 SCHOOL OF NURSING.....	93
4.2.1 RN to BSN Program .....	93
4.2.2 PROGRAM OBJECTIVES (LEARNING OUTCOMES PLO's) .....	94
4.2.3 ADMISSION REQUIREMENTS and PROCESS.....	95
4.2.4 Degree Requirement .....	96
4.2.5 Satisfactory Academic Standard (SAS).....	96
Course Repeat .....	96
4.2.6 Drug Testing.....	96
4.2.7 RN to BSN Curriculum Plan – Full Time.....	97
<b>5.1 PAYMENT OPTIONS</b> .....	101
Employer Tuition Assistance .....	101
Business Partnerships .....	102
<b>5.2 TUITION</b> .....	102
<b>5.3 FEES AND OTHER COSTS</b> .....	103
Application Fee.....	103
Technology Fees .....	103
Transcript Fee.....	103
Graduation fee.....	103
Late Add Fee .....	104
Appendix A.....	105

# 1 | General Information

## 1.1 CONTACT INFORMATION

Name: NEXUS University  
Corporate Name: Nexus Education, Inc  
Address: 111 N.E. 1<sup>st</sup> Street, 3<sup>rd</sup> Floor  
Miami, FL 33132  
Email: [info@nexusuniversity.com](mailto:info@nexusuniversity.com)  
Tel: 305-575-1300 and toll-free at 1-800-758-0100.  
Website: <http://nexusuniversity.com/>

### Office of the Registrar

The Office of the Registrar is the administrative department that maintains the academic records of all students. The office executes registration for classes, ensures that pre-requisites are met, determines eligibility for graduation and facilitates resolution of student issues with Academics and student services.

The Registrar's office hours are Monday through Friday from 9:00AM until 5:00PM (Eastern Time). Inquiries may be made via email at [registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com)

## 1.2 MISSION

Our mission is to form professionals through educational experiences that stimulate ethical behavior, as well as an attitude of enterprise, innovation, leadership and respect for cultural and social diversity. To do so, we provide undergraduate and graduate programs of excellence and perform activities that generate, articulate, and disseminate knowledge that contribute to the national community in the cultural, educational, social and economic fields, considering the context of a global world and the norms of scientific rigor.

## 1.3 VISION

Nexus University, a branch campus of Universidad Mayor, is dedicated to being recognized as a university that offers its stakeholders an experience focused in academic excellency within an institutional culture of dynamic approach to education and, student-centric philosophy that encourages engagement with culturally diverse local and global communities.

### 1.4 NON-DISCRIMINATION STATEMENT:

Nexus University does not discriminate on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political

beliefs, or reprisal or retaliation for prior civil rights activity in admissions, treatment and access or any other activities or operations.

### **1.5 Equal Opportunity and Affirmative Action Policy**

Nexus University commits to the achievement of equal opportunity within the University and throughout the American society. The University recruits, hires, promotes, educates, and provides services to persons solely based upon their individual qualifications and ability to safely perform the required tasks.

Nexus University will take affirmative actions to any measure deemed necessary, to circumvent and overcome the discriminatory effects of any and all policies and procedures regarding to the disabled, women, veterans and any other groups of minorities.

All inquiries regarding the Non-Discrimination Policy and Equal Opportunity and Affirmative Action Policy should be directed to the Students Services at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com). or by calling 305-537-4802

### **1.6 INSTITUTIONAL VALUES**

#### **Values and Principles**

Our behavior and culture are defined by the following institutional values:

#### **Integrity**

Understood as the quality of people to make decisions about their behavior with moral integrity, rectitude, honesty, responsibility, respect for oneself, respect for others and assume the consequences derived from it.

#### **Tolerance**

Understood as the recognition and respect of the ideas, behaviors and beliefs of other people, which differ from their own, which derive from cultural diversity, religious beliefs, visions of life, race, social stratum, nationality or geographical origin that distinguish.

#### **Social responsibility**

Understood as the voluntary commitment of individuals and organizations to adopt strategies and behaviors that prevents all negative impacts on the society and the environment, seeking to contribute to the development of a more just society and the protection of the environment. It is also a commitment to go further in the training of professionals. It implies promoting the formation of individuals committed to the development of society and the country.

#### **Beginning**

Maintain and strengthen an identity around:

#### **Academic Freedom**

Adherence to the autonomy, the freedom of teaching and intellectual, the participation of the academic community, the respect to the hierarchy that imposes the knowledge, the legitimate authority and the responsible exercise of this autonomy.

**Institutional Excellence**

Vocation to perform the institutional functions with integrity, superior quality and commitment to the achievement of the compromised purposes, under demanding standards and continuous improvement.

**Public Vocation**

Vision of the educational task and generation, preservation and dissemination of superior knowledge as a service to people and a contribution to overcoming the challenges facing the country and society.

**Equal treatment**

Commitment to non-discrimination, respect for students and officials, and the application of objective criteria of competence, ethical solvency and respect for the rules of the institution.

**1.7 UNIVERSITY LEARNING OUTCOMES:**

- 1. Collaboration:** Graduates will be skilled in forming and sustaining diverse teams to maximize resources that profit their organizations and communities.
- 2. Communication:** Graduates will gain skills to convey complex concepts in writing to a diverse audience and communicate effectively leveraging new technologies such as social media, emails, word processing software.
- 3. Critical thinking:** Graduates are enabled to analyze and synthesize complex information to solve multidimensional problems.
- 4. Research and data interpretation:** Graduates will become skilled researchers able to find, use and determine validity and reliability of information.
- 5. Competent Practitioners:** Graduates, through a combination of hands-on and didactic learning will acquire expertise in their respective degree programs, and be able to apply knowledge, skills and abilities at their organizations.
- 6. Evidence-Based Practice** – Graduates will use current best evidence to support decision making and improve outcomes in their respective fields.

## **1.8 STATEMENT OF ACCREDITATION**

Nexus University is a branch campus of Universidad Mayor. Universidad Mayor, including its branch campuses is accredited by the Middle States Commission on Higher Education (MSCHE). 3624 Market St., Philadelphia, Pa., 19104-2680. Students can access further information on accreditation at <https://www.msche.org> or 267-284-5000.

## **1.9 LICENSING**

Nexus University is licensed by the Commission for Independent Education, Florida Department of Education (license #3985). The Commission for Independent Education has statutory responsibilities in matters relating to nonpublic, postsecondary educational institutions. In keeping with the Florida Department of Education's goal of producing a seamless educational system, some of these functions include consumer protection, program improvement, institutional policies and administration, data management, and the licensure of independent schools, and universities. The Florida Commission for Independent Education has licensed Nexus University as an educational facility approved to provide Bachelor, and Master programs in the state of Florida.

“Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Florida Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll- free telephone number (888) 224-6684”.

## **1.10 STATEMENT OF LEGAL CONTROL**

Nexus University is a for-profit organization that is fully owned by Universidad Mayor. Universidad Mayor is a private, nonprofit organization in Chile. On July 4, 1996, it was granted full autonomy by the Chilean Upper Board of Education, according to the agreement # 068/96. Nexus University is registered in the United States as a branch Campus of Universidad Mayor.

Nexus has a license to operate as a college, which is renewed annually with the Department of Education of Florida through the Commission for Independent Education (CIE).

## **1.11 BOARD of DIRECTORS and EXECUTIVE OFFICERS**

### Board of Directors

Erich Villasenor Moldanado

Rubén Covarrubias Giordano

Francisco Varela Noguera

Maria del Pilar Tagle Vergara

Bartolome Santiago Bianche Reyes

Gaston Orlando Gallegos Pincheira

Dr. Juan Jorge Giaconi Gandolfo

Kennet Grant Maclean Luengo

Mario Rodrigo Moraga Guerrer

### **Executive Directors-University Authorities**

**Ruben Covarrubias Giordano**

*President*

[rector@umayor.cl](mailto:rector@umayor.cl)

**Victor Polanco**

Academic Vice President

[Victor.polanco@umayor.cl](mailto:Victor.polanco@umayor.cl)

**Patricio Manque**

Vice Rector- Research

[Patricio.manque@umayor.cl](mailto:Patricio.manque@umayor.cl)

**Hector Meyer**

Vice-rector of Quality Assurance & Planning

[Hector.meyer@umayor.cl](mailto:Hector.meyer@umayor.cl)

**Mario F. Herane**

Vice Chancellor of Development and Management

[mario.herane@umayor.cl](mailto:mario.herane@umayor.cl)

**Inger Dahl**

General Secretary

[Inger.dahl@umayor.cl](mailto:Inger.dahl@umayor.cl)

### **Administrators /Officers of Nexus University**

**Mario F. Herane**

Executive Director

[Mario.herane@nexusuniversity.com](mailto:Mario.herane@nexusuniversity.com)

Master of Business Administration - University of Florida, Gainesville

Master of Science in Finance - Florida International University, Miami

Bachelor of Science in Industrial Engineering - Universidad Diego Portales, Chile

**Dr. Janie Bailey**

Director of Academic Affairs (Interim)

Director of School of Health Science and Nursing

[jbailey@nexusuniversity.com](mailto:jbailey@nexusuniversity.com)

Ph.D. in Nursing Education – Capella University

Masters of Science in Nursing Education – Clarkson College

Masters of Science in Educational Administration and Supervision- University of Memphis

Bachelors of Science in Nursing from University of Memphis

**Oswaldo J. Acevedo**

Student Recruitment Coordinator

[oacevedo@nexusuniversity.com](mailto:oacevedo@nexusuniversity.com)

Master of Science: Industrial / Organizational Psychology - Carlos Albizu University

Bachelor of Arts: Psychology - Antillean Adventist University

**Maria Luisa Alvarez**

Student Services Coordinator

[malvarez@nexusuniversity.com](mailto:malvarez@nexusuniversity.com)

Bachelors of Language– Universidad de la Habana

**Hernan Chamut**

Director of External Relations

[hchamut@nexusuniversity.com](mailto:hchamut@nexusuniversity.com)

Bachelor's in Marketing - Universidad del Norte Santo Tomas de Aquino

**Dawn Lawson**

Director of Enrollment

[dlawson@nexusuniversity.com](mailto:dlawson@nexusuniversity.com)

Master's in healthcare administration/ Gerontology- University of Phoenix

Master of Science in International Development- University of the West Indies

Bachelor's in management- University of the West Indies

**Natalia Robles**

Registrar/University Resource Coordinator

[nrobles@nexusuniversity.com](mailto:nrobles@nexusuniversity.com)

[registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com)

Bachelor's in management/Marketing – Innova College

Bachelor of Science in Economics- Universidad Pontificia Bolivariana

**Jessica Suito**

Director of Finance/Director of Operations

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[bursar@nexusuniversity.com](mailto:bursar@nexusuniversity.com)

## **1.12 NEXUS UNIVERSITY COUNCILS**

### Executive Director Council

The Executive Director Council provides oversight and authority over the University. The Council is composed of direct reports of the Executive Director and meets monthly or as needed to create, maintain, and review all policies and procedures for Nexus University including but not limited to operations and student affairs areas, academic and admissions areas, program and curriculum development, marketing, and finance including budget. In addition, the Council will discuss operational issues and identify emerging threats, opportunities and change of industry policies and legislations that impact the University. The council will also consider any academic and operation issues that may be suggested by all

councils that are consistent with the Mission of the Nexus University. Nexus University mission is the foundation upon which all decisions will be made in connection to policies and procedures in operations, student affairs, academics, admissions, program and curriculum development, marketing, faculty needs, and finance/budget. The Executive Director will chair and set the agenda for the Executive Council. Members of the Executive Council may submit items to be added to the agenda must be submit these items at least one week prior to the meeting. The agenda may include monthly standard items. The Executive Director will share the agenda with the members at least two days prior to the meeting. All members of the Executive Council will be voting members. In case of a tie vote, the Executive Director will have the tie breaking vote. All minutes will be taken at all meetings.

#### Academic Council

The mission of the Academic Council is to provide academic oversight that meets regulatory standards and advance student learning. The Academic Council is mainly composed of academic advisors, heads of schools and faculty. The council will meet quarterly or as needed to create, maintain, and review academic policies and procedures, programs and curriculum development, faculty needs, and identify emerging academic issues that are consistent with the Mission of the Universidad Mayor. The Academic Council will make recommendations to the Executive Director Council for maintenance, development or revisions in academics. Universidad Mayor's mission is the foundation upon which all decisions will be made in connection to academics. The Director of Academics, or his/her designee, will chair the Academic Council.

#### Student Affairs Council

The Student Affairs Council mission is to provide oversight for all administrative and support services for students. The Student Affairs Council is composed of selected members from all departments including admissions, finance, academics, registrar and security. The council will meet quarterly or as needed to create, maintain, and review policies and procedures related to admissions, registration, safety and security, community activities and student advising. The council will develop and maintain support systems and activities that contribute to the general welfare of the campus community as well as identify emerging student affairs issues that are consistent with the Mission of Universidad Mayor. The Student Affairs Council will make recommendations to the Executive Director Council for maintenance, development or revisions within the student affairs area. Universidad Mayor's mission is the foundation upon which all decisions will be made in connection to student affairs. The Director of Student Services, or his/her designee, will chair the Student Affairs Council.

#### Faculty Council

The purpose of the Nexus University Faculty Council is to serve the campus community by promoting rigorous academic standards. The Council serves as a forum for exchanging ideas, reviewing findings of end of course surveys and making recommendations on certain academic standards and faculty concerns. On academic standards affecting instruction across the curriculum or faculty concerns, the Council will submit its recommendation(s) to the Academic Council. The Council will adhere to the Faculty Council Bylaws. The Faculty Council will establish an atmosphere of mutual trust and understanding, be cognizant of

faculty time during the meetings, and adhere to the prescribed agenda. Universidad Mayor's mission is the foundation upon which all decisions will be made. The Faculty Council will be chaired by an elected faculty member and guided by the Director of Academics or his/her designee.

### **1.13 ADJUNCT FACULTY MEMBERS**

Nexus University's adjunct faculty list is found in Appendix A. The adjunct faculty list is accurate as of the time of publication of the 2020-2021 Undergraduate Catalog.

### **1.14 ACADEMIC PROGRAMS**

Nexus University has identified the education opportunities of the south Florida community by analyzing the current market demands for highly skilled individuals. In response to these needs, Nexus University will offer the following academic undergraduate programs in business administration and Nursing for the 2020-2021 academic year.

#### Bachelor of Science Degree in:

- Business Administration
- Business Analytics
- Nursing- RN-BSN Program

Program length is determined by how many credits a student transfers in. The average length of program is 48 months for the Bachelor of Science in Business Analytics and 12 months for a RN-BSN.

### **1.15 PHYSICAL FACILITIES**

Nexus aims to provide an environment that is safe for students to congregate and conducive to effective instruction and learning.

#### Classrooms

The University provides students with air-conditioned classrooms that are equipped with interactive whiteboards. Each room will have access to the internet as well as charging access points. Students have access to the internet of the university by logging in with their Username and Password.

#### Computer Labs

Students may use the computer lab at any time for school related activities.

#### Study/conference Rooms

Students may also book a study room. This facility also supports students working in teams who need a place to hold discussions.

### **Health Assessment Labs**

The health assessment labs can be used by students under supervision of faculty for meeting curriculum requirements.

### **Student Lounge**

The local campus provides student with a space where they can meet and associate with fellow students. This is not a classroom setting but a casual space for relaxation and socialization by students and faculty alike.

## **1.16 HEALTH AND SAFETY REGULATIONS**

The campus meets all the required health and safety regulations as established by the city of Miami and the state of Florida. These certificates can be viewed upon request.

## **1.17 ELECTRONIC LIBRARY**

The Virtual Library is one of the informational backbones of the University. Students accessing the virtual library will find a variety of digital resources. Our online library allows for the development, research and accessibility of multiple resources including but not limited to, atlases, biographies, case studies, newspapers, magazines, encyclopedias, dictionaries, databases of various reference books and publications, various search engines, and links to additional virtual libraries. The online distribution of information continues in the trend of matching the needs of busy students. Each student can access and use the library regardless of where they are located and, the materials are universally available to all students of Nexus University.

Access is available via [http://sibum.umayor.cl/client/es\\_CL/nuls/](http://sibum.umayor.cl/client/es_CL/nuls/)

## **1.18 MY NEXUS/POPULI**

My Nexus is designed specifically to meet the needs of our students. This portal provides information and support material and is a means of communication between the student community and the university. Students will find valuable and useful information including manuals, directories, news, benefits, and many other services. Students may also apply for their student ID through this portal.

Visit us daily at My Nexus to stay up to date. Consistent viewing of My Nexus enhances students' educational experience.

## **1.19 TECHNICAL SERVICES**

### **MyNexus/Populi**

Email: support@populiweb.com

Hours: Support hours are 6 AM to 5 PM Pacific Time, Monday through Friday (excluding major holidays).

### **Unicheck**

Email: support@unicheck.com

Hours: Support hours are from Sunday 2 AM till Friday 11PM (EST)

**Honorlock**

Email: support@honorlock.com

Phone: (855) 828-4004 or 844-841-LOCK

Hours: 24/7/365

**Canvas**

Submit a ticket using Canvas. There is a Help icon located on the bottom-left corner of Canvas. Please click on this link to submit a ticket.

Hours: Support hours are 9 AM to 5 PM (EST), Monday through Friday (excluding major holidays).

**1.20 ACADEMIC CALENDAR AND HOLIDAYS 2020 – 2021****ACADEMIC CALENDAR 2020 – 2021**

<b>FALL SEMESTER: 8/31/2020 -12/20/2020</b>			
<b>SEMESTER</b>	<b>DATES</b>	<b>Add Drop End Date</b>	<b>GRADES DUE</b>
Nursing Session I	08/31/2020-10/25/2020	09/06/2020	10/27/2020
Nursing Session II	10/26/2020-12/20/2020	11/01/2020	12/22/2020
Business Session I	08/31/2020-10/25/20 20	09/06/2020	10/27/2020
Business Session II	10/26/2020 -12/20/2020	11/01/2020	12/22/2020
<b>RECESS: 12/21/2020-01/03/2021</b>			
<b>SPRING SEMESTER: 01/04/2021-04/25/2021</b>			
<b>SEMESTER</b>	<b>DATES</b>	<b>Add Drop End Date</b>	<b>GRADES DUE</b>
Nursing Session I	01/04/2021-02/28/2021	01/10/2021	03/02/2021
Nursing Session II	03/01/2021-04/25/2021	03/07/2021	04/27/2021
Business Session I	01/04/2021-02/28/2021	01/10/2021	03/02/2021
Business Session II	03/01/2021-04/25/2021	03/07/2021	04/27/2021
<b>RECESS: 4/26/2021-05/02/2021</b>			
<b>SUMMER SEMESTER: 05/03/2021-08/22/2021</b>			
<b>SEMESTER</b>	<b>DATES</b>	<b>Add Drop End Date</b>	<b>GRADES DUE</b>
Nursing Session I	05/03/2021-06/27/2021	05/09/2021	06/29/2021

Nursing Session II	06/28/2021-08/22/2021	07/04/2021	08/24/2021
Business I	05/03/2021-06/27/2021	05/09/2021	06/29/2021
Business II	06/28/2021-08/22/2021	07/04/2021	08/24/2021
<b>RECESS: 08/23/2021-08/29/2021</b>			

## HOLIDAYS 2020 - 2021

HOLIDAYS 2020	DATES
Labor Day	September 7 <sup>th</sup>
Columbus Day	October 12 <sup>th</sup>
Thanksgiving Day / Day after Thanksgiving	November 26 <sup>th</sup> & November 27 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>

HOLIDAYS 2021	DATES
New Years	January 1 <sup>st</sup>
Martin Luther King's Day	January 18 <sup>th</sup>
Memorial Day	May 31 <sup>st</sup>
Independence Day	July 4 <sup>th</sup>
Independence Day (observed)	July 5 <sup>th</sup>

### 1.21 STUDENT SERVICES

The Student Services Department at Nexus University provides a permanent liaison with our students and has several activities to help them resolve any issues they may have and to succeed in their academic quest. This office also facilitates any activity students may want to engage in as a way of sharing their skills and knowledge with the wider community. Student services department aims at maximizing retention, and satisfaction of our students in every step of their academic journey. Nexus University believes that students have the fundamental rights to:

- Personal and intellectual liberty
- Mutual respect
- Receiving a quality education
- Learn in an environment free from discrimination, harassment, or any form of hazing.

