



**NEXUS**  
UNIVERSITY

# UNDERGRADUATE CATALOG 2023-2024 VOLUME 6

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.

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

## INSTITUTIONAL HISTORY

Three decades ago, Universidad Mayor (UMayor) began contributing to the development of its native country Chile through the creation of educated, innovative professionals, and entrepreneurs. During these 30 plus years, UMayor has sustained growth, innovation, and leadership in higher education.

In 2005, UMayor began the international accreditation process with the recognized North American accreditation agency, Middle States Commission on Higher Education (MSCHE). In 2010, Universidad Mayor satisfactorily met all eligibility requirements and standards required of universities in the United States and became the first Chilean university to prove its quality under international standards. In 2015, the MSCHE reaccredited UMayor for 10 years. These achievements reaffirmed UMayor's commitment to delivering educational excellence, with the highest national and international quality standards.

Based on these affirmations, Universidad Mayor established Nexus University in Miami, Florida as a branch campus in July 2017. Nexus University was approved and licensed by Florida's Commission on Independent Education (CIE) to offer both undergraduate and graduate programs in the fields of business and healthcare.

Nexus University is a student-centric, higher education institution that educates students by integrating academic excellence, innovation, and service-learning into the curriculum. Students learn skills and competencies to engage with culturally diverse local and global communities and acquires knowledge to impact positive change within our society and the country.

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# 1 | General Information

# 1. GENERAL INFORMATION

## 1.1 CONTACT INFORMATION

**Name:** Nexus University

**Corporate Name:** Nexus Education, Inc.

**Address:** 100 East Dania Beach Blvd, Dania Beach, FL 33004

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

**Phone:** 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 9:00 a.m. until 5:00 p.m. EST (Eastern Standard 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 contributes 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 on academic excellence within an institutional culture of a dynamic approach to education and a student-centric philosophy that encourages engagement with culturally diverse local and global communities.

### 1.4 NON-DISCRIMINATION STATEMENT

Nexus University does not and shall 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, 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 American society. The University recruits, hires, promotes, educates, and provides services to people solely on 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 all policies and procedures with regards to the disabled, women, veterans, and all other minority groups.

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

## **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 that make decisions about their behavior with moral integrity, rectitude, honesty, responsibility, respect for oneself, respect for others, and assuming 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 prevent all negative impacts on 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 do more than educate and be educated; it implies promoting the formation of individuals who are committed to the development of the community and the country.

#### **Beginning**

Maintain and strengthen an identity around:

- **Academic Freedom**

Adherence to the autonomy, the freedom of teaching and intellectual discourse, 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

- **Collaboration:** Graduates will be skilled in forming and sustaining diverse teams to maximize resources that profit their organizations and communities.
- **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.
- **Critical Thinking:** Graduates are enabled to analyze and synthesize complex information to solve multi-dimensional problems.
- **Research and Data Interpretation:** Graduates will become skilled researchers able to seek, find, use information, and determine validity and reliability of information.
- **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.
- **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.

**The Accreditation Commission for Education in Nursing (ACEN)  
Disclosure of Information (ACEN Policy #9)**

**The Baccalaureate nursing program at Nexus University located in  
Miami, Florida is accredited by the:  
Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000**

**The most recent accreditation decision made by the ACEN Board of Commissioners for the RN to BSN nursing program is Initial Accreditation.**

**View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.html> inks to an external site.**

### **1.9 LICENSING**

Nexus University is licensed by the Commission for Independent Education (CIE), 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’s 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 Sur Inversiones, Inc. a Delaware Corporation owned by the Chilean Educational Corporation 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 agreement # 068/96. The University is registered in the United States as Nexus University, 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 for Universidad Mayor**

Juan Francisco Varela Noguera – Chairperson (President)  
María del Pilar Vergara Tagle – Vice Chairperson (Vice President)  
Bartolomé Santiago Blanche Reyes  
Rubén Fernando Covarrubias Giordano  
Kenneth Grant Maclean Luengo  
Cristina Delgado Torres  
Erich Reñaldo Villaseñor Maldonado

### **Universidad Mayor Administration**

#### **Dr. Patricio Manque**

President (Rector) - Universidad Mayor

#### **Mg. Hector Meyer**

Provost (Pro-rector) - Universidad Mayor

#### **Dr. Nicolás Ocaranza**

Vice President (Vice Rector) for Academic - Universidad Mayor

#### **Dr. Nicole Trefault**

Vice President (Vice Rector) for Research - Universidad Mayor

#### **Dr. Andres Gomberoff**

Vice Chancellor of Links with the environment, extension and communications –  
Universidad Mayor