Student Affairs advances student development and learning, fosters community engagement, promotes diversity, inclusion, respect, and empowers students to thrive. Our office also handles such matters as complaints, disciplinary actions and appeals. Please contact our director of student services, at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

### **Student At-Risk Support**

Students with course grades of C or a low GPA (CGPA is 2.0 or less) are at risk of being academically disqualified. The department of student affairs is able to identify and secure resources that can help the student succeed. This support includes but is not limited to tutoring, writing skills, conference with academic personnel. Students are also encouraged to self-determine their risk level and reach out to Student services for support early before their grades suffer.

### **Tutoring**

Nexus University offers tutoring on request based on availability of instructors. The department upon receiving the request from student will make contact with potential instructors and based on availability will arrange the sessions for the student.

### **Computer Lab**

Students will have access to a computer lab located at the Miami campus. The lab is solely for the purpose of school related activities. Students are also able to print a limited number of copies free of charge.

### **Online Instructional Materials**

Nexus give students unlimited access to online videos, tutorials, orientation and other instructional materials. Students are encouraged to utilize these tools as often as they so desire.

Contact the Nexus University Student Services Department for more information [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

### **Workshops and Orientations**

Nexus University offers students workshops that provide information about various topics and trends during the academic year. Orientation is one of the strategies that Nexus employs to equip our students for success. The workshop is offered to all new students and provide students with technical skills to navigate the Learning system and to find and use important resources. The workshop follows a similar pattern as the learning model that is used for the actual classes.

### **Student ID**

As part of the benefits, the Student Services department provides students with a Student Identity Card (Student ID).

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### **Career services**

Nexus University offers basic career guidance to students. Guidance includes resume review and interview skills. Nexus University provides information for students seeking employment, at the student's request. The University does not place students nor guarantee employment. Contact student services at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

### **Extracurricular activities**

The Department of Student Services is tasked with developing extra-curricular activities for our students. It facilitates the formation of communities among students, believing that this promotes greater identity with the University and promotes knowledge transfer and collaborative learning.

### **Student Academic Advising Services**

Students who seek advising on academic matters are encouraged to contact the Office of Academic Affairs. at 305-575-1270 or [academics@nexusuniversity.com](mailto:academics@nexusuniversity.com)

### **Student Financial Aid Advisement**

Students who seek advising on financial aid advisement are encouraged to contact the Financial Director at 305-575-1240 or [jsuito@nexusuniversity.com](mailto:jsuito@nexusuniversity.com)

### **Student Personal Advisement**

Student who seek personal advisement are encouraged to contact Student Services at 305-575-1233 or [malvarez@nexusuniversity.com](mailto:malvarez@nexusuniversity.com)

### **Americans with Disabilities Act (ADA) Policy**

Nexus University is dedicated to the philosophy of equal opportunity to all goods, services, benefits, facilities, and privileges for all in the most integrated setting. The University is committed to providing an environment free from discrimination, protecting the rights and dignity of potential and current employees, students, and visitors regardless of disability status. Nexus University works to ensure that individuals with disabilities are treated fairly and equal to individuals without disabilities in all University activities including, but not limited to, employment, academia, services, benefits, social events, activities, and research on any of Nexus University's campus.

Nexus University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, including, but is not limited to: the Rehabilitation Act of 1973 , as amended through 1998, the Americans with Disabilities Act of 1990 , as amended, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act Amendments Act of 2008, the Florida Civil Rights Act of 1992 , and the Florida Educational Equity Act which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or the benefits of any program or activity operated by the University.

It is further the policy of the University to enable individuals with disabilities to participate as independently as possible, facilitating enhancement of campus life and enrichment of the University community as a whole. People with disabilities must be full members of the educational community. Nexus University recognizes that traditional methods, programs, and services may not accommodate the needs of some individuals with disabilities. It is important to keep in mind that each person's situation is unique and must be evaluated on a case-by-case basis.

Discrimination against a qualified individual with a disability, in any form, undermines the mission and values of the University, negatively affects the careers, education and experiences of the entire Nexus University community, and will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practice.

#### Procedures

The standard procedures for accommodation requests allow for an interactive process whereby the following occur:

1. A request for accommodation is made.
2. The appropriate documentation is provided to support the disability and the requested accommodation; and
3. A reasonable accommodation is made, if appropriate.

More detailed procedural steps based on the role of the individual seeking the accommodation are below.

#### **A. Students**

1. To request an accommodation under the ADA, students must file an application with the office serving students with disabilities on their campus.
  - a. To request an application, please send an email to the ADA Coordinator, Ms. Maria Luisa Alvarez, at [malvarez@nexusuniversity.com](mailto:malvarez@nexusuniversity.com)
  - b. Requests for accommodations should be made far enough in advance to allow staff adequate time to coordinate needed services. Generally, it is best to request needed services before a semester begins or as soon as a disability becomes known.
  - c. Students must provide documentation of their disability and how it limits their participation in the university's services, programs, or activities. Documentation of the disability should be timely and from appropriate professionals licensed to diagnose the type of disability the student has. Medical documentation will be retained by only the office serving students with disabilities and will be kept confidential.
  - d. The office serving students with disabilities makes the determination of whether the student is eligible for accommodations under the ADA. The office serving students with disabilities and the student will then discuss what assistance is needed and, if requested, will provide information to relevant faculty members, information technology personnel, and/or the academic unit indicating the nature of the accommodation required. Common examples of reasonable academic adjustments include but are not limited to extension of time for tests, private test settings, priority registration, etc.

- e. If there is a discrepancy regarding requested accommodations, the office serving students with disabilities will facilitate discussions between the student and faculty member(s) and/or academic unit(s). It is the responsibility of the office serving students with disabilities to determine the reasonable accommodation in a particular case, taking into account the content of the course, the student's disability, and the documentation from an appropriately credentialed professional. Nothing in these procedures requires an academic unit to make accommodations that would fundamentally alter the nature of its academic program.
  - f. Students are expected to discuss with their instructors the need for accommodations in their respective course. Faculty members are expected to discuss such matters privately and maintain confidentiality.
  - g. Students are responsible for notifying the office serving students with disabilities if reasonable accommodations are not implemented in an effective and timely way. In the event that an accommodation is not implemented in a test-taking or similar situation, the student should address that with the faculty member, associate instructor, or proctor immediately and the amount of time necessary to implement the accommodation (e.g., to print a test paper with enlarged print or move the student to a quiet room) should be added back to the test time such that the student is not disadvantaged.
2. To request an academic program modification under the ADA, students must file an application with the office serving students with disabilities on their campus and the application must be accompanied by documentation of their disability. Requests submitted directly to an academic unit will be referred to the office serving students with disabilities to initiate the process.
- a. Documentation of the disability should be timely and from appropriate professionals licensed to diagnose the type of disability the student has. If the student is already receiving accommodations pursuant to Paragraphs A.1.a.-g. of these procedures, the student may, but is not required to submit additional documentation in support of the request for an academic program modification. The office serving students with disabilities may also request additional documentation if prior documentation does not adequately address the requested academic program modification.
  - b. The office serving students with disabilities will forward the request and any other relevant information developed by that office to the appropriate official(s) in the academic unit and will serve as a resource as the unit makes its determination as to whether the requested academic program modification constitutes a fundamental alteration to the program. In addition to serving as a resource for the academic unit, the office serving students with disabilities will support the

interactive process by facilitating requests for additional information and updates, if any, between the academic unit and the student. This process will be undertaken by using reasoned deliberation and will include a diligent assessment of available options. Nothing in these procedures requires an academic unit to make a program modification that would fundamentally alter the nature of its academic program.

- i. The office serving students with disabilities will fully document in the student's file the date of the request for program modifications, the nature of each request and any supporting documentation, the reason(s) for any denials, and the interactive process that occurred between the university and the student.
- ii. The academic unit will consider whether the requested program modification constitutes a fundamental alteration to the academic program, which includes lowering its academic standards or compromising the rigor of the program.
- iii. The appropriate official in the academic program will notify the student in writing that the request for an academic program modification has been approved or denied in a timely manner and, if denied, the reason(s) for the denial. The student may appeal a denial of a request for an academic program modification to the Director of the affected School no later than ten calendar days after the date of the denial. The Director will make a determination on the appeal within ten calendar days of receipt of the appeal and will communicate that determination in writing to the student. The Director's decision is final.

#### B. Complaint Procedure

Students who believe the university has not met its obligations under the ADA should consult with the university's ADA Coordinator, who has overall responsibility for coordinating the efforts of the university to comply with the Americans with Disabilities Act (ADA). The university ADA Coordinator will refer complaints to the appropriate university office for investigation.

#### C. Website Accessibility

All university websites are required to meet the accessibility standards set forth by Web Content Accessibility Guidelines (WCAG) 2.0 AA.

### **Frequently Asked Questions:**

Who is an Individual with a Disability?

Who Constitutes a Qualified Individual?

What are Essential Program Requirements?

What is a Program, Service, or Activity?  
What are Reasonable Accommodations?  
What about Physical Campus Access?  
What about Accessibility in Campus Life?

### **Who is an Individual with a Disability?**

A person is considered an individual with a disability if the person:

1. Has a physical or mental impairment, which substantially limits one or more major life activities
2. Has a record of such an impairment
3. Is regarded as having such an impairment

### **Who Constitutes a Qualified Individual with a Disability**

A qualified applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

A qualified student with a disability is one who meets the academic and technical standard requisite for admission or participation in the educational program or activity.

### **What are Essential Program Requirements?**

Essential program requirements are the legitimate academic or professional standards, or the skills needed to safely participate in activities. These requirements are considered indispensable. They are so central to the activity that if they were changed, it would create disparate results. For example, data entry would be an essential job function of a data entry professional position. If data entry were removed from the job requirements, the original intent of the position would cease to exist.

Essential program requirements do not need to be changed because that change would fundamentally alter the program, activity, or service, thus causing an undue burden. Another example: debating would presumably be an essential program requirement in a debate course. Therefore, if a student was unable to debate with or without a reasonable accommodation, the student would no longer be a qualified individual because they could not complete the essential course requirements.

### **What is a Program, Service, or Activity?**

These terms refer to all of the operations of the University. This includes, but certainly is not limited to, accessibility to classrooms, course content, and employment. Less commonly thought of programs include graduation, parking, bathrooms, and extracurricular activities.

### **What are Reasonable Accommodations?**

Nexus University is committed to providing reasonable accommodations to qualified individuals with disabilities, when requested, affording equal opportunity to facilities and services offered. A reasonable accommodation is a modification to an environment, policy,

procedure, or an auxiliary aide/service that enables qualified individuals with disabilities to participate in programs, activities, and benefits offered by the University. There are no extra fees associated with accommodations.

### **What about Physical Campus Access?**

Nexus University is constantly evaluating its physical environment to ensure accessibility for all individuals. If needed, Nexus University attempts to proactively assign classrooms to match students' mobility needs. However, if you have been assigned to a space that does not meet your needs, please request the reasonable accommodation of a new room reassignment from the appropriate personnel.

### **What about Accessibility in Campus Life?**

At Nexus University, we strive to provide successful options to students with disabilities making every reasonable effort to accommodate each individual's needs. We know that all disabilities and chronic illnesses are unique, and the needs of each student will be unique as well. We welcome the opportunity to discuss your specific needs for accommodations and visits.

## **1.22 Campus Safety**

Nexus strives to ensure that students and staff alike are safe while on campus and while using the learning platform. The door to the main building is kept locked prior to 8:30 a.m. and after 6:00 p.m. Access to the building is granted by a code system or by alerting the office through a keypad at the door. The access to the University itself is restricted.

The LMS as the virtual space of the University is protected both through the contractor who provides the software and the technical department of the University. The privacy of our students is important to Nexus and all steps are taken to ensure that risk of breach is minimized.

## **Title IX Policies and Procedures**

A. Notice of Non-Discrimination; Complaints Concerning Discrimination, Hostile Environment, and/or Sexual Harassment under Title IX.

Nexus University is committed to equality of educational opportunity. Nexus University does not permit discrimination or harassment in our programs and activities on the basis of race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law.

Nexus University is committed to providing a safe and non-discriminatory learning and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in the University's programs and activities. The University will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior,

eliminate any such discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in University-related programs or activities. This may include the implementation of interim restriction(s). The University has an obligation to make reasonable efforts to investigate and address complaints or reports of sex discrimination, including but not limited to, sexual violence, sexual harassment, sexual assault, stalking, dating/domestic violence, retaliation, and other related forms of sex discrimination or sexual misconduct, whenever it becomes aware of such a complaint or report. Collectively, these terms are referred to in this policy as “Sexual Misconduct.” Once made aware, the University must conduct an investigation regardless of how the information was brought to the University’s attention or the extent to which the Complainant wishes to participate or be involved. This policy refers to the individual who is the alleged victim of the behavior(s) in question as the “Complainant” and the alleged to have committed the violation of the policy as the “Respondent.”

Students, staff, and faculty who believe they have been subjected to discrimination or harassment in violation of Title IX should follow the procedures outlined in this *policy* to report these concerns immediately to the Title IX Coordinator identified below. Title IX prohibits retaliation by any student and/or employee against anyone who reports an alleged Title IX violation.

Inquiries, regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Ms. Maria Luisa Alvarez, Title IX Coordinator, Location: 111 NE 1st Street, 3rd floor, Miami, FL 33132, 305-575-1233; [malvarez@nexusuniversity.com](mailto:malvarez@nexusuniversity.com)

Inquiries may also be directed to the United States Department of Education’s Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-1475. Telephone: (202)453-6020; Facsimile: (202)453-6021; Email: OCR.DC@ed.gov

This Title IX policy governs the conduct of Nexus University students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the University community, such as vendors, alumni/ae, visitors, or local residents).

This Title IX policy applies to all University programs and activities. All campus community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the campus community have a responsibility to adhere to University policies and local, state and federal law. As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus behaviors that have an actual or potential adverse impact on any member of the campus community or the University fall under this policy. Although there is no geographic limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the University may be more difficult to investigate.

Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy committed by a member of the University

community. A third party may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy. This policy applies to conduct that occurs on university property, and in certain circumstances, off university property (i.e., off campus). This policy applies to conduct that occurs off campus when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs; when it utilizes University owned or provided technology resources; or when such conduct may have a connection to campus, such as a continuing adverse effect or creation of a hostile environment on campus. Judgments about these matters will depend upon the facts of an individual case.

## B. Campus Life Policies and Practices

Nexus University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as later defined herein. Nexus University is fortunate to have a very safe campus. Nevertheless, the possibility of rape, date rape, and sexual assault exists, just as it exists on any campus. The University's approach to addressing this problem is to (a) educate the campus community as a means of prevention; (b) deter such acts through prompt reporting and investigation of alleged violations of this policy, and the imposition of sanctions where a violation is found by a preponderance of the evidence; (c) provide assistance to Complainants; and (d) place Complainants in contact with local law enforcement to investigate possible legal prosecution.

Educational programs on Title IX including Nexus University's policies, consent, sexual harassment and assault, and bystander intervention are conducted through the Title IX office. The Title IX office partners with multiple Student Life offices to provide education and services. Counseling options are listed in this publication in the Campus Services section.

If a student, staff, or faculty member believes someone they know has experienced sexual misconduct, they should promptly report incidents to the Title IX Coordinator: Ms. Maria Luisa Alvarez, Title IX Coordinator, Location: 111 NE 1st Street, 3rd floor, Miami, FL 33132, 305-575-1233; [malvarez@nexusuniversity.com](mailto:malvarez@nexusuniversity.com). All faculty and staff who observe or are aware of sexual misconduct are required to immediately report to the Title IX Coordinator. The faculty or staff member should not investigate or try and resolve or mediate the situation.

Nexus University encourages the reporting of possible violations of Title IX policy by those subject to the violation or witnesses. Sometimes students are reluctant to make such reports or participate in a grievance proceeding because they themselves may be accused of a conduct violation, such as drinking. However, it is in the best interests for those subject to sexual misconduct or witnesses of possible violations to report to the Title IX Coordinator. Thus, a student who reports sexual misconduct by another will not be subject to conduct violations or disciplinary proceedings for her/his own personal consumption or possession of alcohol at or near the time of the incident, provided that the reporting student's actions did not place the health or safety of any other person at risk or violate additional University policies. Only those who are subject to the violation or a witness may receive amnesty, not the alleged Respondent.

All Nexus University faculty and staff shall refrain from any inappropriate relationship with students to the extent that the relationship may compromise any policies and/or expectations of higher education. Inappropriate relationships include any romantic or physically intimate liaison with a student.

### C. Definitions

**Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystanders may report possible misconduct and all faculty and staff who observe or are aware of sexual misconduct are required to immediately report to the Title IX Coordinator.

**Complainant:** The individual who has experienced alleged sexual misconduct.

**Consent:** The explicit approval and permission to engage in sexual activity demonstrated by clear actions, words, or writings. Consent is informed, freely given and mutually understood by all parties involved. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the Complainant was mentally or physically incapacitated or impaired so that the Complainant could not understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious, or under the age of legal consent, or unable to give consent under current law. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the Respondent has taken advantage of a position of influence over the Complainant may be a factor in determining whether consent was freely given. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Consent can be withdrawn at any time.

**Dating Violence:** Violence that is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence:** A felony or misdemeanor crime of violence committed-

- By a current or former spouse or intimate partner of the Complainant.
- By a person with whom the Complainant shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner.
- By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Discrimination:** Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law.

**Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

**Gender-based Harassment.** This is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature

**Hostile Environment.** Harassing that was conduct sufficiently serious-that is sufficiently severe or pervasive-to deny or limit a student's ability to participate in or benefit from the university's program based on sex.

**Ongoing Prevention and Awareness Campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in paragraph 34 CFR 668.46, paragraph (j)(1)(i) (A)-(F).

**Pregnant and Parenting Students.** The university may not (a) apply any rule concerning parental, family, or marital status that treats persons differently on the basis of sex; (b) discriminate against or exclude any student from its education program or activity, including any class or extracurricular activity on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom; or (c) make pre-admission inquiries as to the marital status of an applicant for admission.

**Primary prevention programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and the Complainants concerning accommodations or protective measures to be provided to the Complainants.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by the sex organ of another person, without the consent of the Complainant.

**Respondent:** The individual who has been accused of committing sexual misconduct.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions assigned by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

**Retaliatory Harassment:** Intentional action taken by an accused individual, allied third party, or the Title IX Coordinator, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a proceeding under this policy or any other grievance or disciplinary proceeding, or advocating for others' Title IX rights. Any such action is strictly prohibited and may be investigated and reviewed as a separate violation of these Title IX Policies and Procedures.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for the Complainant in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Sex Offenses:** Any sexual act directed against another person, without consent of the Complainant including instances where the Complainant is incapable of giving consent.

**Rape –** the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sodomy – oral or anal sexual intercourse with another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Fondling – the touching of private body parts of another person for sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sex Offenses – Non-Forcible: Unlawful, non-forcible sexual intercourse.

Incest – Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible intercourse with a person who is under the statutory age of consent.

Sexual Harassment: Any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Examples of sexually harassing conduct include, but are not limited to:

- making sexual propositions or pressuring students for sexual favors.
- touching of a sexual nature.
- writing graffiti of a sexual nature.
- making via electronic means, displaying, or distributing sexually explicit
- drawings, videos, pictures, or written materials, in any manner or through social media.
- performing sexual gestures or touching oneself sexually in front of others.
- telling sexual or dirty jokes.
- spreading sexual rumors or rating other students as to sexual activity or performance; or circulating or showing e-mails or Web sites of a sexual nature.

Sexual Harassment of a Student by another Student: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the university’s educational program or activities.

Sexual Harassment of a Student by a Faculty/Staff Member: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Sexual Violence: Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or Suffer substantial emotional distress.

For the purposes of this definition-

- Course of conduct means two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

#### D. Procedures

When a complaint is filed alleging discrimination, harassment, or sexual misconduct in violation of Title IX as defined herein, or such alleged conduct is brought to the attention of the Title IX Coordinator, the process involves an immediate initial inquiry by the Title IX Coordinator to determine if there is reasonable cause to believe the conduct or discrimination occurred. If the Title IX Coordinator determines there is reasonable cause to believe the conduct or discrimination as alleged has occurred, the Title IX Coordinator will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the conduct or discrimination has occurred. If so, the university will implement a prompt and effective remedy designed to end the conduct or discrimination, prevent its recurrence and address its effects.

If deemed necessary by the Title IX Coordinator, interim remedial measures to avoid contact between the Complainant and the alleged perpetrator (the "Respondent") may be taken prior to completion of the investigation to change academic and extracurricular activities including

living, transportation, dining, and working situations. The Complainant will be referred to the Office of Student Services to make him/her aware of all available resources such as victim advocacy, academic support, counseling, disability services, and the right to report a crime to the Miami Police Department.

This procedure is intended to apply to alleged discrimination or harassment in violation of this Title IX Policy. All other misconduct or grievances by students against students or employees against students will be addressed through the student academic/misconduct procedures or grievance procedures located elsewhere in this catalog.

### **1. Informal Process**

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve the issues. Whenever possible and safe, the problem or complaint should first be discussed with the Respondent who is the subject of the complaint. If the parties believe the issue has been resolved, they should nevertheless report the matter to the Title IX Coordinator for approval of the resolution.

If satisfactory resolution is not reached after discussion with the Respondent, the Complainant should contact the Title IX Coordinator immediately regardless of whether the Respondent is a student or an employee. The university does not require a student to contact the Respondent or the Respondent's supervisor if doing so is impracticable or unsafe, or if the student believes that the conduct cannot be effectively addressed through informal means.

### **2. Formal Process**

If the informal process does not resolve the complaint, the Title IX Coordinator will designate the individual (Investigator) to formally investigate the complaint. Notice of a formal student complaint can be made in person or phone to an appropriate official, but the university strongly encourages submission of the complaint in writing, by email attachment as a MS Word or pdf document, or other written form to the Title IX Coordinator identified above.

The Complainant should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The complaint should be signed by the Complainant or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the Complainant. Any supporting documentation and evidence should be referenced within the body of the complaint. Additionally, the Complainant should submit any supporting materials in writing as quickly as is practicable.

Upon receipt of a complaint, the Investigator will direct the investigation and confer with the Title IX Coordinator and the Executive Director on interim action, accommodations for the alleged Complainant, or other necessary remedial short-term actions.

The Investigator will then take the following steps:

- In coordination with the campus Title IX Coordinator, initiate any necessary remedial actions to include preventing any contact between the Complainant and the alleged violator if necessary.
- Determine the identity and contact information of the Complainant (whether that be the initiator, the alleged Complainant, or a University proxy or representative).
- Identify the correct policies allegedly violated.
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the Respondent, and what policy violations should be alleged as part of the complaint.
- If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action.
- Meet with the Complainant to finalize the complaint.
- Prepare the notice of charges on the basis of the initial investigation.
- Commence a thorough, reliable and impartial investigation.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Have both the Complainant and the Respondent review their statements made to the Investigator and sign off on them either in person or electronically as their full and complete statement.
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not), which may include a recommended sanction.
- The decision of the Title IX Coordinator is final, and not subject to modification except through the appeals process set forth in Section 3.
- Present the findings and recommended sanction to the Respondent, who may it, accept it in part and reject them in part, or may reject all; and
- Simultaneously share the findings and update the Complainant on the status of the investigation and the outcome.
- Either party may appeal the findings pursuant to Section 3.

These procedures are entirely administrative in nature and are not considered legal proceedings. During the meeting with the Investigator or any subsequent proceedings, the Complainant or the Respondent may have an advisor or advocate accompany and assist him/her at their expense. This advisor can be anyone. If the case is reviewed by the Hearing Committee (see section 3), then the advisor may not take part directly in the hearing itself, though they may communicate with the Complainant or Respondent they represent as necessary as long as it does not disrupt the proceedings.

The Complainant and the Respondent will not be allowed to use electronic devices during the meeting with the Investigator, subsequent investigation meetings, reviewing documents, and in any Hearings; except to reveal evidence to the Investigator that is on the electronic device.

Interim Measures and Remedies for the Complainant. The Complainant may seek the assistance, in confidence, of the Director of Student Services. Additionally, depending on the

specific nature of the problem, the Executive Director in conjunction with the Title IX Coordinator may direct remedies for the Complainant which may include, but are not limited to:

- Providing an effective escort to ensure that the Complainant can move safely between classes and activities.
- Ensuring the Complainant and Respondent do not share classes or extracurricular activities.
- Providing comprehensive, holistic victim services including counseling and academic support services, such as tutoring.
- Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty.

### **3. The Title IX Hearing Committee Procedures**

a. When the Respondent accepts the finding that he/she violated the Title IX Policy, the findings cannot be appealed by the Respondent.

b. If the Complainant or Respondent is not satisfied with the Title IX Coordinator's findings and/or the remedies/sanctions that the Title IX Coordinator in conjunction with the Executive Director, the Complainant or Respondent may request a hearing before the Title IX Appeals Hearing Committee (HC). The hearing request must be made in writing within 3 school days to Office of the Executive Director. If the request is timely filed, the HC shall conduct a hearing in accordance with Section 3.c. within ten school (10) days, after notice to the Complainant or Respondent. For purposes of this decision, the HC will be provided all relevant documents and statements of witnesses, the Respondent, and the Complainant gathered by the Investigator. The HC may consult with the Investigator at any time about conflicts in testimony if it will not unduly prejudice the HC decision making process.

c. At any hearing conducted by the HC both the Complainant and the Respondent will be requested to appear, as well as any witnesses they wish to call. If requested, the Complainant and Respondent will not be present at the same time during the hearing, nor is the presence of the Complainant a prerequisite for the hearing to proceed. The failure of either or both parties to appear when properly notified will not prevent the hearing from taking place as scheduled or preclude a decision from being reached. The decision of the HC shall be based on a preponderance of the evidence.

d. If the HC finds, based upon a preponderance of the evidence, that there has been a violation of the Title IX Policy, HC may support the remedies/sanctions assigned by the Title IX Coordinator in conjunction with the Executive Director or assign further remedies/ sanctions in accordance with Section 3.e.

e. The HC is authorized to assign sanctions as outlined in this edition of the Student Handbook up to suspension. Based on the severity of the violation, the HC may recommend expulsion for the Respondent to the Executive Director.

#### **4. Appeal to the Executive Appeals Committee**

The Complainant and the Respondent will both be notified of the HC decision and will both have the option, if dissatisfied, to make written appeals to the Executive Appeals Committee (EAC) through the Office of the Executive Director. Notice of such appeals must be provided to the Office of the Executive Director within three (3) school days of the decision of the HC. The ONLY grounds for appeal are as follows:

- A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions assigned are substantially disproportionate to the severity of the violation.

If the EAC determines that new evidence should be considered, it will return the complaint to the HC to reconsider in light of the new evidence, only. The reconsideration of the HC is not appealable.

If the EAC determines that a material procedural [or substantive] error occurred, it may return the complaint to the HC with instructions to reconvene to cure the error. In rare cases, where the procedural [or substantive] error cannot be cured by the HC (as in cases of bias), the EAC may request a new hearing of the complaint with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the EAC determines that the sanctions assigned are disproportionate to the severity of the violation, EAC may then increase, decrease or otherwise modify the sanctions. The decision of EAC is final.

#### **E. Criminal Process**

Victims of sexual assault, rape and/or date rape are encouraged to seek the criminal prosecution of their assailants. The Executive Director will assist victims who choose to prosecute by transporting them to the Miami Police Department and providing information in support of the charges being preferred. In cases when the victims wish to remain anonymous, they will be referred to the National Sexual Assault Telephone Hotline. Need help? Call 800.656.HOPE (4673) to be connected with a trained staff member from a sexual assault service provider in your area. However, the university will continue to investigate the report in compliance with Title IX.

Should a student be raped or sexually assaulted on the campus or in the vicinity of the school, the victim is urged to report the matter to the Miami Police Department without delay and preserve all evidence of criminal action. As unpleasant as it may be, the victim should not wash, shower, or change clothes. To a large extent, the victim is the evidence of the crime. The longer the delay between the incident and the time it is reported, the less likely it is that the criminal prosecution will be successful. It should also be noted that state laws dealing with victim compensation and aid limit eligibility for benefits to cases of rape and sexual assault reported within five (5) days.

The University is prepared to accommodate reasonable requests for academic schedule by victims of rape and sexual assault. Such requests should be directed to the Director of Student Services.

## 2 | Teaching and Learning Models

## **2.1 ONLINE LEARNING MODEL**

### **Educational Philosophy**

Our conviction is that every graduate is widely educated in terms of knowledge and skills, understanding of cultural diversity and attitudes to address problems in the ethical field while preparing to successfully practice a profession in a global and competitive world. The university ensures that its teaching and delivery methods are consistent with the abilities, educational skills, experience, and needs of the students enrolled in the programs.

### **Overview of Learning Model**

Nexus University provides its students the option to earn their degree online. The classes are both synchronous and asynchronous thus giving students the flexibility to choose. We believe students should receive effective support by administration, faculty and staff; a strong curriculum; access to relevant content; appropriate quantity and quality of structured instructional guidance from qualified instructors; and options for interactions with peers and instructors alike.

Each class has a curriculum that outlines objectives, learning outcomes and required and suggested learning materials as well as a matrix for grading. Each assignment is designed to evaluate necessary student competencies and cover critical course contents as indicated on the curriculum.

### **Academic Sessions and Terms**

Nexus University defines a session as a sequence of eight weeks and a term a sequence of 16 weeks (two sessions) as listed in the academic calendar.

## **2.2 HYBRID FORMAT**

Hybrid is a mix between the online and in class teaching format. The university uses this mix of formats to support those courses that require clinicals, and or projects to fulfil parts of the course curriculum. Clinicals may sometimes be hosted at other locations.

## **2.3 DISTANCE EDUCATION**

The University recognizes the need to facilitate students who are not able to access education in the traditional brick and mortar classrooms. It offers students to complete their degrees exclusively online through use of a Learning management system (CANVAS). This LMS allows students to receive notifications, submit assignments and discussions, and interact with the learning materials from their computers. Students participate in asynchronous online courses that is classes that have no required meeting times. Students log in and participate as their schedule permits. Some courses may have recorded sessions that students can access at their convenience.

## **2.4 PROJECTS/CLINICALS (HANDS-ON LEARNING)**

Some programs have a clinical/project/ hands on component which gives students an opportunity to apply the knowledge they gained in class. Projects and clinicals fulfil the hands-on requirement of the curriculum. Clinical sites may be pre-determined by the

University but in some situations, students have the option to suggest a clinical site they would like to use. Students can use the health assessment lab for learning opportunities as supervised by the faculty, in keeping with course requirements.

## 2.5 ACADEMIC STRUCTURE

Each course includes a mix of discussion questions, written assignments, essays, quizzes, examinations and hands on opportunity.

### Attendance Policy

Attendance is mandatory in all university courses. To meet requirements for degree completion, student must meet the attendance policy. Attendance is defined as participating in online classes and or attending a physical class. Students satisfy course attendance requirements through the activities listed below:

- ***In Person Attendance:*** Students must physically attend the Miami Campus class meetings during the scheduled class and sign the attendance roster.

International students on an I-20 Visa are required to physically attend the first day of class for any course in which they are registered. If an international student on an I-20 visa misses the first day of class for any reason (not including an approved excused absence), the student may be administratively withdrawn from the course.

Classes scheduled physically at the Miami Campus meet 3 hours per week.

- ***Online Attendance:*** An online student must participate in an activity in Canvas for at least two days for attendance. The activity may be one of or a combination of class discussions, assignment submission, respond to an instructor additional question and/or respond to a fellow classmate discussion post.

### Unexcused Absence Policy

Unexcused absences will result in an automatic "W" grade if students miss more than the maximum allowed absences. Refer to the chart below:

Length of Course	Allowed Absences	Absences resulting in Withdrawal (W) grade
8 Weeks	1	2

Students may submit a request for an excused absence for one of the following reasons with supporting documentation to the Director of Academic Affairs at [academics@nexusuniversity.com](mailto:academics@nexusuniversity.com) :

#### ***Military deployment***

- Documentation can consist of military orders.

#### ***Extreme serious illness or hospitalization of student or family member***

- Family members for hospitalization or serious illness include mother, father, spouse, and child.
- Documentation can include a note from the Doctor or release from the hospital. The documentation does not need to contain specifics of the medical condition and/or injury, etc

### ***Title IX - Pregnancy and Childbirth***

- A student must be excused for medically necessary absences due to pregnancy, pregnancy-related conditions or childbirth for as long as the doctor deems the absence(s) medically necessary.
- Documentation can include a note from the doctor, release from the hospital, and any other documentation that would typically be required for other medically necessary absences.

### ***Death of immediate family member***

- Immediate family members include father, mother, spouse, domestic partner, child, grandparent, brother, sister, aunt, uncle, father-in-law, mother-in-law, brother-in-law, and sister-in-law.
- Documentation can consist of a copy of the deceased's obituary.

### ***Jury Duty***

- Documents can consist of a copy of the jury summons.

### ***Other extenuating circumstances***

- Students may request an "E" excused absence based on extenuating circumstances, as approved by the University.
- Natural disaster, inclement weather, or emergency situations which requires campus(es) to cancel classes.

### **Online Discussion Expectations-Participation**

Students will participate in class by posting in the discussion. Students will post an initial post and respond to peers based on the guidelines for each course. The week begins on Monday (Day 1) and ends on Sunday (Day 7). The initial response to the discussion question is due on Day 3 (Wednesday) at 11:59 p.m., and the response to peers is due by Day 7 (Sunday) at 11:59 p.m. (EST). Response to peers must be on different days during the online week from the initial response. All responses must be according to current APA Guidelines and instructor guideline.

## **2.6 CONTENT AND MATERIALS**

The content is selected by subject matter experts in their respective fields, under the direction of Nexus University Office of Academic Affairs. To maintain the quality, the curriculum is

periodically reviewed and assessed utilizing various tools, including student surveys and faculty course reflection surveys. Based on the results of the assessments, modifications may be made to the curriculum.

### **Course Numbering Structure**

Nexus uses a course numbering system that has a (3) three letter prefix and three (3) numbers. The numbers generally identify the Course level (1<sup>st</sup> #), the semester in which it is normally offered (2<sup>nd</sup> #), and the sequence of the course in the curriculum (3<sup>rd</sup> #). Courses that involve a lab are denoted by a “L” at the end of the numbers. Course levels are designated as follows:

- 000 – 099 Non-credit Courses
- 100 – 199 Primarily Freshman Courses
- 200 – 299 Primarily Sophomore Courses
- 300 – 399 Primarily Junior Courses
- 400 – 499 Primarily Senior Courses
- 500 – 899 Courses restricted to Graduate Students

## **2.7 COMMUNITY LEARNING**

Students and faculty communicate with each other using the tools available in the LMS, including discussion threads and forums. These tools allow students to share their opinions and ideas and faculty to respond within forty-eight hours. The interaction between the students and the instructor provides a collaborative approach to learning and assists in the development and understanding of course content. While using these tools, mutual respect for each other’s opinions and differing points of view are upheld. Students and faculty alike are expected to follow the policies of non-discrimination code of conduct of Nexus University.

## **2.8 PROGRAM AND CURRICULUM PLAN**

At the beginning of each course students are provided with a curriculum plan. This plan provides the student with the necessary information regarding the learning objectives, the expected outcomes, the instructor expectations and a grading rubric. Each student has the required information to guide them.

At the beginning of each program a student who has matriculated may view their program plan on MYNEXUS. This shows the number of credits required, the courses to be taken and the projected dates for each. The Plan also shows the transferred credits and the projected degree completion date.

## **2.9 QUALITY ASSURANCE (QA)**

In keeping with the commitment to maintain quality assurance, the University has three councils that meet on a monthly/quarterly basis and as needed.

## **2.10 CLASS SIZE**

The maximum limits for classes may vary by schools, but there must be a minimum of five students. The University seeks to ensure that every student is afforded the chance for one on one interaction with the instructor as needed and will not set a class size that impedes this.

## **2.11 CANVAS: STUDENT AND FACULTY PORTAL**

The University uses CANVAS as the Learning management system (LMS). This is a web-based software that allows the student to access classroom, class materials, assignments and other class resources and to communicate with instructors and peers alike.

## **2.12 AWARDING CREDIT HOURS**

The University awards semester credit hours in accordance with common practice among institutions of higher education. A Credit Hour defined as the equivalent of one clock hour (50 minutes) of lecture time with instructor present with 10 minutes of break.

Course content and outcomes are determined by faculty and are delivered utilizing adult learning principles and aligned to the [Carnegie unit guidelines](#). One Carnegie unit equates to three hours of student work per week for 16 weeks for a total of 48 hours for three semester credits (in conventional classroom education this breaks down into 16 hours of instruction plus 32 hours of student work/study out of class). Student directed activities include essays, assignments, reading, watching instructional videos, engaging in simulation, clinical activities and time spent in the lab.

The credit requirement for each program level is:

Bachelor degree: 120 semester credits

Master degree: Minimum of 30 credits beyond the bachelors

## **2.13 ACADEMIC QUALITY AND OUTCOME ASSESSMENT**

### **Content and Materials**

The content for each course is selected by subject matter experts in their respective fields, under the direction of Nexus University Office of Academic Affairs. To maintain the quality, the curriculum is periodically reviewed and assessed utilizing various tools, including student surveys and faculty course reflection surveys. Nexus surveys the industry environment to ensure the relevance of course materials and the readiness if students for the work world. The Academic council meets on a quarterly basis and considers course feedback from students and faculty as well as emerging issues. Based on the results of the assessments, modifications may be made to the curriculum.

### **Student Learning Assessment**

The learning outcome assessment is done by administering an end of course survey. Students are asked to rate the effectiveness of the instructor; the content of the class; success of each learning objective; impact on their preparedness to address the respective issues in their workplace and finally to make any suggestions that they think would help.