#### **Dr. Mario Herane**

Vice Chancellor for Global Affairs and Development- Universidad Mayor

#### **Gonzalo Berdugo**

Regional Vice Chancellor – Universidad Mmayor- Sede Temuco

#### **Maria Fernanda Badrie Awad**

General Secretary - Universidad Mayor

### **Nexus University – Administration and Staff**

#### **Dr. Mario F. Herane**

Chancellor

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

Doctor in Business Administration – University of Liverpool, U.K

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  
Certified Higher Education Professional (CHEP) in Excellence in Leadership - CECU

**Dr. Janie Bailey**

Vice Chancellor of Academic Affairs  
Director of School of Health Science and Nursing  
[jbailey@nexusuniversity.com](mailto:jbailey@nexusuniversity.com)

Ph.D. in Education, specialization in Nursing Education – Capella University, MN  
Master of Science in Nursing, emphasis in Nursing Education – Clarkson College, NE  
Master of Science in Educational Administration and Supervision - University of Memphis  
Bachelor of Science in Nursing - University of Memphis, TN

**Carolina Alfaro**

Vice Chancellor of Administration  
[carolina.alfaro@nexusuniversity.com](mailto:carolina.alfaro@nexusuniversity.com)  
[bursar@nexusuniversity.com](mailto:bursar@nexusuniversity.com)

Bachelor of Science in Industrial Engineering – Universidad Católica de la Santísima Concepción

**Natalia Robles**

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

Bachelor in Management/Marketing – Innova College, Miami  
Bachelor of Science in Economics – Universidad Pontificia Bolivariana, Columbia

## **1.12 NEXUS UNIVERSITY COUNCILS**

### **Executive Council**

The Executive Council provides oversight and authority over the University. The Council is composed of direct reports of the Chancellor and meets monthly or as needed to create, maintain, and review all policies and procedures for Nexus University including but not limited to the areas of operations, student affairs, academics, and admissions, as well as program and curriculum development, marketing, and finance including budget. In addition, the Council will discuss issues and identify emerging threats, opportunities, and changes of industry policies and legislations that impact the University. The Council will also consider any academic and operational issues that may be suggested by all Councils that are consistent with the mission of Nexus University. Nexus University’s 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 Chancellor will chair and set the agenda for the Executive Council. Members of the Executive Council may submit items to be added to the agenda prior to or during the meeting as needed. The agenda may include monthly standard items. The Chancellor, or his/her designee, 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 Chancellor will have the tie breaking vote. 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 emerging academic issues. The Academic Council will provide information to the Executive Council on the maintenance, development, and/or revisions in academics. Nexus University's mission is the foundation upon which all decisions will be made in connection to academics. The Vice Chancellor of Academics, or his/her designee, will chair the Academic Council. An agenda will be provided to all members at least two days prior to the meeting and minutes will be taken at all meetings.

### **Student Affairs Council**

The Student Affairs Council's 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, and registrar. Other members may be included as needed. 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. The Student Affairs Council will provide information to the Executive Council for maintenance, development, and/or revisions within the Student Affairs area. Nexus University's mission is the foundation upon which all decisions will be made in connection to Student Affairs. The Coordinator of Student Services, or his/her designee, will chair the Student Affairs Council. An agenda will be provided to all members at least two days prior to the meeting and minutes will be taken at all meetings.

### **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's time during the meetings, and adhere to the prescribed agenda. The mission of Nexus University is the foundation upon which all decisions will be made. The Faculty Council will consist of full-time faculty members and will be chaired by an elected full-time faculty member and guided by the Vice Chancellor of Academics or his/her designee. An agenda will be provided to all members at least two days prior to the meeting and minutes will be taken at all meetings.

## **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 2023-2024 Undergraduate Catalog.

### **1.14 ACADEMIC PROGRAMS**

Nexus University has identified the education opportunities of South Florida communities 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 2023-2024 academic year.

Bachelor of Science Degree in:

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

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

### **1.15 PHYSICAL FACILITIES**

Nexus University 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 University's internet by logging in with their Username and Password.

#### **Computer Lab**

Students may reserve to use the computer lab at any time for school related activities during open hours of the University.

#### **Study/Conference Rooms**

Students may reserve a study room during open hours of the University. These rooms also support students working in teams who need a place to hold discussions.

#### **Health Assessment Labs**

The health assessment lab may be used by students under supervision of faculty for the purpose of meeting curriculum requirements during open hours of the University. Reservations are required.

#### **Student Lounge**

The local campus provides students 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. This area may be used during open hours of the University.