All these surveys are analyzed by Nexus and findings are fed into discussions at the Academic Council meetings and shared with the Executive Director council.

### **Student Experience**

The University recognizes that the overall experience of the student with administration, faculty, peers and university community affects the learning outcome. Nexus also uses several instruments to capture the day to day experience of the student.

### **Monitoring**

In keeping with the commitment to maintain quality assurance, the University has three councils that meet on a monthly/quarterly basis or as needed. Reports from these meetings are submitted to the Executive Director Council for further review. Minutes of all meetings are kept on record.

## **2.14 TECHNOLOGY REQUIREMENT**

Nexus University utilizes various platform which provide for transfer of knowledge and information. These platforms are accessible via the Nexus University web page. The IT personnel oversees the maintenance and performance of the platforms and information security. Below are the technology requirements for our students at Nexus University.

### **Hardware and Peripherals**

- A processor of 2 GHz or faster
- 4 GB RAM or greater
- A high-speed internet connection with a connection speed of 1.5 MB/s or better.
  - *The use of satellite and cellular connections may result in slowness or errors (timeouts, access problems) when accessing the classroom and course materials.*
  - *The use of public access computers and internet (for example, at restaurants and public institutions such as libraries) may result in slowness or errors (timeouts or access problems) when accessing the classroom and course materials. Public access computers may not permit any access to certain course materials or systems due to security limitations.*
- Monitor and video card with 1024x768 or greater resolution
- Keyboard and Mouse is recommended
- Speakers/Headphones and Microphone
  - A noise-cancelling headset is recommended
  - *Public access computers may not permit usage of speakers, headphones or microphones.*
- A web camera capable of video web conferencing
  - *Public access computers may not permit usage of web cameras.*

A DVD/CD-ROM drive may be needed to install software in select courses.

## Software and Applications

You will need a computer with Microsoft® Windows or Apple® Mac OS and familiarity with the following items:

### Operating System:

	MINIMUM	RECOMMENDED
Microsoft® Windows	Windows 7	Windows 10 or higher
Apple® MacOSx	MacOSx 10.10	Latest version

*Microsoft® Windows may be required for some technology courses.*

### Web browser:

WINDOWS BROWSER	MINIMUM	RECOMMENDED
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
MAC OSX BROWSER	MINIMUM	RECOMMENDED
Apple® Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version

*Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are highly recommended when the option is available.*

## 2.15 RECOMMENDED TECHNOLOGICAL COMPETENCIES

All students are expected to possess minimum technological competencies in the following areas:

- Accessing the internet and the material on the World Wide Web
- Using communication technologies (e.g. email, chat, typing, verbal communication skills, keyboard familiarity, etc.) to communicate with other

students, faculty and staff of Nexus University, using the tools developed in the platform for such matters.

- Retrieving and submitting electronic documents
- Using standard software such as the Microsoft Office Suite (e.g. Word, Excel, PowerPoint, etc.)

The University encourages students to utilize the many resources available to navigate the learning platform. Except for extenuating circumstances, challenges with the technology is not an excuse for not submitting course work in a timely manner.

## 3 | Policies and Procedures

### 3.1 GENERAL ADMISSIONS REQUIREMENTS

#### REGISTRATION AND ENROLLMENT

A student must be officially admitted and registered prior to attending any class. Courses and schedules of classes are announced well in advance of the beginning of each semester. Questions may be emailed to the Office of the Registrar at [registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com).

Students are not able to register for any class until their admission status indicates that the admission file is complete, and all required documents have been received. If a student submits fraudulent document as part of admissions file, they will not be eligible for refunds and will be banned from re-entering the University.

These are the general requirements for admission to an undergraduate program, **subject to program specific requirements**<sup>1</sup> and payment of tuition and any other fees.

1. A high school diploma or its equivalent such as GED or an associate or higher degree from a regionally or nationally accredited institution or an approved international university/college.
2. Students living in the U.S. must be Florida residents.
3. Government issued picture identification
4. Application fee of \$25.00.
5. Submit original/official transcripts from US institutions (Transcripts must be sent directly to Nexus University and be appropriately signed and sealed.)
6. Original transcript from international institutions can be sent/submitted to NEXUS by student.
7. International credentials must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).
8. Students who earned credits or high school diploma in a language other than English must have the transcript translated in English by a certified translator. Translated copy should be submitted along with original copy.
9. Students who earn their bachelors in a language other than English and have not earned at least 30 college credits in the US are required to sit and submit official TOEFL (Test of English as a Foreign Language) or IELTS (Internal English Language Testing System) results:
  - a. TOEFL- Must score a minimum of 70<sup>2</sup> on the IBT (Internet Based test)
  - b. IELTS – Must score 6.5 or better overall
  - c. Nexus University code is 4237

Any application submitted after the deadlines for the session or semester of interest will be reviewed on a space- and time- basis at the discretion of the Director of Academic Affairs. Applicants who provide unofficial copies will be considered provisionally admitted. All official high school transcripts/GED transcripts must be received prior to the student earning 12 credit hours. All official documents are required to complete the program of study and award a degree.

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<sup>1</sup> Every program has its own unique admission requirements. Please refer to each program for its own admission requirements.

<sup>2</sup> The Bachelor of Science in Business Administration doesn't require a TOEFL score

Only students without a post high school degree will need to submit their high school documents. A conferred degree can be accepted for admission. Those students who have not yet completed a degree and earned their HS diploma in a foreign country must have their HS diploma certified by a NACES member. The responsibility to have the document certified and submitted to Nexus rest with the student.

### **English Language Test Waiver**

Any student who has completed a baccalaureate in an English-speaking country or earned at least 30 college credits in the United States will be waived from the English language testing requirement.

### **Transcript Evaluation**

Degrees earned outside the United States must be evaluated by a certified evaluator preferably one that is a member of the National Association for Credential Evaluation Services (NACES). A course by course evaluation is required if a student wants to be admitted with partially completed program, or to transfer in credits completed outside the United States. Nexus University accepts evaluations from any member of the National Association for Credential Evaluation Services (NACES), [www.naces.org](http://www.naces.org). The evaluation results must be received by the Nexus University in a sealed envelope or emailed directly to [academics@nesusuniversity.com](mailto:academics@nesusuniversity.com) (Director of Academic Affairs) from the evaluating service.

## **3.2 EXAMINATION OF ADMISSION FOLDER**

All documents sent as part of the application for admission become the property of Nexus University. These documents will not be available to any person who is not involved in the admission process, except for the academic advisor. Copies of transcripts and other relevant academic information will be released to the academic advisor. After the applicant has enrolled at Nexus University, she or he may examine the contents of the admission folder in the presence of a University officer at a time and date arranged with the Registrar's Office. This policy is in conformity with the amended Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment.

### **Student Personal Information Modifications**

Any request for change of name, country of residence and or social security number must be submitted in writing to Nexus University. The submission should include a copy of a valid identification document such as a, social security card, marriage license, identification card, passport or other document to Nexus University Student Affairs Department at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

Other changes such as addresses can be effected by the student through MYNEXUS

## **3.3 STUDENT CLASSIFICATION**

The following provides general guidance regarding the student's classification while enrolled at Nexus University. Classification of student standing is determined by calculating the number of credit hours successfully completed. Repeated courses are only counted one time in the calculation of credit hours for purposes of classification of a student's standing.

### Classification Chart

Freshman	0-29 Credit Hours
Sophomore	30-59 Credit Hours
Junior	60-89 Credit Hours
Senior	90 or more Credit Hours

### 3.4 ACADEMIC POLICIES

Policies and procedures for studies at Nexus University are intended to safeguard the integrity of the degree granted, to facilitate the student's progress toward the degree and to prevent delays and misunderstandings.

The student is responsible for knowing all policies and procedures relating to his/her respective program. Students who have questions about requirements or procedures should consult their advisor or the Office of the Registrar.

#### Attendance

Please refer to the attendance policy.

#### Class Discussions/Participation

Class discussions are part of the class requirement for each week that the student is online. Each class will have at least two discussion questions unless otherwise indicated. Students will post an initial post and respond to peers based on the guidelines for each course. The week begins on Monday (Day 1) and ends on Sunday (Day 7). The initial response to the discussion question is due on Day 3 (Wednesday) at 11:59 p.m., and the response to peers is due by Day 7 (Sunday) at 11:59 p.m. (EST). Response to peers must be on different days during the online week from the initial response. Posts are only accepted when marked substantial by the instructor. Students will see the grade and comment of the instructor under the Grade tab. All responses must be according to current APA Guidelines and instructor guideline.

#### Examinations, Tests and Quizzes

Examinations, tests and quizzes are part of the learning model that Nexus uses. Most of these assessments are administered online using software that secure the material and prevent outside input. In rare situations students may need to attend a face to face assessment.

#### Papers, Essays, Oral Presentations and Theses

Students are required to do essays, papers and or presentations for most classes. In some cases, a student may be tasked with giving an oral presentation. In all instances the policies of class must be adhered to. Students must utilize the APA writing guidelines and should ensure that all information that are copied, inferred or summarized from outside sources are correctly cited. Source materials should be academic avoiding websites that disapproved by

the University. Instructors may prescribe limitations on the sources to be used as well as maximum percent of papers that can be referenced materials.

### Projects and Reports

Unless otherwise directed, each student must do her or his own work, experiments, drawings and so forth, from her or his own observations. Unless assignments are given to Students may work together as a group but unless stipulated by the instructor each is required to submit individual work.

### **3.5 SATISFACTORY ACADEMIC STANDARD (SAS)**

Students are required to maintain a minimum GPA of 2.0 during their programs.

#### Academic Probation (AP)

A student is placed on academic probation when the grade point average (GPA) falls below 2.0. The probationary period is for four consecutive classes after the AP started. Only classes with start and end dates after AP starts are included in the probationary period. Students are sent a formal notification and the status with date will be noted on the transcript. A student on academic probation is assigned an advisor to explain process and to develop a plan of action to improve his/her GPA.

#### Academic Dismissal (AD)

Students who fail to bring their GPA to at least 2.0 at the end of the probationary period will face academic dismissal. These students are administratively withdrawn from the University and must sit out one full Semester before applying for re-admittance. The date that AD starts, and ends will be noted on the student's permanent record.

#### Re-admission after Suspension for Unsatisfactory Progress

Student who are academically dismissed are required to:

- Submit a written request for re-admittance, in which is outlined the steps he/she has taken to keep GPA at or above program required level.
- This request is reviewed and decided on by the department of Academic affairs.
- Retake the respective course (s) with the lowest grade(s) earned during the academic probation period until the minimum program GPA has been achieved.
- Submit tuition for the course(s) at the current tuition rate and any applicable fees to retake the course.
- Engage in discussion on degree completion plan with member of the department of Academic Affairs.
- Seek additional approval from Director of school of Nursing and Health Nursing  
**(APPLICABLE ONLY TO NURSING STUDENTS)**

#### Progress Records

The department of academic affairs shall maintain the students' academic progress records and shall furnish such records to the students upon request.

### **3.6 CHANGING FROM ONE SPECIALIZATION TO ANOTHER**

A student who wishes to transfer from one specialization to another must submit a written request to the Registrar, who will consult with the appropriate department(s) before rendering any decisions. Credits earned in the original program may apply to the new program if, in the professional opinion of the Registrar and the Program Director, they are appropriate to the new specialization. Academic performance in all undergraduate coursework will be considered in appeals to transfer between specializations. Students who have failed to earn a degree after attempting a comprehensive examination twice or after failing to complete satisfactorily a field work project, capstone, software project or thesis may not transfer credits earned in that specialization to another.

### **3.7 TIME LIMITS**

All coursework and degree requirements for an undergraduate program must be met within **7 years of** enrolling in the first course at Nexus University. Contact [admissions@nexusuniversity.com](mailto:admissions@nexusuniversity.com). The School of Nursing has its own requirement for program completion. Nursing students should refer to the Nursing Program Handbook.

### **3.8 PRIOR LEARNING ASSESSMENT**

#### Transfer of Credits

Nexus University reserves the right to accept or not accept credits for transfer.

Only transfer activity evaluations performed by the Academic Director or their approved designee are official. Any preliminary reviews by campus personnel or Office of Admissions are unofficial, not binding, and subject to change.

A bachelor's degree program may accept up to a maximum of 90 credits of the required course credits. Transfer credits are noted on all transcripts and not calculated in the GPA earned.

#### Criteria for Transfer Credits

The following criteria are applied to the evaluation of all transfer credit:

- Nexus University accepts college transfer credits from nationally and regionally accredited educational institutions in the United States. In addition, Nexus University will accept college transfer credits from educational institutions approved by the Florida Department of Education's CIE, and other states' departments of higher education. An accredited institution is one that is regionally or nationally accredited or approved by a state's department of higher education.
- The minimum acceptable grade for transfer of prior college level coursework is a letter "C" or its equivalent.
- The transfer credits must fit into your degree plan.
- Courses must carry at least three semester hours of credit; courses will be transferred as semester credit hours.
- Transfer courses should contain a number prefix of 100 or greater, which means they are college-level. Course numbers starting with a zero or numbers less than

100 are considered developmental or remedial courses and are not accepted for transfer.

Credits that are Pass/Fail or designated as remedial are not accepted for transfer

- Foreign transcripts must be evaluated by a professional foreign credentials evaluation agency that is a member of NACES, before course by course credit transfers can be done. The applicant is responsible for all fees associated with the course-by-course certification. A list of these agencies may be found at [www.naces.org](http://www.naces.org).
- Applicants transferring to Nexus University must meet the regular admission requirements of the Institution and should notify of their desire to have their previous courses considered for transfer credit by Nexus University to Admissions [admissions@nexusuniversity.com](mailto:admissions@nexusuniversity.com)
- It's up to the Nexus University's discretion for accepting transfer credits.
- Official transcripts must be submitted for review for credit transfer.

### Credit by Examination

Nexus University afford students the opportunities to earn credit by achieving passing scores on externally administered exams such as CLEP, DANTES, and Excelsior.

The official results of external tests must be received by the Admission Department by the end of your first semester, and always prior to the first day of the course(s) the exams are intended to replace.

### External Examinations

Nexus University may award credits for obtaining passing scores on external exams such as DANTES Subject Standardized Tests (DSSTs), the College Level Examination Program (CLEP), and Defense Language Proficiency Tests (DLPTs).

Nexus University may award credits based on the minimum scores recommended by Educational Testing Service (ETS) or the American Council on Education (ACE) or National College Credit Recommendation Service (NCCRS). Credit may be awarded for each test in which the recommended minimum score is earned and based on program guidelines and course outcomes.

Saylor Direct Credit Courses\* currently accepted by Nexus University per the ACE and NCCRS recommendations are:

<b>Nexus University Courses</b>	<b>Saylor Direct Credit Courses</b>
BUS 341: Business Law	BUS205: Business Law
BUS 214: Introduction to Business	BUS101: Introduction to Business
COM 493: Business Communication	BUS210: Corporate Communication

ACC 223: Accounting I	BUS103: Introduction to Financial Accounting
STA 121: Statistics	MA121: Introduction to Statistics
ACC 332: Accounting II	BUS105: Managerial Accounting
MGT 282: Organizational Behavior for Managers	BUS209: Organizational Behavior
FIN 243: Finance	BUS202: Principles of Finance
ECO 362 : Macroeconomics	ECON102: Principles of Macroeconomics
ECO 352 : Microeconomics	ECON101: Principles of Microeconomics
MKT 404 : Marketing	BUS203: Principles of Marketing
BIS 133: Introduction to Information System	BUS206: Management Information Systems
STA 231: Business Statistics	BUS204: Business Statistics
MAT 111 or MAT 112 College Algebra or Applied Mathematics	MA001: College Algebra
CHE 124: Chemistry	CHEM101: General Chemistry I
Elective	POLSC101: Introduction to Political Science
Elective	COMM001: Principles Of Human Communication
Elective	BUS303: Strategic Information Technology

\*For each course you want to transfer, you must pass a Saylor Direct Credit Final Exam under the supervision of an exam proctor and request that a transcript be sent to Nexus University's Registrar Office during the admission application process.

### Process for Transfer Credits

The procedure to transfer credits is as follows:

- The student must submit an official transcript for evaluation to have transfer credit awarded.
- The Program Director will evaluate the official transcript for transfer credit.
- The Program Director will notify Admissions and the Registrar of the decision.

The applicant may appeal the decision of transfer credit approval as per the following:

- a. The student must petition the Director of Academic Affairs in writing [academics@nexusuniversity.com](mailto:academics@nexusuniversity.com) within 10 business days of the ruling on the credit transfer request.
- b. The Director of Academic Affairs will review the petition and may request additional information and/or interview with the student to assist in the appeal process.
- c. The Director of Academic Affairs shall upon receipt of the appeal and all supporting documentation render a response to the appeal request within 10 business days.
- d. The final decision on transfer credits rests with the Director of Academic Affairs.

### Appeals for Transfer Credits

The applicant may appeal the decision of transfer credit approval as per the following:

- The student must petition the Director of Academic Affairs in writing within 10 days of the ruling on the credit transfer request.
- The Director of Academic Affairs will review the petition and may request additional information and/or interview with the student to assist in the appeal process.
- The Academics Director will confer with the director of the relevant school as part of the decision process. This will be completed in 15 days at most.
- A final response to an appeal shall be rendered by the Director of Academic Affairs within 30 days of receipt of the appeal request.

### **3.9 TRANSFERABILITY OF CREDITS**

The acceptance of credits from Nexus University is at the discretion of the receiving institutions. It is the responsibility of the student to confirm with their institution of choice their policy on credits from Nexus University. Nexus University cannot guarantee that credits will transfer to any institutions.

### **3.10 CONFERRING OF DEGREES**

Each program has a requisite number of core courses in addition to specializations or concentrations that a student may choose. A student must earn the total number of required semester credits for their respective programs to qualify for the degree. Degrees are conferred and posted on students' academic records dated the last day of the month in which all degree requirements are completed. The date on the students' individual academic record will reflect the date the student completed the last requirement. The degrees will print with the last date of the month in which the student completed the program. The degree granted will print with the program as well as the specialization.

Learner at the undergraduate levels may be eligible to graduate with honors upon earning the following grade point averages:

Undergraduate Honor Level:

Graduation with Honor (Cum Laude): 3.50 – 3.74

Graduation with High Honor (Magna Cum Laude): 3.75 – 3.84

Graduation with Highest Honor (Summa Cum Laude): 3.85 or above

### **3.11 GRADUATION**

Students must complete and submit to the Office of the Registrar the Petition to graduate form with the \$50.00 fee by the established deadlines posted to the University's academic calendar. The Office of the Registrar may send notices to students who have completed and transferred in a minimum of 111 college credits towards their program requirements; however, it is the student's responsibility to review the deadlines and submit the Petition to graduate form by the established deadlines. The Petition form includes information for those planning to complete their degree requirements within a year's time. A list of potential graduates for bachelor's degrees is submitted for faculty approval during their scheduled

meetings. If a student petitions the Office of the Registrar but does not complete the degree requirements on schedule, the student must submit a new petition indicating a new completion date.

A student may submit for graduation under the following conditions:

- All academic and non-academic requirements have been met
- Student will complete all requirements by the deadline for submission
- Student will be within 9 credits at most of completing program by the deadline for submission

### **Graduation Requirements**

For a student to be eligible to graduate, a student must achieve a cumulative GPA of 2.0 or greater and successfully complete all required courses and specialized field requirements in their program of study.

#### **Bachelor of Science Business Analytics Degree**

- Successful completion of the program requirements for the issuance of the degree.
- All information required for admission and the transfer of credits has been accepted by Nexus University.
- Successful completion of the required number of credits per program.
- A minimum cumulative grade point average (CGPA) of 2.00 for the degree program.
- Students must be in good financial standing with the Institution at the time of graduation.

#### **Bachelor of Science Business Administration**

- Successful completion of the program requirements for the issuance of the degree.
- All information required for admission and the transfer of credits has been accepted by Nexus University.
- Successful completion of the required number of credits per program.
- A minimum cumulative grade point average (CGPA) of 2.00 for the degree program.
- Students must be in good financial standing with the Institution at the time of graduation.

#### **Bachelor of Science in Nursing Degree**

- Successful completion of the program requirements for the issuance of the degree.
- All information required for admission and the transfer of credits has been accepted by Nexus University.
- Successful completion of the required number of credits per program.
- A minimum cumulative grade point average (CGPA) of 2.00 for the degree program.
- Students must be in good financial standing with the Institution at the time of graduation.

**Participation in a commencement ceremony does not guarantee a degree, students must meet academic requirements before a degree can be conferred.**

The University celebrates graduation in formal ceremonies in May. It is Nexus University policy that only those students who have fulfilled all academic and non-academic obligations

to the University may participate in commencement. Diplomas will be available for pickup by the student in the Office of the Registrar or may be mailed to the student at his or her request.

### 3.12 GRADING SYSTEM

Instructors in are required to use the following uniform criteria in assigning grades to students:

Letter		Mínimum Points	Maximum Points	Grade Points
A	Excellent	95	100	4.00
A-		90	94	3.67
B+	Above Average	85	89	3.33
B		83	84	3.00
B-		80	82	2.67
C+	Satisfactory	75	79	2.33
C		70	74	2.00
D	Passing*	60	69	1.00
F	Fail	0	59	0.00

#### \*Passing Grade

A letter grade of D is a passing grade. However, there are some undergraduate courses that require a minimum of a “C” to be considered a passing grade. Please sure to check the specific passing requirements for each course and/or program.

### 3.13 TREATMENT OF W, I, AND F.

Grades of W and I carry no point value and are not considered when calculating the G.P.A.

- Course withdrawals (W) within the drop/add period are not included in the G.P.A. calculation but are considered a non-completion of attempted coursework.
- Withdrawal after the drop/add period but prior to completing 50% of the coursework will have a W grade and not calculated in the GPA
- Withdrawal after completing 50% of the coursework will be graded based on the score the student has at the time of withdrawal. This will be included in calculation of GPA.
- Incomplete (I) grades are not included in the G.P.A. calculation but are considered a non-completion of attempted coursework until the incomplete grade is replaced with a permanent grade and academic progress can be reevaluated. I grade may become a F if student does not meet the requirement set by instructor.
- A failing grade (F) is treated as attempted credits not earned; it will be included in the calculation of the G.P.A.

All grades earned for a repeated course will be recorded on the transcript and the most recent grade received will be included in the GPA calculation.

### Incomplete Grades

An incomplete may not be granted unless a student has completed at least half of the work of the course with a passing grade or by permission of the program director. A grade of “I” (incomplete) will be assigned when illness, emergency or unusual circumstances beyond the student’s control prevent the student from completing the assigned coursework and/or examination(s) by the end of the semester or session. Extenuating circumstances can include, but is not limited to, illness or injury; death of a family member; family difficulties; interpersonal problems with friends, roommates, partners; difficulty balancing work, and family responsibility; or financial difficulties.

A student who wishes to apply for a grade of “I” must secure and complete, with the instructor, the Application for Incomplete Grade form. This form is available from the Registrar’s office. The course instructor will identify the deadline date for completion of the work, the conditions under which the grade of “I” will be removed and the consequences for failure to meet those conditions. The instructor, the student, and the program director must sign and approve the Application for Incomplete Grade form and the provisions for completion. The completed Application for Incomplete Grade form must be submitted to the Office of the Registrar no later than the date grades are due for that term.

All assignments for the course in question must be completed by the end of the next session. If the student fails to complete the outstanding assignments in the given time, the “I” will become a “F” and be used in calculating the GPA. If completed successfully the “I” is replaced by the grade earned.

### **3.14 ACADEMIC SEMESTERS AND SESSIONS**

Nexus University defines a Session as a sequence of eight weeks and, a Semester as a sequence of 16 weeks as per the Nexus University academic calendar.

### **3.15 GRADUATION HONORS**

Nexus University will confer honors to a student who has completed all requirements for graduation and degree conferral. Learner at the undergraduate level may be eligible to graduate with honors upon earning the following grade point averages:

#### **Undergraduate Honor Level:**

Graduation with Honor (Cum Laude):

3.50 – 3.74

Graduation with High Honor (Magna Cum Laude):

3.75 – 3.84

Graduation with Highest Honor (Summa Cum Laude):

3.85 or above

### **3.16 DEAN’S LIST**

Dean’s List is evaluated after every semester. Only students who completed more than 6 credits during the semester are eligible for the Dean’s List. Students who achieve 3.75-4.0 GPA during a semester will be placed on the Dean’s List and it will be noted on the transcript.

### **3.17 COURSE CANCELLATION**

The University reserves the right to cancel courses. Classes that do not meet minimum enrollment standards of five (5) students will be canceled. Any student affected by a cancellation will be notified via campus e-mail prior to the first-class meeting. Transfer to another course may be done. Refunds due to course cancellation are made in full as per current reimbursement policy.

### **3.18 REPEAT COURSES**

School of Nursing has unique requirements for retaking courses, nursing students should review Academic policies for Nursing in Chapter 4 of this catalog as well as the school of nursing handbook. In general, undergrad courses in which a letter grade of W, D or F is earned may be retaken. A student can retake a course twice but must have academic counselling with the Director of their school of study or a designee prior to the 3<sup>rd</sup> attempt. The third attempt must be a one on one session with an instructor. All attempted credits are noted on transcript, the most current grade for the class is used in determining program GPA and assessing Satisfactory Academic Standards (SAS). The student who has to retake a class is required to:

- Present a success plan for passing the class and maintaining SAS.
- The plan must be approved by the Academics department
- Remain enrolled in the original program,
- Retake the class at the earliest time approved by the University.
- Submit tuition for the course(s) at the current tuition rate and any applicable fees to retake the course.

The University may at times require a student to retake a class if:

- The class content is deemed outdated given number of years that have passed.
- The student is attempting to reenter a new version of a program that has new SAS requirements.

### **3.19 STUDENT COURSE LOAD**

To be considered full time, a student must pursue at least twelve (12) hours of credit each semester.

The Director of Academic Affairs recommends that three or more hours of study be reserved for each hour of class. This is a general recommendation and may vary depending upon the course and individual differences.

A student may not enroll in more than 12 credits per semester without written permission by the program director and academic advisor. The student should submit to the Office of the Registrar a brief, written statement outlining the reason for the request. This request should be submitted no later than two weeks before the start of the semester in consideration. Permission may be granted after the program director and academic advisor consider: the student's rationale for the request; and achievement in courses completed at Nexus University. The student will be notified of the decision no later than 7 days before the start of the semester.

A student enrolling in her/his first semester at Nexus University may not register for more than 12 credits (6 per session).

### **3.20 DROP/ADD POLICY**

This policy addresses a student changing the class he/she is enrolled in, or choosing not to continue with one of the classes he/she is already enrolled in. Dropping all classes within a session or semester is considered a withdrawal from the University unless student has an approved LOA for that session. The authorized drop/add period as published in the program catalog calendar, it is six days (6) after the start of the class. A student may drop a class during this period with no consequence and no notation on the transcript. Likewise, the student may choose to change the class he/she is enrolled in by dropping and adding a class. There is no consequence nor cost to the student if this is done within the authorized period. A student may also do a Late Add after dropping a class. This must be done within two weeks of the start of the class. Dropping a class after this period will subject the student to the terms of Withdrawal and subsequent application of the Refund policies.

#### **Military**

If a student is unable to complete the course due to military deployment, the student may drop from the course and receive a full refund of tuition and mandatory fees for the course and a withdrawal "W" grade may be issued. The student may also choose to use the excused absences policy if it is beneficial and would give the student an opportunity to complete the class.

If the student would like an opportunity to complete the course while deployed, an incomplete "I" grade can be issued instead of a "W" grade. The "I" grade may be issued with an initial extension of six (6) weeks beyond the traditional five (5) week extension. The campus practice of requiring final grades to be lowered by one full letter grade as a result of the incomplete "I" grade shall be waived for deployed students.

Students scheduled to be deployed for active military duty are advised to contact their campus Financial Representative regarding the status of their account and/or financial aid.

- If documentation is provided at the time of deployment, the campus may place the student in the military forbearance status. The military forbearance status ensures students do not continue to incur tuition charges and that current tuition charges are placed on hold for payment until the student returns from deployment.

### **3.21 WITHDRAWAL**

#### Withdrawal by Student

Cancellation, withdrawal, or course drop can be made by electronic mail to

[registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com)

or by certified mail addressed to the Registrar. The student has a responsibility to notify the University of the intent to withdraw and indicate the date of the withdrawal. When a student withdraws from Nexus University, written notice should be given by completing the Withdrawal form stating the reason for the withdrawal. The withdrawal date is nullified if the student participates in class online or on campus after the date on the form.

If a student withdraws after the add/drop period ends but prior to 50% Of the course duration a grade of W will be assigned. If a student withdraws after 50% of the course the grade that is earned at that time will be assigned and noted on the transcript.

#### Administrative Withdrawal

Students who do not notify the University of their intent to Withdraw and who have not attended class in three weeks will be withdrawn based on insufficient attendance (IA). The student will be treated as if withdrawn within three weeks of class.

#### Withdrawal Due to Military Service

As a courtesy Nexus will hold to the principle of Florida Statute 1004.07, that any student enrolled in a postsecondary course or courses at a state university shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. These students shall be permitted the option of completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees paid. If the student chooses to withdraw, the current course will have a grade of “W” with note that the withdrawal is due to active military service.

#### National Guard Troops Ordered into Active Service

Florida Statute 250.482, states that if a member is ordered into active service, no private or public employer and no employing or appointing authority of this state, its counties, municipalities, political subdivisions, public colleges or universities shall discharge, reprimand or in any other way penalize such member because of his or her absence by reason of state active duty. In keeping with the principle of supporting our community Nexus University will not subject these students to penalties for withdrawal and their transcript will note the reason for withdrawal as public service in the National Guard.

### **3.22 REFUND POLICIES**

In the event a student’s enrollment is terminated, cancelled for any reason or should a student decide to drop one or more courses, all refunds will be made according to the following refund schedule:

1. Students who withdraw from any or all their classes during the “Drop / Add” period (six days after beginning of session) of a given semester shall be entitled to a full refund of all monies collected by Nexus University, less the non-refundable application fee.
2. All tuition and refundable fees will be refunded if the University does not accept the applicant due to ineligibility of the student.
3. Withdrawal, or course drop after the Add/Drop period ends but prior to three weeks of the session, will result in a Pro-Rated refund computed, based on the number of days completed to the total course days.
4. The technology fee is non-refundable after the Drop/Add period
5. A student who is withdrawn after the Drop/Add period for inappropriate behavior as per Student Code of conduct will receive a Pro-Rated refund computed, based on the number of days completed to the total course days.

6. Withdrawal, course drop, or cancellation after completing at least three weeks of class is not eligible for refund.
7. Termination Date: The refund due to the student is calculated using the date that written notice is received from the student in the case of student withdrawal or course drop; or that written notice is sent via certified mail to the student in the case of cancellation of the student's enrollment by Nexus University; or last date of attendance by the student can also be used as the termination date.
8. Application fee is non-refundable.
9. Refunds will be processed within 30 days of termination of student's enrollment or receipt of withdrawal or course drop notice from student.

### **3.23 LEAVE OF ABSENCE (LOA) AND INCOMPLETE GRADES**

#### Leave of Absence

Students requesting a Leave of Absence must have completed at least 12 credits at Nexus University. A student cannot be on LOA for more than 180 days in a calendar year. Students requesting LOA must provide supporting documentation of their hardship with this request. If a LOA is requested during an ongoing course/period, the student will receive a W/earned grade in the current course and be dropped, without notation, on the transcript from subsequent courses. If a student exceeds 180 days without returning to an enrolled status, he/she will be withdrawn from the University. Students returning to Nexus University after a 180-day absence will be required to complete re-admit paperwork and pay the re-admit fees if applicable. Students placed on academic probation (AP) are eligible to apply for a leave of absence, but their AP status will remain in effect upon resumption of studies.

### **3.23 RE-ENTRY**

Students returning to Nexus University after been absent, for more than three (3) but less than 12 months, without having an approved LOA are required to complete re-entry paperwork and submit to the Registrar. and wait to be re-enrolled by the Registrar. Students will commence class whenever required class is available, preferably in the next academic period. Re-entry students may have a gap in their schedule. The prior academic standing of the student who re-enters will remain in effect upon resuming their studies.

### **3.24 RE-ADMISSION**

Students returning to Nexus University after being absent for 12 or more months are required to complete re-admission paperwork and pay the current application fee. The prior academic standing of the student who re-enters will remain in effect upon resuming their studies.

### **3.25 GRADE APPEAL**

If a student receives a final grade in a course that she or he believes is incorrect or unfair, he or she may appeal that grade. The process is:

Students must contact the faculty member involved, in writing, within 30 calendar days of the posting of the disputed grade. The grade appeal request must outline the specific grievances about the grading procedure, grounds for appeal and attach relevant documentation (syllabus, guidelines for papers or presentations, etc.).

If, after hearing the instructor's explanation, the student still wishes to appeal the grade, she or he must present the grade appeal to the program director within 30 days of notification from the instructor.

If the student is still not satisfied with the decision of the program director, the student may make a final appeal to Director of Academic Affairs. In such cases, the dean must be contacted prior to the end of the semester immediately following the semester the grade was posted.

Failure to follow this timeline is grounds for dismissing an appeal. In each stage of the appeal process, the student will receive a letter stating the reviewer's recommendation within 30 days of initiation

### **3.26 LATE ASSIGNMENTS POLICY**

#### Late Assignment Policy

The week begins on Monday (Day 1) and ends on Sunday (Day 7).

The initial response to the discussion question is due by Day 3 (Wednesday) at 11:59 p.m. EST. If the initial post is late, 2 points will be deducted.

The response to the course required number of peer's post and the instructor's additional question is due by Day 7 (Sunday) at 11:59 p.m. (EST). The response to a peer's post and the instructor's additional question must be on a different day than the initial post.

Therefore, students must post on at least two different days during the online week for a minimum of 3 times (initial post, response to a peer and response to the instructor's additional question). If a student does not post a minimum of 3 times, 2 points will be deducted.

Students will need to include at least one reference with an in-text citation in the initial post. If one reference with an in-text citation is not included, 2 points will be deducted.

Students needing extra time may submit assignments, excluding discussion board postings, up to 3 days after the assignment due date. Students will lose 4 points per day. Assignments that are more than 3 days late will not be accepted and the student will receive a zero for the assignment.

Instructors may accept late work without prior arrangement in the case of documented extenuating circumstances (hospitalization, childbirth, major accident, injury, natural disaster or bereavement). Students who suffer such a circumstance must notify the instructor prior to the due date or as soon as possible after the date of the assignment. In these instances, the instructor may waive the late penalty.

If extenuating circumstances has occurred, students must meet the deadline indicated by the instructor and students who do not meet the deadline arranged with the instructor for the late assignment to be submitted will receive a grade of zero on the assignment.

Students must submit all assignments no later than the last day of the semester. Assignments are not accepted after the last day of the semester.

### 3.27 ACADEMIC INTEGRITY

The University consistently and unwaveringly stands by the principles of academic integrity. The following actions are some of the main activities that are not tolerated by the University.

- a. Fraud: Intentional utilization of non-authorized material, information or studies in any academic activity.
- b. Counterfeiting: Intentional and non-authorized use of information or citation in any academic activity.
- c. Assisting others in violating the principles of academic honesty and integrity: An intentional act or knowledge of such an act of academic dishonesty or assisting another in violating the principles of academic integrity, honesty or Nexus University code of conduct.
- d. Plagiarism: Plagiarism is the practice of adopting, claiming, implying or reproducing original work or authorship of (or incorporating material from) someone else's written or creative work including ideas, papers, or any other kind of material, in whole or in part, into one's own without adequate acknowledgement or required citation and recognition of the author.

#### ***Original Work***

At least 70% of each assignment must be the original work of the student. When using materials from other authors students must use correct references and citation. The acceptable citation format follows the Publication Manual of the American Psychological Association, Sixth Edition (APA, 6<sup>th</sup> Ed.)

#### **Recycled Assignment**

Students may be allowed to resubmit a paper that was previously submitted in the same course only. The student must clearly note that the paper is being recycled and state the date that the paper was previously submitted. The grade that is given with the second submission stands and cannot be disputed. The following statement should be placed on the Title Page at the end of the APA required fields

**“This paper was submitted in (Course #) with Instructor’s Name on (date Month/year)**

### 3.28 STUDENT CODE OF CONDUCT

The Nexus University code of conduct defines the student’s rights and responsibilities while in attendance.

The university expects a community of students who operate with ethics, honesty and integrity with a strong commitment to civic and social responsibility. Once students become a part of the university community, they accept the responsibility to abide by the Student Code of Conduct. Any activity on or off campus that impairs, impedes, interferes with or disrupts the ability and opportunities of other students to participate in the university’s programs or that negatively impact the University’s mission and normal operations are misconduct. A harassment free university is very important to Nexus and so the university

accepts the principles of Title IX though the campus falls outside the framework of schools and colleges that the law governs.

Nexus University is committed to providing safe physical and virtual environment for all students. Weapons are not allowed on the campus at any time. The university's online platform should only be used as a learning platform and not as a weapon or base for discrimination, carrying out or promoting violence against any groups of persons. Any such use is considered both illegal and a misconduct

Nexus University reserves the right to suspend, dismiss or otherwise discipline a student who violates the policies or regulations in the student code of conduct.

The disruptive student is one who continues to make unreasonable demands for time and attention from faculty and staff and habitually interferes with the learning environment by disrupting academic, administrative, social or recreational activities. The actions can be written, verbal or behavioral expressions.

Students are asked to refrain from behaviors that include, but are not limited to:

- Behaviors that disrupt or interfere with teaching, research or other academic activities
- Behavior that can lead to physical harm.
- Physical or verbal threats, intimidation that may interfere with another person's full participation in the life of the University.
- Conduct that constitutes sexual harassment or and abuse
- Refusing to comply with directions of school officials, instructors, administrators or staff.

A complaint of alleged student misconduct should be filed with the Director of Academic Affairs by a member of the faculty, staff or student. All allegations should be filed in writing within 10 business days of the incident. The Director of Academic Affairs will provide a thorough investigation of the incident and take appropriate actions.

These sanctions may include:

- Warning: written notice to the student that continued, and/or repeated incidents/violations may be cause for further disciplinary action (reprimand, dismissal). A permanent record of the incident report will be retained in the student's file. Additionally, the warning may include referrals to appropriate office for assistance.
- Reprimand: written reprimand for the violation of specified conduct or policy including notice to the student that repeated violation may result in further disciplinary action

- Dismissal: termination of student status at the University

NB: The University does not prevent nor interfere with students' right to seek external legal recourse in the event of injury or harm.