### **1.16 HEALTH AND SAFETY REGULATIONS**

The campus meets all the required health and safety regulations as established by the City of Dania Beach 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, biographies, case studies, peer-reviewed scholarly journals, databases with various reference books and textbooks, and multiple search engines. 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**

My Nexus is a web-based software management platform that Nexus University uses to keep academic and financial records. Students have access to check their records at any time. My Nexus is designed to keep information secure and confidential for the University and for the students. Students can log in to this portal through their MyNexus account.

### **1.19 TECHNICAL SERVICES**

#### **My Nexus**

Email: [support@populiweb.com](mailto: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](mailto:support@unicheck.com)

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

#### **Honorlock**

Email: [support@honorlock.com](mailto: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.

Chat with Canvas Support (Students)/Canvas Support Hotline: +1-844-569-2056

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

#### **Technical Support for Nexus University**

Eisner Amper Digital

Phone: 954-779-6510

Hours: 24x7 Workstation & Server Monitoring

## 1.20 ACADEMIC CALENDAR AND HOLIDAYS 2023 – 2024

### ACADEMIC CALENDAR 2023-2024

FALL SEMESTER: 09/04/2023 – 12/24/2023			
Session	DATES	**Add Drop End Date	GRADES DUE
Session I	09/04/2023 - 10/29/2023	09/10/2023	10/31/2023
Session II	10/30/2023 – 12/24/2023	11/05/2023	12/26/2023
BREAK: 12/25/2023 – 01/07/2024			
SPRING SEMESTER: 01/08/2024 – 04/28/2024			
Session	DATES	**Add Drop End Date	GRADES DUE
Session I	01/08/2024 – 03/03/2024	01/14/2024	03/05/2024
Session II	03/04/2024 - 04/28/2024	03/10/2024	04/30/2024
BREAK: 04/29/2024 – 05/05/2024			
SUMMER SEMESTER: 05/06/2024 – 08/25/2024			
Session	DATES	**Add Drop End Date	GRADES DUE
Session I	05/06/2024 – 06/30/2024	05/12/2024	07/02/2024
Session II	07/01/2024 – 08/25/2024	07/07/2024	08/27/2024
BREAK: 08/26/2024 – 09/01/2024			

*“At the end of each session, if a student complies with the academic curriculum, the graduation process will be carried out.”*

### HOLIDAYS 2023-2024

HOLIDAYS 2023	DATES
Labor Day	September 4 <sup>th</sup>
Columbus Day	October 9 <sup>th</sup>
Thanksgiving Day / Day after Thanksgiving	November 23 <sup>rd</sup> & November 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>

HOLIDAYS 2024	DATES
New Years	January 1 <sup>st</sup>
Martin Luther King’s Day	January 15 <sup>th</sup>
Memorial Day	May 27 <sup>st</sup>
Juneteenth Day	June 19 <sup>th</sup>
Independence Day	July 4 <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' aims are to maximize the 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 Services advances student development and learning; fosters community engagement; promotes diversity, inclusion, and respect; and empowers students to thrive. Student Services also handles such matters as complaints, disciplinary actions, and appeals. Please contact our Student Services Coordinator at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

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

Students with course grades of C or a low GPA (Cumulative GPA 2.0 or less) are at risk to their academic standing. Student Services can identify and secure resources that can help the student succeed. This support includes, but is not limited to tutoring, writing skills, and conference with academic personnel. Students are encouraged to self-determine their risk level and reach out to Student Services for support early before their grades suffer. Student Services may be contacted at: [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

### **Tutoring**

Nexus University offers tutoring if requested, based on availability of instructors. Student Services, upon receiving the request from the student, will contact 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. The Computer Lab must be reserved and is available during opening hours of the University.

### **Online Instructional Materials**

Nexus University provides students with access to the online orientation, Canvas, Virtual Library, and other instructional materials as identified for the course. Students are encouraged to utilize these tools.

Contact the Nexus University's Student Services for more information by emailing Student Services at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

### **Workshops and Orientations**

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

### **Student ID**

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

### **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 extracurricular 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 [academics@nexusuniversity.com](mailto:academics@nexusuniversity.com)

### **Student Financial Aid Advisement**

Students who seek financial aid advisement are encouraged to contact the Vice Chancellor of Administration at [bursar@nexusuniversity.com](mailto:bursar@nexusuniversity.com) or [carolia.alfaro@nexusuniversity.com](mailto:carolia.alfaro@nexusuniversity.com)

### **Student Personal Advisement**

Students who seek personal advisement are encouraged to contact Student Services at [stuservices@nexusuniversity.com](mailto:stuservices@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 equally 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 procedure for accommodation requests allows for an interactive process whereby the following occur:

- A request for accommodation is made.
- The appropriate documentation is provided to support the disability and the requested accommodation; and
- Reasonable accommodation is provided, if appropriate.

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

- **Students**
  - To request accommodation under the ADA, students must file an application with the OFFICE SERVING STUDENTS WITH DISABILITIES on their campus.
- To request an application, please send an email to the Student Services Department, at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)
- Requests for accommodation 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.
- 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.
- 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.

- 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 accommodations 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.
- Students are expected to discuss with their instructors the need for accommodation in their respective courses. Faculty members are expected to discuss such matters privately and maintain confidentiality.
- 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.
  - 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.
- 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.
- 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 require an academic unit to make a program modification that would fundamentally alter the nature of its academic program.
  - 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.

- 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.
- 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.

- **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's ADA Coordinator will refer complaints to the appropriate University office for investigation.

- **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:

- Has a physical or mental impairment, which substantially limits one or more major life activities.
- Has a record of such an impairment.
- 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 accommodation 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 accommodation.

### **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 accommodation 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. Access to the University itself is restricted.

The Learning Management System (canvas) 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 University and all steps are taken to ensure that the risk of a 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 environments 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 Student Services Department, at [stuservices@nexusuniversity.com](mailto:stuservices@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 Alvarez,

Title IX Coordinator located at 100 East Dania Beach Blvd, Dania Beach, FL 33004, [stuservices@nexusuniversity.com](mailto:stuservices@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 grievance proceedings 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, or 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:

1. making sexual propositions or pressuring students for sexual favors.
2. touching of a sexual nature.
3. writing graffiti of a sexual nature.
4. making via electronic means, displaying, or distributing sexually explicit drawings, videos, pictures, or written materials, in any manner or through social media.
5. performing sexual gestures or touching oneself sexually in front of others.
6. telling sexual or dirty jokes.
7. 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:

1. 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
2. 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.
- A 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.

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 Chancellor 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 the 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 accept it in part, 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, or 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:

1. Providing an effective escort to ensure that the Complainant can move safely between classes and activities.
2. Ensuring the Complainant and Respondent do not share classes or extracurricular activities.
3. Providing comprehensive, holistic victim services including counseling and academic support services, such as tutoring.
4. 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, the 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:

1. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. 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.
3. 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 local 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 as a Service Model (Laas)**

Nexus University provides its students with the option to earn their degrees online. The classes are both synchronous and asynchronous thus giving students the flexibility to choose. We believe students should receive effective support from 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 may use this format to support those courses that require a clinical/practicum, and/or project to fulfill parts of the course curriculum. The clinical/practicum may sometimes be hosted at various 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. Distance education offers students the opportunity to complete their degrees exclusively online through use of a Learning Management System (LMS). This LMS allows students to receive notifications, submit paperwork, and interact with the learning materials from their computers. Nexus University's LMS is Canvas.

Students participate in asynchronous online courses 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 PROJECT/CLINICAL/PRACTICUM (HANDS-ON LEARNING)**

Some programs have a clinical/practicum/project component which gives students an opportunity to apply the knowledge they gained in class thus fulfilling the hands-on requirement of the curriculum. Clinical/practicum sites may be pre-determined by the University but in some situations, students may have the option to suggest a clinical or practicum site they would like to



use. Students are able to use the Health Assessment Lab for learning opportunities as supervised by the faculty, in keeping with course requirements. The use of the Health Assessment Lab must be scheduled.

## 2.5 ACADEMIC STRUCTURE

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

### 2.5.1. Attendance Policy

Attendance is mandatory at all University courses. To meet requirements for degree completion, students must meet the attendance policy. Attendance is defined as participating in online classes, clinical/practicum experiences, and/or when needed, attending a physical class. Students satisfy course attendance requirements through the activities listed below:

- ***In Person Attendance:*** If on-campus classes are scheduled, students must physically attend the Miami Campus class meetings during the scheduled class and sign the attendance roster.

At this time, Nexus University cannot accept international students on an I-20 Visa. However, when Nexus University is approved to accept international students on an I-20 Visa, the students will be 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 are scheduled physically at the Miami Campus and meet 3 hours per week.

- ***Online Attendance:*** An online student must participate in an activity in Canvas for at least two days per week for attendance. The activity may be one of, or a combination of assignment submissions, or class discussions including the initial discussion post and a response to an instructor's additional question and/or response to a classmate's discussion post, or completion of a quiz/exam or practice problems.

### 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 Vice Chancellor 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, or 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**

The week begins on Monday (Day 1) and ends on Sunday (Day 7). The student's initial response to the discussion question is due by Day 3 (Wednesday), and the student has until Day 7 (Sunday) at 11:59 p.m. (EST) to respond to at least one peer's post and the instructor's additional question.

The response to a peer and the instructor's additional question must be on a different day than the initial post. Therefore, the student will post on at least two different days during the online week.