Students are also subject to all Student policies as described in the Student Handbook.

#### Prohibition Against "Hazing"

Hazing includes but is not limited to any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating as a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating University rules governing hazing is prohibited.

### 3.29 GRIEVANCE POLICY

Nexus University assures a fair and timely response to any grievance filed. A grievance is a formal written concern about an academic issue, or a college occurrence initiated by a student. Disagreement with established university policies is not a grievance. Filing a grievance begins a formal process and steps need to be carefully followed.

For any prospective or current student who files a grievance with Nexus University, the procedure to file is as follows:

- The student should contact the Student Services department by email at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)
- The Director of the department involved, will send an email/letter to the complainant acknowledging the receipt of the grievance and explaining the process and request for additional information if needed, within 5 business days.
- Within three (3) business days of receiving all requested documents the director will send a decision to the student in writing.
- If a student disagrees with the decision, he/she has up to five (5) business days to appeal by submitting the appeal and supporting documents to the department of student services at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com). Failure to submit additional documentation will cause the appeal to not be considered.
- When an appeal is received, the Director of Academic Affairs will review the issue with the faculty and other involved and make a decision within two (2) business days. This decision will be communicated via email and certified mail.

- Any additional action must be submitted to the Executive Director, who reserves the right to make a final decision. A decision will be rendered within two (2) business days.
- Student services will keep records of all grievances filed and their final resolution.
- Students may contact CIE as the last resource for grievances.

Commission for Independent Education (CIE)  
325 West Gaines Street, Suite 141  
Tallahassee, FL 32399  
(850) 245-3200

**POLICY FOR SUGGESTIONS AND COMPLAINTS FOR FACULTY, ADMINISTRATORS, AND OTHER PARTIES.**

If a faculty, administrator, or other party files a complaint, they shall submit their suggestion or complaint directly to [academics@nexusuniversity.com](mailto:academics@nexusuniversity.com). The resolution of the Compliance Officer may be appealed within five business days to the Academic Council to be discussed at their next meeting. The final resolution will be communicated in writing within five days after the resolution has been reached.

Anyone may also file a complaint against the Institution through the CIE Complaint Policy. <http://www.fldoe.org/cie/complaint.asp>.

The Director of the department involved, will keep record of all complaints and their resolution.

## 4 | Academic Programs and Course Descriptions

## **4.1 SCHOOL OF BUSINESS**

### **4.1.1 Bachelor of Science in Business Analytics**

Nexus University's Bachelor of Science in Business Analytics teaches students to lead their organization's big data organizational objectives through the application of business data analytics and statistical analysis methods. Students using sophisticated data analysis software will solve complex and multidimensional business problems. The students will acquire the knowledge, understanding, skills, and hands-on experience to become their organization's big data architect and senior leader.

#### **4.1.2 Program Objective**

Upon completing the Bachelor of Science in Business Analytics, a student should have certain competencies or have met the learning objectives. The learning objectives of the Bachelor of Science in Business Analytics are as follows:

Students through the application of analytical skills will:

1. Demonstrate a solid understanding of popular data analysis software
2. Function as a subject matter expert in data analysis projects
3. Create data analysis programs to find solutions to their organizations' data problems
4. Create data analysis reports for their organizations recommending solutions to their organizations' data problems
5. Effectively communicate their data analysis findings to their organizations
6. Serve as an advocate of solid data analysis design and ethical practice within their organizations
7. Students through the practical application of interdisciplinary and analytical skills will address business issues found throughout the Bachelor of Science in Business Analytics Program:

- a. Business Communication
- b. Finance
- c. Marketing
- d. Information Systems
- e. Economics
- f. Business Ethics
- g. Economics
- h. Accounting
- i. Organizational Behavior
- j. Critical Thinking
- k. General Education

#### **4.1.3 Admissions Requirement**

1. High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an approved USDOE accrediting body, or GED certificate.
2. Applicants with a foreign earned HS diploma or transferring credits from a foreign institution of higher education must have their credential and or courses validated,

translated and certified by a NACES approved agency.

3. Students must submit a current government issued identification.
4. Students must reside in the State of Florida.
5. Application fee of \$25.00.
6. All non-native English speakers are required to submit official TOEFL (Test of English as a Foreign Language) or IELTS (Internal English Language Testing System) results:
  - TOEFL - Must score a minimum of 70 on the IBT (Internet Based test).
  - IELTS – Must score 6.5 or better overall.
  - Nexus University code is 4237

**Admission Process**

1. Complete the Nexus University application and submit with application fee.
2. Submit Official Transcripts from all previous education institutions.

**4.1.4 Degree Requirement**

Students must complete 60 lower division credit hours which includes 42 general education credit hours plus 60 upper division credit hours for a total of 120 credit hours to be conferred with this degree.

*\* Full-time study is completed in 10 sequential semesters including the fall semester. Students take 12 credits each semester. There is no winter semester.*

**4.1.5 Curriculum Plan**

**Required Courses**

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	Mat 111	College Algebra*	3
		ENG 112	English Composition I*	3
	2	ART 113	Art Appreciation*	3
		BUS 214	Introduction to Business	3
II	1	STA 121	Statistics*	3
		ENG 122	English Composition II*	3
	2	ACC 223	Accounting I	3
		BIS 124	Computer and Internet Literacy*	3
III	1	STA 231	Business Statistics	3
		ACC 332	Accounting II	3

III	2	BIS 133	Introduction to Information System*	3
		PSY 134	Psychology*	3
IV	1	Mat 341	Trigonometry	3
		DAT 342	Introduction to SAS Programming	3
	2	FIN 243	Finance	3
		BIO 144	Biology*	3
V	1	MAT 351	Pre-Calculus	3
		ECO 352	Microeconomics	3
	2	SPC 153	Speech*	3
		DAT 354	Introduction to Python Programming	3
VI	1	MAT 361	Business Calculus I	3
		ECO 362	Macroeconomics	3
	2	HLP 163	Total Wellness*	2
		SCI 164	Earth Science*	3
		SCI 164L	Earth Science Lab*	1
VII	1	MAT 471	Business Calculus II	3
		STA 472	Introduction to Computational Statistical Software	3
	2	PHI 173	Introduction to Logic*	3
		ETH 274	Business Ethics	3
VIII	1	DAT 481	Advanced Business Analytics	3
		MGT 282	Organizational Behavior for Managers	3
	2	SOC 183	Sociology*	3
		DAT 484	Introduction to Research Ethics	3

IX	1	STA 491	Applied Regression Models	3
		DAT 492	Business Research Methods	3
	2	COM 493	Business Communication	3
		PHI 494	Critical Thinking and Decision Making in Business	3
X	1	STA 401	Time Series Analysis and Forecasting	3
		DAT 402	Data Mining for Business	3
	2	DAT 403	Big Data Analytics and Visualization for Business	3
		MKT 404	Marketing	3
			<b>TOTAL</b>	120

\*General Education Courses

#### 4.1.6 Business Course Descriptions

##### **ACC 223 Accounting I**

**3 Credits**

This course explores the role of accounting in providing financial information about an enterprise to decision-making. Emphasis is placed on understanding financial accounting from a user perspective. Course covers the reporting of financial position including coverage of assets, liabilities, equity accounts, the results of operations and cash flows. **Prerequisite: MAT 111**

##### **ACC 332 Accounting II**

**3 Credits**

This course is an introduction to managerial accounting. Topics include various products costing techniques, analysis of cost behavior patterns, budgeting, and the use of accounting information to solve problems. The course is taught from a managerial perspective. **Prerequisite: ACC 223**

##### **ART 113 Art Appreciation**

**3 Credits**

Art Appreciation is a course for non-art majors that introduces a chronological history of art including style, form, media, and meaning. This is a writing credit course with international/intercultural content.



**DAT 354 Introduction to Python Programming 3 Credits**

This course introduces students to Python Programming. The topics that are covered include but are not limited to (1) working with variables, (2) repeating actions with loops, (3) using functions to simplify programs, and (4) storing collections of data. At the completion of this course, students should be able to create basic programs in Python.

**Prerequisite: STA 100 or STA 101**

**DAT 402 Data Mining for Business 3 Credits**

This course students will learn to approach business problems data-analytically, using the data-mining process to gather good data in the most appropriate way. Moreover, they will learn general concepts for actually extracting knowledge from data.

**Prerequisite: DAT 342, DAT 481, MAT 471, STA 121 or STA 231**

**DAT 403 Big Data Analytics and Visualization for Business 3 Credits**

This course introduces students to data visualization using R. The students will learn various visualization libraries included in R to represent data. They will create elegant codes to craft graphics using ggplot2. They will add elements, text, animation, and colors to their plot to make sense of data. By the successful completion of this course, students should be able to use R's popular packages—such as ggplot2 and more—to create custom, interactive visualization solutions. **Prerequisite: MAT 471, STA 121 or STA 231, STA 472,**

**DAT 481 Advanced Business Analytics 3 Credits**

In this course students will learn core statistical methods for business with SAS® and approach real business analytics issues and techniques using a practical approach. This course will take students through an overview of statistics, data and data collection, an introduction to SAS®, and basic statistics (descriptive statistics and basic associational statistics). Moreover, this course will provide students with an overview of statistical modeling, effect size, statistical significance and power testing, basics of linear regression, introduction to comparison of means, basics of chi-square tests for categories, extrapolating statistics to business outcomes, and some topical issues in statistics. **Prerequisite: DAT 342, MAT 471, STA 121 or STA 231**

**DAT 484 Introduction to Research Ethics 3 Credits**

This course is designed to provide students with fundamental training in research ethics. The students will learn that it is in the individual's own interest to avoid misconduct, fabrication of data, plagiarism and bias. The students will also learn about issues of authorship, peer review, responsible use of statistics, moral rights as the basis of informed consent, the use of humans in research, mentoring, intellectual property and conflicts of interests.

**DAT 492 Business Research Methods 3 Credits**

This course provides students with a practical perspective on how research can be applied in real business situations. This course has an increased emphasis on the relationship between the scientific and the pragmatic approaches to research, while the key concepts are explored and applied to real-life research throughout the course.



**MAT 111 College Algebra****3 Credits**

This course contains topics such as solving and graphing linear, absolute value and quadratic inequalities; properties of exponents and logarithms; solving radical, absolute value, exponential and logarithmic equations; properties and graphs of quadratic, absolute value, square root, cubic, and cube root functions; and systems of linear equations and inequalities. Applications appear throughout the course.

**MAT 341 Trigonometry****3 Credits**

This course is specifically designed to prepare student for in depth study of calculus. The topics that will be discussed include the functional approach to trigonometry, trigonometric equations, trigonometric identities, solving triangles, vectors, polar coordinates and equations, and parametric equations. The instructor may require a graphing calculator.

**Prerequisite: MAT 111 with a C or better**

**MAT 351 Pre-Calculus****3 Credits**

This course along with MATH 101 are specifically designed to prepare student for in depth study of calculus. Therefore, this course serves as a foundational course for calculus. The topics that will be discussed include sequences, series, mathematical induction, matrices, determinants, and systems of equations. Moreover, the following topics will be covered: polynomial, rational, exponential, and logarithmic functions and equations; and polynomial and rational inequalities. Functions and graphs are going to be emphasized. The instructor may require a graphing calculator.

**Prerequisite: MAT 111 with a C or better**

**MAT 361 Business Calculus I****3 Credits**

A course treating standard one-variable calculus and its applications for business students, as well as selected other business applications, and an introduction to multivariable calculus. Calculus topics include the derivative, methods of finding derivatives, applications of derivatives, the integral, methods of integration, applications of integration, and the calculus of the exponential and logarithmic functions. Multivariable calculus topics include partial derivatives and finding local extrema.

**Prerequisite: MAT 351 with a C or better**

**MAT 471 Business Calculus II****3 Credits**

A course treating multivariable calculus and its applications for business students, as well as selected other business applications. Topics include functions of several variables and their derivatives, partial differentiation, optimization problems and LaGrange multipliers, special methods of integration, differential equations, probability and calculus, Taylor polynomials and infinite series.

**Prerequisite: MAT 361 with a C or better**

**MGT 282 Organizational Behavior for Managers****3 Credits**

This course prepares students to understand the influence that behavior has on leading and managing organizations. After completion of this course, students will be able to describe the role of a manager within an organization, summarize key concepts and terminology related to organizational behavior, explain the influence of leadership styles on individual

performance, examine the roles and interaction of group and team members, describe the relationship between job fit, job satisfaction, and job performance, and the relationship between the human resource function and organizational development.

**MKT 404 Marketing**

**3 Credits**

Understanding and satisfying consumer needs through product planning, pricing, promotion, and distribution. Students identify and analyze marketing problems. Discovery and application of marketing skills are developed by marketing planning assignments, computer simulation, and case analysis.

**PHI 173 Introduction to Logic**

**3 Credits**

the principles and evaluation of critical thinking including identification and analysis of fallacious, as well as valid reasoning. Traditional and symbolic logic will be considered, and foundations will be laid for further study in each area. This is a writing credit course.

**PHI 494 Critical Thinking and Decision Making in Business** **3 Credits**

This course addresses foundational skills in the analysis, synthesis, prescription, and application of critical thinking and decision making in business environments. Emphasis is placed on thinking critically, creatively, and ethically, and decision-making outcomes.

**PSY 134 Psychology**

**3 Credits**

This course employs a scientific approach to the basic principles of human behavior, focusing on learning, motivation, perception, feeling emotion, intelligence, personality formation, and social interaction.

**SCI 164 Earth Science**

**3 Credits**

An integration of the three classic disciplines of the earth sciences, geology, meteorology, and oceanography. Course will focus on the basic principles governing these disciplines, and the effect of each on man. **Corequisite: SCI 164L**

**SCI 164L Earth Science Lab**

**1 Credits**

This course will have experiments and exercises that will be investigating the hydrosphere, lithosphere and atmosphere of earth. The earth will also be mapped and investigated as an object in space. At least 3 of the following five units will be covered:(1) Introduction to Laboratory Study, (2) The Solid Earth, (3) Earth's Waters, (4) Earth's atmospheres and (5) Mapping.

**Corequisite: SCI 164**

**SOC 183 Sociology**

**3 Credits**

This course is designed to introduce students to the basic terminology, theories, research and topics studied by sociologists. More specifically, students will be introduced to the relationship between the individual and society; how social structures, such as organizations, family, the mass media, etc., shape views, perceptions, and behaviors; and to society's issues and problems.

**SPC 153      Speech      3 Credits**

This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of speeches in various cultural contexts. Students will also learn to effectively incorporate audio and visual aids/ technologies for effective speeches.

**STA 121      Statistics      3 Credits**

A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software will be required. **Prerequisite: MAT 111 with a C or better**

**STA 231      Business Statistics      3 Credits**

This course introduces the techniques used for the visualization of numerical data and descriptive statistics in business. After completion of this course, students will be able to explain how to obtain a suitable sample of business data and evaluate its validity and reliability for statistical inferences, produce tables and charts to organize and display qualitative and quantitative business data, interpret numerical business data using measures of central tendency and dispersion, apply fundamental concepts probability theory for inferential decision making for business, and perform a linear regression for trend analysis.

**Prerequisites: MAT 111, STA 121**

**STA 472      Introduction to Computational Statistical Software      3 Credits**

This course is designed to provide students with fundamental training in R programming. At the end of this course, students should be able to perform statistical analysis using R.

**Prerequisite: STA 121 or STA 231**

**STA 491      Applied Regression Models      3 Credits**

In this course, students will use the application of regression models using statistical software to solve real world problems. Among the various topics that will be covered include simple linear regression model, multiple regression model, and logistics regression model.

**Prerequisite: MAT 471, STA 121 or STA 231**

**STA 401      Time Series Analysis and Forecasting      3 Credits**

This course introduces students to the foundations of univariate time series forecasting in a very methodical and structured framework, helping the students understand what time series is about and how to decompose their structure using various rigorous approaches. This course compares exponential smoothing approaches to various other univariate parameterized approaches, making each of them understandable.

**Prerequisite: DAT 342, DAT 481, MAT 471, STA 121 or STA 231, STA 491**

## **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**

### **4.2 SCHOOL OF BUSINESS**

#### **4.2.1 Bachelor of Science in Business Administration**

Nexus University's Bachelor of Science: Business Administration Program (BSBA) is designed to prepare graduates with the necessary knowledge, skills, and values to effectively function as an effective and ethical business leader through the application of business best practices, research and technological tools. The BSBA foundation is designed to cover the applicability of theories to the real-world in areas of finance, marketing, information systems, research methodologies, economics, business law, management, and accounting.

(The Spanish version of the Bachelor of Science in Business Administration program is only available online. Therefore, I-20 students are not eligible. Moreover, the English version is only offered on-ground and not online.)

#### **4.2.2 Program Objective**

Upon completing the Business Administration - Bachelor of Science in Business Administration program, the student will be able to:

1. Apply analytical skills to solve business issues.
2. Create strategies through the application of research that will enable an organization to achieve its mission and vision in a dynamic business environment.
3. Apply leadership skills to encourage innovation and organizational change in a dynamic business environment.
4. Evaluate the impact of a changing external environmental upon the organizations' available options within a dynamic global business environment.
5. Apply interdisciplinary skills gained from the various business courses to address issues and challenges within regional, national, and international business environments.

#### **4.2.3 Admissions Requirement**

1. High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an approved USDOE accrediting body, or GED certificate, or an associate or higher degree from a regionally or nationally accredited institution or an approved international university/college.
2. International degree plans are evaluated by a member of the National Association of Credential Evaluation Services (NACES).
3. Students must reside in the State of Florida
4. Students must submit a current government issued identification.
5. Application fee of \$25.00.
6. Original transcripts (these must be sent directly to Nexus University and

be appropriately signed and sealed).

7. All non-native English speakers who are taking the English\* version of this

program are required to submit official TOEFL (Test of English as a Foreign Language) or IELTS (Internal English Language Testing System) results:

- TOEFL - Must score a minimum of 70 on the IBT (Internet Based test).
- IELTS – Must score 6.5 or better overall.

**Admission Process**

1. Complete the Nexus University application and submit with application fee.
2. Submit Official Transcripts from all previous education institutions.

\*This criterion doesn't apply to applicants who are taking the Spanish version of the Bachelor of Science in Business Administration. The Spanish version of the Bachelor of Science in Business Administration program is only available online. Therefore, I-20 students are not eligible. Moreover, the English version is only offered on-ground and not online.

**4.2.4 Degree Requirement**

Students must complete 60 lower division credit hours which includes 42 general education credit hours plus 60 upper division credit hours for a total of 120 credit hours to be conferred with this degree.

*\* Full-time study is completed in 10 sequential semesters including the fall semester. Students take 12 credits each semester. There is no winter semester.*

**4.2.5 Curriculum Plan**

The Asterisk (\*) indicates General Education Courses.