The student will need to include at least one reference with an in-text citation in all of the student's posts.

The student must use APA format for discussion posts, written assignments, and references. The most current edition of the APA Manual will be used.

## **2.6 CONTENT AND MATERIALS**

The content is selected by subject matter experts in their respective fields, under the direction of Nexus University's 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, revisions and/or modifications may be made to the curriculum.

## **Course Numbering Structure**

Nexus University uses a course numbering system that has a three (3) 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 an “L” at the end of the numbers. Course levels are designated as follows:

1. 000 – 099 Non-credit Courses
2. 100 – 199 Primarily Freshman Courses
3. 200 – 299 Primarily Sophomore Courses
4. 300 – 399 Primarily Junior Courses
5. 400 – 499 Primarily Senior Courses
6. 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 (Canvas), including discussion threads, conferences, and forums. These tools allow students to share their opinions and ideas and allow faculty to respond within twenty-four hours. The interaction between students and faculty provides a collaborative approach to learning and assists in the development and understanding of course content. While using these tools, mutual respect for the opinions of others and differing points of view are upheld. Students and faculty alike are expected to follow the policy of the Non-Discrimination Code of Conduct of Nexus University.

## **2.8 PROGRAM AND CURRICULUM PLAN**

The Curriculum Plan for each program provides the student with the necessary information regarding their academic program and course of study. It provides program length of time and course sequencing.

- **Course Syllabus**

At the beginning of each course, students are provided with a course syllabus in Canvas. The syllabus provides the student with the necessary information regarding the learning objectives, expected outcomes, instructor expectations, grading scale, and evaluation methods.

## **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. The councils are the Executive Council, Academic Council, and Student Affairs Council.

## **2.10 CLASS SIZE**

The maximum limits for classes may vary by school, but there may be a minimum of five students required for the course. However, Nexus University reserves the right to reconsider the number of students required in the course. 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**

Nexus University uses Canvas as the Learning Management System (LMS). This is a web-based software that allows the student to access the 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 is defined as the equivalent of one clock hour (50 minutes) of lecture time with the instructor present and 10 minutes of break per week for 8 weeks.

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

Doctorate degree: Minimum of 36 credits beyond the masters

## **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 University surveys the industry environment to ensure the relevance of course materials and the readiness of students for the work world. The Academic Council meets on a quarterly basis or as needed and considers course feedback from students and faculty, as well as emerging issues. Based on the results of the assessments, revisions and/or modifications may be made to the curriculum or individual course.

### **Student Learning Assessment**

The learning outcome assessment at Nexus University uses both summative and formative forms of assessment, as well as direct and indirect evidence. Summative assessment is implemented at the end of the course of study, for example via comprehensive final exam or paper. Formative assessment involves the evaluation of student learning at various times before the summative evaluation. Evidence for assessment may be direct and/or indirect evidence. Direct evidence may be examples of projects and discussion posts scored with a rubric, papers or assignments scored with a rubric, student portfolios scored with a rubric, pre-post assessments measuring student change over the course or program, and scores on local exams or quizzes. Indirect evidence for evaluation may be examples of teaching evaluations, student course surveys, or course grades. In the student survey, students are asked to rate the effectiveness of the instructor, the content of the class, the success of each learning objective, the impact on their preparedness to address the respective issues in their workplace, and to make any suggestions that they think would help.

All assessment results are presented in aggregate form to the Academic Council for review, discussion, and suggested improvements and then shared with the Executive Council.

### **Student Experience**

The University recognizes that the overall experience of the student with administration, faculty, peers, and the University community affects the learning outcome. Nexus University 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 monthly, quarterly or biannually or as needed. Reports from these meetings are submitted to the Executive 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 oversee the maintenance and performance of the platforms and information security. Below are the technology requirements for our students at Nexus University.

### **Hardware and Peripherals**

1. A processor of 2 GHz or faster
2. 4 GB RAM or greater
3. A high-speed internet connection with a connection speed of 1.5 Mb/s or better.
  1. The use of satellite and cellular connections may result in slowness or errors (timeouts, access problems) when accessing the classroom and course materials.
  2. 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.
4. Monitor and video card with 1024x768 or greater resolution.
5. Keyboard and Mouse is recommended.
6. Speakers/Headphones and Microphone.
  1. A noise-cancelling headset is recommended.
  2. Public access computers may not permit usage of speakers, headphones or microphones.
7. A web camera capable of video web conferencing
  1. Public access computers may not permit usage of web cameras.