**Required Courses**

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	MAT 111	College Algebra*	3
		ENG 112	English Composition I*	3
	2	ART 113	Art Appreciation*	3
		BUS 214	Introduction to Business	3
II	1	STA 121	Statistics*	3
		ENG 122	English Composition II*	3
	2	ACC 223	Accounting I	3
		BIS 124	Computer and Internet Literacy *	3
III	1	STA 231	Business Statistics	3

		ACC 332	Accounting II	3
	2	BIS 133	Introduction to Information System*	3
		PSY 134	Psychology*	3
IV	1	BUS 341	Business Law	3
		HRM 342	Human Resource Management	3
	2	FIN 243	Finance	3
		BIO 144	Biology*	3
V	1	MGT 351	Project Management	3
		ECO 352	Microeconomics	3
	2	SPC 153	Speech*	3
		DAT 343	Introduction to Business Analytics	3
VI	1	MGT 361	International Business	3
		ECO 362	Macroeconomics	3
	2	HLP 163	Total Wellness*	2
		SCI 164	Earth Science*	3
		SCI 164L	Earth Science Lab*	1
VII	1	MKT 404	Marketing	3
		MGT 372	Operations Management	3
	2	PHI 173	Introduction to Logic*	3
		ETH 274	Business Ethics	3
VIII	1	MGT 381	Innovation Management	3
		MGT 282	Organizational Behavior for Managers	3
	2	SOC 183	Sociology*	3
		MGT 491	Small Business Management	3
IX	1	MKT 491	Social Media Marketing	3
		MKT 492	Consumer Behavior	3
	2	COM 493	Business Communication	3
		PHI 494	Critical Thinking and Decision Making in Business	3
IX	1	HRM 493	Labor Relations	3



computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required

**BUS 214 Introduction to Business 3 Credits**

Introduction to business, including business functions and management. Consideration of the free enterprise system forms of business ownership and the role of business in society.

**BUS 341 Business Law 3 Credits**

Introduction to law and legal procedure. Topics include contracts (nature and, requisites, formation, operations, interpretation, discharge, and remedies) and sales (Uniform Commercial Code, transfer of title, warranties, rights, and remedies of buyer and seller).

**BUS 499 Capstone Course 3 Credits**

This course is designed to integrate the knowledge and skills learned in the program. Students will demonstrate their understanding of the core program learning outcomes through the completion of a Capstone Project. Students must be in their last semester when enrolling.

**COM 493 Business Communication 3 Credits**

Introduces students to the expectations of writing in the workplace and explores the ways in which technology and media help shape professional communication. Students will hone their writing skills and study audience analysis, persuasion strategies, ethics, and working collaboratively. While students will practice communicating using traditional business genres such as memos, employment correspondence, reports, and proposals, they will also develop skills in document design, effective use of graphics, and oral presentation. Assignments topics are based on the students' major, career goals, and interests.

**DAT 343 Introduction to Business Analytics 3 Credits**

This course will introduce students to data discovery, data analytics, and data visualization with contemporary business tools. Students will learn to differentiate data analytics from statistical analysis and use the power of informatics in shaping decision-making in the modern business context. The course will address analytics as a tool for business process-improvement and present data acquisition and formatting, metric creation, data discovery, and data visualization with real-world examples and exercises for students to work through in class. **Prerequisite: STA 121**

**ECO 352 Microeconomics 3 Credits**

Foundation course devoted to the development and application of basic analytical tools and principles required for an understanding of major economic problems and policy alternatives leading toward solutions. Emphasis is placed on microeconomics analysis. Students will study markets under varying degrees of competition, which include market deficiencies, pollution, distribution of income, and international economics relations.

**Prerequisite: MAT 111**



opportunity standards, determining recruiting needs, identifying selection criteria, internal and external sourcing, evaluating recruiting effectiveness, application review, interviewing and selection procedures. **Prerequisites: BUS 341, HRM 342**

**HRM 492 Compensation and Benefit 3 Credits**

The study of the methods and implications of making wage, salary, and compensation decisions in modern organizations. **Prerequisites: BUS 341, HRM 342**

**HRM 493 Labor Relations 3 Credits**

This course is a survey of the historical, legal, social, and economic framework of labor relations. The theories and practices of collective bargaining will be studied so that the students will develop a better understanding of contemporary issues in labor relation's management. **Prerequisites: BUS 341, HRM 342**

**HRM 494 Employment Law 3 Credits**

An examination of current employment law and issues/trends in the legal environment impacting human resource management systems design, HRM policy, and employee relations. **Prerequisites: BUS 341, HRM 342**

**HRM 495 Training and Development 3 Credits**

In this course, students will explore the forces shaping corporate learning functions, learnings perspectives and theories, i.e., how adults learn.

**Prerequisites: BUS 341, HRM 342**

**HLP 163 Total Wellness 2 Credits**

This course emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social and environmental wellness. This course integrates personal wellness and fitness in a classroom environment. Evolving current topics such as nutrition, disease prevention, stress reduction, exercise prescription, and environmental responsibility are integrated to enable the student to understand the lifelong effects of healthy lifestyle choices.

**INT 491 Intercultural Business Communication 3 Credits**

Students will have a unique opportunity to incorporate the multicultural perspectives of globalization by applying the basic rules governing communication as they coordinate with different audiences with different rules and mutual respect and how to interact and provide adequate business services.

**INT 492 International Finance 3 Credits**

This course examines financing issues in international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. **Prerequisite: FIN 243**

**INT 493      International Business Negotiations      3 Credits**

Broad based examination of global negotiations, which includes theory based on studies of collective bargaining between labor and management. Emphasis is placed on exercises and on improving international skills. **Prerequisite: MGT 361**

**INT 494      International Management      3 Credits**

Examines the functions of management of management in the international firms, which includes such as topics as leadership and human resource development, and how to adapt managerial practice to local environments.

**Prerequisite: MGT 361**

**INT 495      International Marketing      3 Credits**

This course studies the information required by marketing managers to assist in satisfying the needs of consumers internationally. Special emphasis will be given to the constraints of the international environment. **Prerequisites: MGT 361, MKT 404**

**INT 496      International Business Law      3 Credits**

In this course, the students will learn the diversity and similarity of how firms are currently regulated and governed around the world. **Prerequisites: BUS 341, MGT 361**

**LOG 491      Intro to Logistics      3 Credits**

This course is an introduction to logistics. It will cover such topics such as supply chain management, warehousing, transportation, inventory, and packaging and material handling.

**LOG 493 Transportation Management      3 Credits**

This course will cover the importance of transportation for the organization. Furthermore, transportation regulations and public policies will be covered as well. Therefore, the course will cover transportation from a micro and macro perspectives.

**Prerequisite: LOG 492**

**LOG 494      International Logistics      3 Credits**

This course will cover all of the concepts of international logistics including, but not limited to relevant regulations to exporting and importing, customs clearance, packaging, transportation, security issues, and terms of payment and trade.

**Prerequisite: LOG 491**

**LOG 495      Leading Teams      3 Credits**

The objectives of this course are to develop interpersonal communications and conflict management skills necessary to work in teams, and to develop the skills needed to lead teams. Topics include team development, decision-making, and conflict management.

**Prerequisite: HRM 342**

**LOG 496      Warehouse Management      3 Credits**

This course will cover the best practices in warehouse operations including, but not limited to latest technological advances, environment issues, cost reduction and productivity.

**Prerequisite: LOG 492**

**MAT 111 College Algebra 3 Credits**

This course contains topics such as solving and graphing linear, absolute value and quadratic inequalities; properties of exponents and logarithms; solving radical, absolute value, exponential and logarithmic equations; properties and graphs of quadratic, absolute value, square root, cubic, and cube root functions; and systems of linear equations and inequalities. Applications appear throughout the course.

**MAT 112 Applied Mathematics 3 Credits**

The Applied Mathematics course is a general training course. Through which The student learns and applies the mathematical tools necessary to solve situations of context and real applications in addition to providing the knowledge previous ones that serve as support for courses programmed in later cycles.

**MKT 491 Social Media Marketing 3 Credits**

Examines how social media marketing is used to build relationships with customers, enhance company branding, and increase sales. Topics include social networks, blogs, blogs, microblogging, and other social media technologies.

**Prerequisite: MKT 404**

**MKT 492 Consumer Behavior 3 Credits**

The course introduces behavioral concepts and explores the strategic implications of customer behavior for marketers. The course challenges students to explore the realities and implications of buyer behavior in traditional and e-commerce markets. The course provides information on understanding of how buyer behavior can help to improve strategic decision making and development of creative marketing strategy.

**Prerequisite: MKT 404**

**MKT 493 e-Marketing 3 Credits**

Some of the topics are e-marketing business models, internet history and statistics, banner advertising strategies, banner advertising design, e-mail techniques and strategies, e-mail problems and challenges, writing styles for e-mail, use HTML, and text in email, ethics in e-mail marketing, mailing list criteria for e-mail marketing, integration of online and conventional marketing, e-marketing definitions and terms, permission marketing models, legal implications of e-mail marketing, and other e-marketing techniques.

**Prerequisite: MKT 404**

**MKT 494 Market Analysis 3 Credits**

This course is designed to provide the necessary knowledge and tools to students that will allow them to successfully identify and analyze market data specific to certain organizations. Students will be able to read specific information to later translate into informed business and sales decisions.

**Prerequisite: MKT 404**





**SCI 164 Earth Science****3 Credits**

An integration of the three classic disciplines of the earth sciences, geology, meteorology, and oceanography. Course will focus on the basic principles governing these disciplines, and the effect of each on man. **Corequisite: SCIL 164**

**SCI 164L Earth Science Lab****1 Credits**

This course will have experiments and exercises that will be investigating the hydrosphere, lithosphere, and atmosphere of earth.

**Corequisite: SCI 164****SOC 183 Sociology****3 Credits**

This course is designed to introduce students to the basic terminology, theories, research and topics studied by sociologists. More specifically, students will be introduced to the relationship between the individual and society; how social structures, such as organizations, family, the mass media, etc., shape views, perceptions, and behaviors; and to society's issues and problems. This is a writing credit course with International/Intercultural content. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

**SPC 153 Speech****3 Credits**

This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of speeches in various cultural contexts. Students will also learn to effectively incorporate audio and visual aids/ technologies for effective speeches.

**STR 222 Strategic Management****3 Credits**

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. The course is focused on the information, analyses, organizational processes, and skills and business judgment managers must use to devise strategies, position their businesses, define firm boundaries and maximize long-term profits in the face of uncertainty and competition.

**STA 121 Statistics****3 Credits**

A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software will be required.

**Prerequisite: MAT 111****STA 231 Business Statistics****3 Credits**

This course introduces the techniques used for the visualization of numerical data and descriptive statistics in business. After completion of this course, students will be able to explain how to obtain a suitable sample of business data and evaluate its validity and

reliability for statistical inferences, produce tables and charts to organize and display qualitative and quantitative business data, interpret numerical business data using measures of central tendency and dispersion, apply fundamental concepts probability theory for inferential decision making for business, and perform a linear regression for trend analysis.

**Prerequisites: MAT 111, STA 121**

## **4.2 SCHOOL OF NURSING**

### **Bachelor of Science in Nursing**

#### **4.2.1 RN to BSN Program**

Nexus University's RN to BSN is a uniquely designed program that allows current licensed registered nurses (associate degree or diploma) to earn a baccalaureate degree in nursing in three (3) sequential semesters by attending theory classes in an online format allowing working nurses the flexibility needed to work.

The three (3) semester program awards 36 credits for nursing courses taken during the RN to BSN program with the theory courses delivered in an online instructional format. Thirty-five (35) credits are awarded for nursing courses from a diploma or associate degree in nursing programs and are held in escrow until completion of the RN to BSN program. Forty-nine (49) general education credits can be transferred in or taken at Nexus University. Transfer course work must have a grade of C or better in each course. (If not all program required general education courses, and/or electives are completed, you may be admitted to begin the RN to BSN program; however, successful completion of all program general education courses are required to obtain the BSN degree. Completion of the general education courses while enrolled in the RN to BSN program may prolong the time to degree.)

#### **General Education Courses**

##### **1) Required General Education Courses - Total 39 credits**

- 6 credits of English Composition
- 8 credits Anatomy & Physiology with labs
- 4 credits Microbiology with lab
- 3 credits of College Algebra
- 3 credits of Nutrition
- 3 credits of Human Growth & Development (lifespan)
- 3 credits of Psychology or Sociology
- 3 credits of Statistics
- 3 credits of Chemistry
- 3 credits of Humanities/Fine Arts

##### **2) Elective General Education Courses - Total 10 credits**

Ten (10) credits in approved elective general education courses (a minimum grade of C) must be transferred in from the any of the disciplines.

The RN to BSN program does not prepare graduates for licensure exam as an RN.

Students enrolled in the RN to BSN program are required to maintain a current, unrestricted RN license throughout their program.

### **Essentials of Baccalaureate Education for Professional Nursing Practice**

The program framework is based on the “*Essentials of Baccalaureate Education for Professional Nursing Practice*” (American Association of Colleges of Nursing (AACN, 2008) and prepares the student to focus on the application of clinical reasoning, leadership, communication and collaboration, patient safety, research and evidence-based practice among other relevant topics in the provision of safe, effective and contemporary professional nursing care. The program provides an opportunity for upward mobility as a bachelor prepared registered nurse. The degree and educational program serves as the foundation for graduate studies.

### **Credit Requirements**

Total program credits = 120 semester credits of which:

- a) 49 credits are general education courses.
- b) 35 credits for prior nursing courses held in escrow and awarded upon successful completion of the program.
- c) 36 credits earned at Nexus University (mandatory).

### **4.2.2 PROGRAM OBJECTIVES (LEARNING OUTCOMES PLO's)**

Graduates of the BSN program will:

1. Engage in culturally responsive patient-centered evidenced-based care for professional nursing practice based on foundational and advanced nursing science, current evidence, application of research and other knowledge from other disciplines. (Essentials I, III, & VIII)
2. Apply organizational, leadership and management concepts in practice in order to effect change, identify threats to safety, teach others, and improve healthcare quality and patient outcomes. (Essentials II, IV, & VI)
3. Use health information systems and technology resources to demonstrate integration of knowledge, support lifelong learning, ensure safe practice environments, implement quality improvement initiatives optimize healthcare outcomes and promote patient self-management. (Essentials IV & VI)
4. Use concepts of leadership, autonomy and management to identify effective strategies in policy and regulatory processes to promote health, prevent disease and injury, and improve the healthcare delivery system, the health of the public, and the profession of nursing. (Essentials V, VII, & VIII)

5. Communicate and collaborate effectively respecting dignity, worth, and uniqueness of self and others, to improve care and optimize patient and population health outcomes. (Essential VI)
6. Integrate research findings to provide evidenced-based care, support decision making, and promote safe and ethical nursing practice. (Essentials I, VII & IX)

#### **4.2.3 ADMISSION REQUIREMENTS and PROCESS**

The admission process is the first step toward earning your RN to BSN degree. Please review the requirements for the RN to BSN online program, along with required information for submission and documentation.

##### **Admission Requirements:**

1. Graduate of either an accredited diploma or associate degree in nursing.
2. Current, active and unrestricted professional nursing licensure.
3. Students must submit a current government issued identification.
4. Minimum undergraduate cumulative grade point average (CGPA) of 2.0 (4.0 scale).
5. Applicants with earned credits from a foreign institution of higher education must have their credential and or courses validated, translated and certified by a NACES approved agency.
6. Students who earned a baccalaureate in another language must have the transcript translated in English by a certified translator. Translated copy should be submitted along with original copy.
7. All non-native English speakers are required to submit official TOEFL (Test of English as a Foreign Language) or IELTS (Internal English Language Testing System) results:
  - TOEFL - Must score a minimum of 70 on the IBT (Internet Based test).
  - IELTS – Must score 6.5 or better overall.
8. A total of forty-nine (49) general education course credits with a grade of “C” or higher. (If not all program general education courses or elective are completed, you may be admitted to begin the RN to BSN program; however, successful completion of all program general education courses and electives are required to obtain the BSN degree. Completion of the general education courses while enrolled in the RN to BSN program may prolong the time to degree.)

##### **a. Required General Education Courses – Total: 39 credits:**

- 6 credits of English Composition
- 8 credits Anatomy & Physiology with labs
- 4 credits Microbiology with lab
- 3 credits of College Algebra
- 3 credits of Human Nutrition
- 3 credits of Human Growth & Development (lifespan)
- 3 credits of Psychology or Sociology
- 3 credits of Statistics

- 3 credits of Chemistry
- 3 credits of Humanities/Fine Arts

**b. Elective General Education Courses – Total: 10 credits:**

Ten (10) credits in additional general education courses (a minimum grade of C) must be transferred in from any of the disciplines.

**Admission Process:**

1. Complete the Nexus University application and submit with fee.
2. Submit **Official Transcripts** from all higher education institutions.
3. Submit verification of professional nursing licensure.

This degree does not prepare graduates for licensure as an RN or APRN.

Students enrolled in the RN to BSN program are required to maintain a current, active and unrestricted professional nursing licensure throughout the program.

**4.2.4 Degree Requirement**

To be awarded a BSN degree, a student must have a total of 120 credits, of which 36 credits in nursing were completed at Nexus University and 49 credits in general education may be transferred in. The student is awarded 35 escrow credits for nursing courses from a diploma or associate degree in nursing programs after successful completion of all mandatory courses for a total of 120 credits.

**4.2.5 Satisfactory Academic Standard (SAS)**

**Course Repeat**

Nursing students are expected to maintain a GPA of at least 2.0 throughout the program. In the event a student fails a core nursing class, he/she must meet with the Director of Nursing or an assigned designee to discuss the possible challenges and to plan a way forward. This intervention is required prior to the retake. **Students are only allowed one retake.** If the student fails on the second attempt, he/she will be academically disqualified from the program. **This condition applies even if the student has a GPA that is above 2.0.** If academically disqualified, the student will have to sit out a semester and submit a request for re-admittance to the Director of Nursing through the Registrar. The student will be required to:

- Develop and present to the Director a signed plan of action for program success for approval by faculty.
- Redo the failed class via a one on one with an approved instructor
- Maintain an unencumbered nursing license throughout the period
- Meet/maintain other admissions requirements

**4.2.6 Drug Testing**

The University reserves the right to request a student to undergo drug testing, if his/her behavior appears inconsistent with nursing principles and ethics. Suspicious behaviors may occur in a class, lab, in virtual setting, in any instructor supervised environment off or on campus or in carrying out activities that fulfill any requirement of the degree program. Before



**NUR 413 Health Promotion & Disease Prevention 3 credits**

This course examines health promotion and disease prevention across the lifespan of individuals, families and communities. Students will study ethical principles and decision-making models related to health promotion and disease prevention with an emphasis on patient and public safety, clinical prevention and health care finance. A sample of topics in the course include disaster management; money and payment systems; epidemiology and health promotion strategies. Pre-requisites: NUR 411 & NUR 412

**NUR 414 Health Policy, Finance and Regulatory Environments 3 credits**

The purpose of this course is to provide the student with foundational concepts of healthcare policy, political influences, finance and business practices in nursing and health care. Students will explore the complex processes of patient care services and analyze the implications of healthcare issues relevant to their practice. Students discuss the changing environment of health care systems and the strategies that affect health care policy decisions which shape those systems. Emphasis will be placed on understanding current health care policy issues and how policies drive the economics of the entire health care system.

Pre-requisites: NUR 411 & NUR 412

**NUR 421 Nursing Research 3 credits**

The focus of this course is on the role of the BSN in research and the ability of the BSN to be able to read, critically appraise and synthesize research. The course includes an overview of research methodology and the important concepts used in healthcare when conceptualizing, planning and conducting health disparities research. The course will focus upon practical considerations and examples of survey research, sampling, measurement, and intervention development employed in healthcare settings.

Pre-requisites: NUR 413 & NUR 414

**NUR 422 Information Management & Technology 3 credits**

This course explores using technology to enhance practice and provides an introduction to health care informatics, information management and the regulations and practices related to health care informatics, database management, data quality and systems design. It allows the student to gain knowledge and apply computer technology in the management of patients, families, groups and communities. The role of the BSN as health care practitioner, administrator, educator, researcher and protector of healthcare information is emphasized.

Pre-requisites: NUR 413 & NUR 414

**NUR 423 Evidence-Based Practice 3 credits**

This course focuses on the foundational concepts to improve nursing practice. Students will learn how to formulate a focused clinical question, search and assess the literature, assess the validity of the evidence and apply evidence to achieve best practices to guide practice. Students practice skills in clinical inquiry, application of research methodology and critical appraisal techniques to identify and integrate research findings for best possible practice. Students investigate clinical problems, integrate reliable evidence within their scope of practice and translate research into practice as they examine a current policy or related procedure. Pre-requisites: NUR 421 & NUR 422

**NUR 424      Organizational and Systems Leadership      3 credits**

Students will explore the complex and dynamic health care delivery system and the role of the BSN nurse as a leader. Students will gain skills in leading formal organizations, quality improvement, project management and other relative areas. Topics include maintaining sustainable organizations, leveraging legislative and regulative environments, continuous quality improvement, safety, strategies, promoting systems change, and prudent use of resources. Pre-requisites: NUR 421 & NUR 422

**NUR 431      Public Health & Community Care      3 credits**

Students study the concepts of community and public health nursing with the emphasis on health promotions and primary health care. Key concepts, theories, issues, problems and basic epidemiological principles of public health, community health and global health nursing are analyzed in collaboration with diverse groups. Additionally, the nurse's role in disaster readiness, training and management are discussed. Trends in health care delivery resources are examined along with the sociocultural, political, economic, ethical, and environmental factors that influence community, public and global health decisions. Aspects of care are explored based on a demographic and epidemiological approach as well as building an environmental awareness, acquiring problem solving and clinical thinking skills. Students examine the concepts of community assessment, disease prevention, and health promotion in order to plan, implement, and evaluate interventions for diverse populations. Emphasis is placed upon on health care disparities, vulnerable populations, health promotion across the lifespan, and the implementation and progress of Healthy People 2020 National Health Objectives. Pre-requisites: NUR 423 & NUR 424

**NUR 432      Public Health & Community Experiential      3 credits**

Students apply the concepts of community and public health nursing in the clinical setting with the emphasis on health promotions and primary health care. This course focuses on nursing care designed to prevent and/or reduce risk of disease and injury and promote health and wellness to diverse populations across the lifespan. Students will assess the health needs of a selected community with a focus on health promotion, culture and environment, health behaviors, and health maintenance. Students will visit various community agencies, organizations, homeless shelters, soup kitchens, community government agencies and other community facilities. **Co-requisite: NUR 431**

**NUR 499      Evidence-Based Practice Capstone Project      6 credits**

As a culminating experience, this capstone course provides the opportunity for the student to synthesize information gained in the baccalaureate program educational journey (non-nursing courses and nursing courses) to demonstrate competencies consistent with program outcomes and to refine their nursing practice skills. Students create a culminating project that contributes to nursing practice, uses evidence-based resources, utilizes teaching skills, addresses public health competencies and analyzes how the identified issue and interventions impact the health of the affected population. This final project will be detailed in a final presentation at Nexus University. This course includes 90 hours of documented experience presented in a portfolio and time log. Prerequisites: Completion of Core NUR

# 5 | Financial

## 5. FINANCIAL INFORMATION

### 5.1 PAYMENT OPTIONS

Having a financial plan is very important for the success of the student. Though Nexus University does not participate in the Federal tuition plan, there are several avenues that students can use to pay for the elected program. When requested, the university will work one to one with the student to develop a payment plan that fits the student budget and complies with the university directives and procedures.

Tuition payments and fees are due immediately on the dates listed on academic calendar.

The university only accepts online payments for tuition and fees. Students should make their payments at the MyNexus financial dashboard (<https://nexusu.populiweb.com/router/contacts/people/21672613/financial>). For customized payment accommodations, the student may contact the Bursar's office at: [bursar@nexusuniversity.com](mailto:bursar@nexusuniversity.com).

The following online payment options are available:

- Electronic checks or ACH (automated clearing house) payments.
- Credit Cards such as VISA, Mastercard, Discover and American Express with no credit card convenience fee percentage with a minimum of USD \$15.
- International Payments, VISA only in USD. Payments in currency other than USD may be accepted, request needs to be addressed to: [bursar@nexusuniversity.com](mailto:bursar@nexusuniversity.com). See link to identify if currency is available: <https://stripe.com/docs/currencies>
- Debit Cards will run as credit cards.
- Checks are not available as payment options; however, if student is part of a Tuition Reimbursement Program, External Scholarships or any other program, previously approved by the Bursar's office. The University will charge a \$40.00 fee for return checks.
- Cash is not available as payment options.

The university participates in the following program:

#### Employer Tuition Assistance

The University, within reason, will adjust to the guidelines of employers providing tuition assistance to their employees. Students are responsible for the full cost of the program and must comply with the payment process established under the Employer Tuition Assistance program. The student has seven days after the final grade has posted to remit payment to the University. The University will hold back on any collection's actions during the subsequent session after the unpaid session; nevertheless, if payment is not received during this period, the student will not be allowed to class in the next session until all balances had been paid in full. Students will need to complete a FERPA waiver authorizing the University to remit student's grades to employers.

### Internal Scholarships

The University offers 3 career scholarships equivalent to USD \$7,500 each to eligible students. Scholarships will be disbursed in equal amounts proportionally and per sessions until program completion. Career scholarships will be awarded to eligible students on a first come first served basis. Please see guidelines **here** (link to career scholarship).

The University will also offer Honors Scholarship to only the students that participate in the Dean List (3.5 to 3.7 GPA) and Executive Director List (3.8 to 4.0 GPA).

### External Scholarships

The University will accept external scholarships and internal scholarships as form of payment. Students using national scholarship programs must verify with their sponsor that Nexus University is on their list of preferred educators. Nexus University may follow the sponsor's guidelines to be included in the list of preferred educators. Eligible students may use their employment assistance, career and programmatic scholarships when benefitting from business partnership and articulations agreements.

### Business Partnerships

Nexus University's Learning as a Service Model serves as the platform to partner with employers and institutions interested in up-skill, re-skill and train their employees by promoting workforce relevance and access for all. Employers and employees may be eligible for career scholarships.

### Articulation Agreements

Nexus University's Learning as a Service Model serves as the trampoline to extend and ensure the educational journey of students at postsecondary institutions that are unable to offer a bachelor's degree. Students and staff may be eligible for programmatic and/or career scholarships.

## 5.2 TUITION

The tuition is calculated on a semester credit basis. The tuition for Academic Year 2020–2021 is listed in Table 2.

**Table 2: Tuition for 2020-2021**

<b>Tuition</b>	<b>Undergraduate</b>		
	Bachelor of Science in Business Analytics	RN to BSN	Bachelor of Science in Business Administration (Spanish)
Per Credit	\$200.00	\$250.00	\$200.00

***We strongly recommend that students check the website of the University for updated fees. Tuition and fees may change. Students will be notified of any changes.***

### 5.3 FEES AND OTHER COSTS

Fees (All fees are in U.S. dollars)				
Fees	Amount		Fees	Amount
Application Fee	\$25.00		Return Check Fee**	\$40.00
Technology Fee	\$100.00/Per Semester		Late Add Fee	\$25.00
Graduation Fee	\$50.00		Books***	\$3,200.00
Transcript Fee*	\$15.00 (Each Copy)		Additional Cost*****	\$500
General Education Course	\$450.00(Per Course)			

\* First transcript is provided free of charge.

\*\* Checks are not available as payment option unless previously approved by the Bursar's office.

\*\*\* Estimate based on the books needed per semester at an average market value. Cost may vary.

\*\*\*\* Additional cost may involve any miscellaneous expenses.

#### Application Fee

The Application Fee is paid at the time of application and is non-refundable.

#### Technology Fees

Technology fee is payable once per semester at the time the tuition is paid. Technology fee is non-refundable after the add/drop period. Technology fee provides unlimited access to electronic resources including but not limited to LMS (CANVAS), online library, plagiarism checker, proctoring services and MyNexus (Populi).

#### Transcript Fee

Transcript Fee applies only for official transcripts. A student may print an unofficial copy from MyNexus at no charge. The official transcript may be requested electronically or in hard copy. The fee should be paid at the time the request is made at MyNexus financial dashboard. The student may not be eligible to receive an official transcript due to an administrative hold. In that event, the student will be informed, and the official transcript will be issued once the administrative hold is removed from the account; fee will not be refunded.

#### Graduation fee

Graduation fee is payable at the time student completes the program and submits an application for degree conferment which prompts the academic department to conduct a

degree audit. Once the degree audit is completed, the student is confirmed eligible or ineligible for graduation. The original diploma and official transcript will be mailed to eligible students. The fee does not cover any of the cost for participating in commencement activities. Please note that a second diploma cannot be provided; however, additional transcripts may be requested.

#### Late Add Fee

Student must send a request to add a class after the Drop/Add period to the Registrar at: registrar@nexusuniversity.com. This request will be approved or not approved by the Academic Department. If a course is approved after the Drop/Add period, students who wish to add a new class after the Drop/Add period are required to pay the additional fee of \$25.00. However, Late Add is not allowed after three weeks of the start of the session.

## Appendix A

### **Brown, Dr. Ludella**

- Doctor of Nursing Practice from Georgia Southern University
- Post-Masters Certificate in Family Nurse Practitioner from University of Mass-Boston
- Master of Science in Nursing from Armstrong Atlantic State University
- Master of Public Health from Armstrong Atlantic State University
- Bachelor of Health Science from Armstrong Atlantic State University
- Associate of Science in Nursing from Armstrong Atlantic State University

### **Canas, Dr. Carlos**

- Doctor of Mathematics and Statistics from University of Miami
- Master of Science in Mathematics from University of Florida
- Bachelor of Engineering-Electrical and Electronics Engineering University of Florida
- Bachelor of Engineering-Computer Engineering from University of Florida

### **Cerilo, Dr. Perlita**

- Doctor of Nursing from University of Phoenix
- Master of Science in Nursing from University of Phoenix
- Master of Science in Health and Services Administration from Nova Southeastern University
- Bachelor of Science in Nursing from University of Santo Tomas Manila

### **Chou, Jose**

- Master of Business Administration from University of Texas
- Master of Science in Biotechnology from University of Texas
- Master of Science in Cell and Molecular Biology from University of Texas
- Bachelor's degree in Biology from University Peuana Cayetano Heredia

### **Day, Claritza**

- Post-Master Certificate, Information Technology, from The University of North Carolina
- M.A., Liberal Studies, from The University of North Carolina
- B.S., Interdisciplinary Studies, Management Information Systems, from Winston-Salem State University.

### **Deloach, Dr. Tiffanie Steward**

- Ph.D. in Organization and Management from Capella University
- MS in HR Management from Lincoln University
- MS in Finance from Lincoln University
- BA in Communication from Cheyney University

**Diaz, Gustavo A.**

- Master of Arts, Applied Mathematics from The Pennsylvania State University
- Master of Engineering, Industrial Engineering & Operations Research from The Pennsylvania State University

**Erazo, Hugo**

- Master of Business Administration: focus Economics, Texas A&M University-Commerce
- Bachelor Management form Midwestern State University
- Bachelor Business Administration from Universidad Católica de Honduras

**Funes, Dr. Nelson**

- PhD in Public Policy & Administration (ABD) from Walden University, Emphasis on Management and Leadership
- Master's in economics from California State Polytechnic University, Emphasis on Economic Planning and Development
- Bachelor's degree in Business Administration from California State Polytechnic University, Emphasis on Operation Management

**German, Ernesto**

- Capital Markets Certification, from IESA-Venezuela
- Master's in Business Administration, Certification in Marketing and Sales, from IESA-Venezuela
- Master in Sulzer Rüti Machinery, from Sulzer Textilmaschinen Institute, Switzerland
- Thermoplastics Engineering Technology, from TtC Ten Cate, Holland
- B.S. in Mechanical Engineering, from Boston University.

**Gonzalez, Ana M.**

- PhD in Health Sciences, Nova Southeastern University
- Master's in public health, Florida International University
- Bachelor's in psychology, Florida International University

**Hansen, Keith**

- Master of E-Learning from Saginaw Valley State University.
- Bachelor of Science in Computer Science from Central Michigan University

**Hughes, Dr. Ralph**

- Doctor of Strategic Leadership (DSL) from Regent University
- Certificate of Advanced Graduate Studies, Strategic Leadership from Regent University
- Master of Science, Organizational Leadership from Mercy College
- Bachelor of Science, Organizational Management from Nyack College

**Isacson, Michelle**

- Post-Master Certificate in Nursing Practitioner from South University
- Master of Science in Nursing from Loyola University
- Bachelor of Science in Nursing from Saint Louis University
- Bachelor of Science from University of Missouri

**Kalam, Dr. Dennis**

- Ph.D. in Leadership in Corporate and Organizational Management from Lynn University.
- Master of Business Administration from Nova Southeastern University.
- Master of Science in Criminal Justice from Nova Southeastern University.
- Bachelor of Science in Business Administration from Nova Southeastern University

**Lawson, Joanne**

- Master of Arts in Mathematics from Arkansas State University
- Bachelor of Arts in Mathematics from Arkansas State University
- Associate of Arts from East Arkansas Community College

**Lopez, Richard**

- Master of Arts in English from National University - California
- Master of Film Studies from National University - California

**Mikkelsen, Jorge Luis Benavides**

- Master in Banking and Finance from University of Lima
- Bachelor's degree in Economics from University of Lima

**Miller, Lisa**

- Doctor of Management in Organizational Leadership from University of Phoenix
- Master of Art in Organizational Management from University of Phoenix
- Bachelor of Science in Psychology with a pre-law minor from The University of Arizona

**Mirabile, Dr. Hector**

- PhD in Organization and Management from Capella University
- MBA from Barry University

**Mora del Valle, Claudia**

- Ph.D. in Sociology, Northeastern University, Boston
- Master of Arts in Sociology, Northeastern University

**Naranjo, Enid M.**

- Juris Doctor from Inter American University of Puerto Rico
- Bachelor's Degree – History Major from University of Puerto Rico

**Owusu, Dr. Theo**

- Doctor of Science in Information Systems and Communication from Robert Morris University.
- Master of Science in Internet Information System from Robert Morris University
- Bachelor of Science in Information Sciences from Robert Morris University

**Reed, Dr. Metichico**

- PhD in Nursing and Administration from William Carey University
- Master of Science in Nursing from Walden University
- Master of Science in Nursing Education from Western Governor University
- Bachelor of Science in Nursing from Western Governor University

**Salas-Amaro, Dr. Armando**

- Doctor of Business Administration from University of Phoenix.
- Graduate Certificate in Accounting from University of Phoenix.
- Master of Business Administration from St. Thomas University.
- Bachelor of Business Administration from Florida International University.
- Associate of Arts in Business Administration from Miami-Dade College.

**Shaw, Lucinda**

- Master of Science Nursing from Clarkson College
- Bachelor of Science in Nursing from University of Memphis
- Associate Degree in Nursing from University of Memphis

**Stone, Dr. Sherry**

- Doctor of Nursing Practice from American Sentinel University
- Master of Science in Nursing from Western Governors University
- Bachelor of Science in Nursing from Old Dominion University
- Associate of Science in Nursing from Patrick Henry Community College

**Vegas, Sofia Pichihua**

- Master in Communications from Pontificia Universidad Católica del Perú
- Master's in digital journalism from University of Alcalá
- Bachelor in Journalism from Pontificia Universidad Católica del Perú

**Vera, Jose**

- Master of Psychology from University of San Martin de Porres.
- Bachelor's degree in psychology from University of San Martin de Porres

**Williams, Dr. Uzell**

- Doctorate in Business Administration from Argosy University
- Master of Science in Accounting from Nova Southeastern University.
- Master of Business Administration in Finance from Nova Southeastern University.
- Bachelor of Business Administration from Northwood University

## NEXUS UNIVERSITY – CATALOG ADDENDUM

2020-2021 Undergraduate Catalog, March 2021, Volume 3.

*(This addendum will be for an additions to the Undergraduate Catalog)*

**Prior Learning Assessment:** this section will be adding to the undergraduate catalog, under Policies and Procedures section

### 3.9 PRIOR LEARNING ASSESSMENT

This is an assessment of a student's work experience and training that has resulted from outside the traditional classroom attendance.

To obtain the Prior Learning Assessment Packet, the student may contact Academics at [academics@nexusuniversity.com](mailto:academics@nexusuniversity.com).

#### **Criteria for Prior Learning Assessment Credits:**

The following criteria are applied to the evaluation of Prior Learning Assessment credits:

- To obtain Prior Learning Assessment, the student must develop a Portfolio which is a collection of various documents including but not limited to a resume, descriptive essay, and supporting evidence. These documents will provide information from your prior job, volunteerism, military, corporate training, or other relevant experience aligns. The essay will provide how these documents align with the learning objectives of specific academic course or courses.
- Complete Nexus University's admission application and be admitted as a student in a degree seeking program.
- Successfully complete at least one 3-credit hour course with a grade of C or better at Nexus University before submitting the Portfolio for Prior Learning Assessment.
- Be currently attending at least one 3-credit hour course in the semester that the Portfolio is submitted for Prior Learning Assessment.
- Review the directions for completing the Portfolio for Prior Learning Assessment.

#### **Process for Prior Learning Assessment Credits:**

- 1) Complete the Prior Learning Assessment Application
- 2) Documents required for supporting evidence:
  - a. Letter from employer/supervisor who can document work experience **OR** Certificate for any training or continuing education (including hours and topics documented)
  - b. Current Resume
  - c. Essay that includes the following information:
    - i. Student's educational goals (At least two (2) goals).
    - ii. Short description on how the course will help obtain each of the educational goals.
    - iii. Description on how the supporting documents relate to the course being petitioned for credit.
    - iv. Signature of the student.

- d. Job description(s) relevant to the course being petitioned for credit (only if is applicable).
- e. Supervisor letter of recommendation and/or evaluation Committee/volunteer minutes, as applicable

### **Appeals for Prior Learning Assessment Credit**

The applicant may appeal the decision of transfer credit approval as per the following:

- The student must petition the Vice Chancellor of Academic Affairs in writing within 10 days of the ruling on the credit transfer request.
- The Vice Chancellor of Academic Affairs will review the petition and may request additional information and/or interview with the student to assist in the appeal process.
- The Academics Vice Chancellor will confer with the director of the relevant school as part of the decision process. This will be completed in 15 days at most.
- A final response to an appeal shall be rendered by the Vice Chancellor of Academic Affairs within 30 days of receipt of the appeal request.

**“PRIOR LEARNING ASSESSMENT DOES NOT APPLY TO THE CORE COURSES FOR THE NURSING PROGRAMS”.**

**“PRIOR LEARNING ONLY APPLIES AT THIS TIME TO THE UNDERGRADUATE PROGRAM IN BUSINESS”.**

**“IT IS IMPORTANT TO NOTICE THAT STUDENTS MAY NOT EARN GRADUATE PLA CREDIT FOR CAPSTONE COURSE”.**

Location: 111 NE 1st Street, 3rd floor  
Miami, FL 33132

Phone: 1-800-758-0100

Email: [info@nexusuniversity.com](mailto:info@nexusuniversity.com)

Website: [nexusuniversity.com](http://nexusuniversity.com)