### **Software and Applications**

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

**Operating System:**

	<b>MINIMUM</b>	<b>RECOMMENDED</b>
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:**

<b>WINDOWS BROWSER</b>	<b>MINIMUM</b>	<b>RECOMMENDED</b>
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
<b>MAC OSX BROWSER</b>	<b>MINIMUM</b>	<b>RECOMMENDED</b>
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 canvas. Except for extenuating circumstances, challenges with technology are not an excuse for not submitting course work in a timely manner.

## 3 | Policies and Procedures

### 3. POLICIES AND PROCEDURES

#### **3.1 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 be registered 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 a fraudulent document as part of the admissions file, they will not be eligible for refunds and will be banned from re-entering the University.

#### **General Admission Requirements**

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.

- A high school diploma or its equivalent such as GED or an associate or higher degree from a nationally accredited institution or an approved international university/college.
- Students living in the U.S. must provide proof of Florida residency.
- Government-issued picture identification must be submitted with application.
- Application fee of \$25.00 for Florida Resident. This application is not refundable, and application fee of \$150.00 for International Students. This application is not refundable.
- Official Transcripts from High School and/or College if attended.
- Submit original/official transcripts from U.S. institutions. (Transcripts must be appropriately signed, sealed, and mailed directly to Nexus University attention of the Registrar or emailed to [registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com) ).
- Original transcript(s) from international institutions must be sent directly from the international institution to Nexus University in a sealed envelope or emailed directly to the Office of the Registrar at [registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com) .
- International degrees must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). Course-by-course evaluation is not necessary unless the student is trying to transfer courses into a new program.
- 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. The translated copy should be submitted along with the original copy to the Registrar.
- Students who earn their bachelors in a language other than English and have not earned at least 30 college credits in the U.S. are required to sit and submit official TOEFL (Test of English as a Foreign Language) or IELTS (International 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

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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.



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 Vice Chancellor 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.

Only students without a post high school degree will need to submit their high school (HS) 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 University rests with the student.

### **English Language Test Waiver**

Any student who has completed a bachelor's degree 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 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 a 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 Nexus University in a sealed envelope or emailed directly to [registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com) (Office of the Registrar) 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 Office of the Registrar. 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 change in the name, address or identification number of a student or country of residence of the student must be submitted in writing to Nexus University by mailing 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 Services Department at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com)

### 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.

#### Release of Information

Nexus University requires written permission from the student in order to release any information from a student's education record. This is in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

#### Attendance

Please refer to the attendance policy.

#### Class Discussions/Participation

The week begins on Monday (Day 1) and ends on Sunday (Day 7). Your initial response to the discussion question is due by Day 3 (Wednesday), and you have until Day 7 (Sunday) at 11:59 p.m. (EST) to respond to at least one peer's post and the instructor's additional question.

The response to a peer and the instructor's additional question must be on a different day than the initial post. Therefore, students will post on at least two different days during the online week.

Students will need to include at least one reference with an in-text citation in the initial post. All discussion posts must be in APA format using the current edition of the APA Manual (please be sure check for of any additional Instructor requirements for posting).

#### Examinations, Tests and Quizzes

During examinations, tests, quizzes, comprehensive examinations, or other classroom work, no student shall give or receive aid in any way or form not authorized by the instructor.

### **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 is copied, inferred, or summarized from outside sources are correctly cited. Source materials should avoid websites that are not approved by the University (for example: blogs, Wikipedia, Facebook). 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 his/her own work, experiments, drawings, and so forth from his/her own observations. Students may work together as a group only when stipulated by the instructor, but unless stipulated by the instructor, each student is required to submit individual work.

### **3.5 SATISFACTORY ACADEMIC STANDARD**

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

### **Academic Probation**

A student is placed on academic probation (AP) 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 Academic Probation begins 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 the process and to develop a plan of action to improve his/her GPA.

### **Academic Dismissal**

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-admission. The date that Academic Dismissal 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 outlined 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 the Director of the School of Health Sciences and 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 student upon request.

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

A student who wishes to transfer from one program to another must submit a written request to the Office of the Registrar, who will consult with the appropriate department(s) before rendering any decision. Credits earned in the original program may apply to the new program with the approval of the Program Director and Vice Chancellor of Academic Affairs. Academic performance in all undergraduate coursework will be considered in appeals to transfer between programs.

### **3.7 TIME LIMITS**

All coursework and degree requirements for an undergraduate program must be met within ten (10) **years** of enrolling in the first course at Nexus University. The School of Nursing has its own requirement for program completion. Nursing students should refer to the Nursing Program Handbook.

### **3.8 TRANSFER OF CREDITS**

#### **Transfer of Credits.**

Nexus University reserves the right to accept or not accept credits for transfer. Only transfer activity evaluations performed by the Vice Chancellor of Academic Affairs or his/her approved designee are official. Any preliminary reviews by campus personnel or the 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. Please see specific transfer credits related to the Nursing Program.

#### **Criteria for Transfer Credits**

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

- Nexus University accepts college transfer credits from nationally 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 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 grade of "C" or its equivalent.
- The transfer credits must fit into the student's degree plan and must be equivalent to the course.
- Courses must carry at least three semester hours of credit; courses will be transferred as semester credit hours. If quarter hour credits are being transferred, these credit hours must be equivalent to three semester hours.
- Transfer courses should contain a number prefix of 100 or greater, which means they are college-level courses. 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. Courses in a lower level will not be transferred for a higher-level course. (Example: Intermediate Algebra cannot be transferred for College Algebra)

- International transcripts must be evaluated by a professional ~~foreign~~ credentialing 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 evaluation by the NACES agency. 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 University and should notify the Admission’s team of their desire to have their previous courses considered for transfer credit by Nexus University. The Admission’s email address is [admissions@nexusuniversity.com](mailto:admissions@nexusuniversity.com)
- It is up to Nexus University’s discretion for accepting transfer credits.
- Official transcripts must be submitted for review for credit transfer.

### **Credit by Examination**

Nexus University affords 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 Registrar by the end of the student’s first semester, and 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), the American Council on Education (ACE), or the 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

\*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 Vice Chancellor of Academic Affairs and/or Program Director will evaluate the official transcript for transfer credit.
- The Vice Chancellor of Academic Affairs and/or Program Director will notify the Registrar of the decision.

### **Appeals for Transfer Credits**

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 Vice Chancellor of Academic Affairs 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.

### **Transferability of Credits**

The acceptance of credits from Nexus University is at the discretion of the receiving institutions. It is the responsibility of the students 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.**

### **3.9 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:

1. To obtain Prior Learning Assessment Credits, 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.
2. Complete Nexus University's admission application and be admitted as a student in a degree seeking program.
3. 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.
4. Be currently attending at least one 3-credit hour course in the semester that the Portfolio is submitted for Prior Learning Assessment.
5. 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. An essay that includes the following information:
    - i. Student's educational goals (At least two (2) goals).
    - ii. Short description of how the course will help obtain each of the educational goals.
    - iii. Description of how the supporting documents related 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 an interview with the student to assist in the appeal process.
- The Vice Chancellor of Academic Affairs will confer with the director of the relevant school as part of the decision process. This will be completed within 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 PROGRAMS IN BUSINESS”.**

**“IT IS IMPORTANT TO NOTICE THAT STUDENTS MAY NOT EARN PRIOR LEARNING ASSESSMENT CREDIT FOR ANY CAPSTONE COURSE”.**

### **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 program to qualify for the degree. Degrees are conferred and posted on students’ academic records dated the last day of the session 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 of the session in which the student completed the program. The degree granted will print with the program, as well as the specialization.

At the end of each session, if a student complies with the academic curriculum, the graduation process will be carried out.

Students at the undergraduate levels may be eligible to graduate with honors upon earning the following grade point averages (GPA):

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**

Policies and procedures for graduate studies at Nexus University are intended to safeguard the integrity of the degree granted, facilitate student progress toward the degree, and 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.

Students that are located in the United States must complete and submit to the Office of the Registrar the Petition to Graduate form with the \$50.00 graduation fee.

International Students must complete and submit to the Office of the Registrar the Petition to Graduate form with the \$100.00 graduation fee.



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 6 credits or less of completing their program of study 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 specialization/option requirements in their program of study.

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

### **Bachelor of Science Business Administration or Bachelor of Science in Business Analytics**

- 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 (GPA) of 2.00 for the degree program.
- Students must be in good financial standing with the University 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 (GPA) of 2.00 for the degree program.
- Students must be in good financial standing with the Institution at the time of graduation.

The University anticipates graduation ceremonies to be in the spring and fall semester. The actual date and time will be announced. It is Nexus University’s policy that only those students who have fulfilled all academic and non-academic obligations to the University may participate in commencement. Diplomas will be mailed to the student within 6 weeks after graduation.

### **3.12 GRADING SYSTEM**

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

<b>Letter</b>		<b>Minimum Points</b>	<b>Maximum Points</b>	<b>Grade Points</b>
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 be sure to check the specific passing requirements for each course and/or program.

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

Grades of withdrawals (W) and incomplete (I) carry no point value and are not considered when calculating the GPA.

- Course withdrawals (W) within the Add/Drop period are not included in the GPA calculation but are considered a non-completion of attempted coursework.
- Withdrawal after the Add/Drop 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 GPA 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. Incomplete grade (I) grade may become a failing grade (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 GPA.

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 Office of the Registrar. 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 an “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. Students 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):

GPA 3.50 – 3.74

Graduation with High Honor (Magna Cum Laude):

GPA 3.75 – 3.84

Graduation with Highest Honor (Summa Cum Laude):

GPA 3.85 or above

### **3.16 CHANCELLOR’S LIST AND DEAN’S LIST**

The Chancellor’s List and Dean’s List are evaluated after every semester. Only students who completed more than 6 credit hours during the semester may be eligible for either the Chancellor’s List or Dean’s List.

Students who achieve a 3.80-4.0 GPA during a semester will be placed on the Chancellor’s List and it will be noted on the transcript.

Students who achieve a 3.50-3.79 GPA during a semester will be placed on the Dean’s List and 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 may 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 if available. Refunds due to course cancellation are made in full as per current reimbursement policy.

### **3.18 REPEAT COURSES**

The School of Nursing has unique requirements for retaking courses, nursing students should review the Academic policies for Nursing in Section 4 of this Catalog as well as the RN to BSN Program Handbook. In general, undergraduate 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 program of study or a designee prior to the 3<sup>rd</sup> attempt. The third attempt must be on a one-on-one session with an instructor. All attempted credits are noted on the transcript, and the most current grade for the class is used in determining program GPA and assessing Satisfactory Academic Standards (SAS). A student who needs 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 Academic Department.
- Remain enrolled in the original program.
- Retake the class at the earliest time offered and 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 the 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 Vice Chancellor 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 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 his/her first semester at Nexus University may not register for more than 12 credits (6 courses per session).

### **3.20 ADD/DROP 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 may be considered a withdrawal from the University. Students have an opportunity for a Leave of Absence (LOA) for that session if needed. The authorized Add/Drop period, as published in the Academic Calendar, is seven days (7) 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 an Add after dropping a class. This must be

done within seven days of the start of class. Dropping a class after 7 days is subject to application of the Refund Policy.

Students may be dropped for no activity within the course room after the first week of class.

### **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 may be issued instead of a withdrawal (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 the 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 within seven days of the beginning of the session will be withdrawn based on insufficient attendance (IA).

### **Withdrawal Due to Military Service**

As a courtesy, Nexus University 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 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**

The University will ensure that prospective and enrolled students have the information concerning the refund of tuition paid in the event of add/drop, withdrawal, or dismissal from the program of study. The tuition refund policy shall be made available by publication in the program information brochure and the Undergraduate Catalog.

**Procedure:** In the event a student’s enrollment is terminated, canceled for any reason, or should a student decide to drop one or more courses, the student is entitled to a refund according to the following refund schedule

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the program director cancels the class.
3. Students who withdraw from any or all their courses during the Add/Drop period (seven days after the beginning of the 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 of \$25 or \$150 fee for the international students, not to exceed \$150.
4. The application fee is non-refundable.
5. The student is entitled to a full refund if he or she withdraws within three (3) days after attending orientation and the University tour.
6. If the University does not accept the applicant due to ineligibility, the student will receive tuition reimbursement and refundable fees.
7. Withdrawal after the Add/Drop period, up through 50% completion of the term will result in a prorated charge for tuition, computed on the number of days to the termination date compared to the total number of days in the period. After 50% completion of the term, the tuition is 100% earned by the University.
8. The technology fee is non-refundable after the Add/Drop period.

9. A student who is withdrawn after the Add/Drop period for inappropriate behavior as per the Student Code of Conduct, up through 50% completion of the term will result in a prorated charge for tuition, computed on the number of days to the termination date compared to a total number of days in the period. After 50% completion of the term, the tuition is 100% earned by the University.
10. Termination Date: In calculating the refund due to a student, the student's last date of recorded participation is used in the calculation unless earlier written notice is received.
11. The University's billing office processes all refunds within 30 days of the student's termination date.

### **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/session, 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-admission paperwork and pay the re-admission fee if applicable. Students placed on academic probation (AP) may be eligible to apply for a LOA, but their AP status will remain in effect upon resumption of studies.

### **3.24 RE-ENTRY**

Students returning to Nexus University after being absent for more than three (3) months, but less than 12 months, without having an approved LOA are required to pay the admission fee if applicable and complete re-entry paperwork and submit to the Office of the Registrar and wait to be re-enrolled. Students will commence class whenever the required class is available, preferably in the next academic session. However, 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.

### **3.25 RE-ADMISSION**

Students returning to Nexus University after being absent for 12 months or more 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.

### **3.26 GRADE APPEAL**

If a student receives a final grade in a course that he/she 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, he/she 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 Vice Chancellor of Academic Affairs. In such cases, the Director 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.

### **3.27 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 a 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 (please be sure of any additional Instructor requirements for posting). 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 have occurred, students must meet the deadline indicated by the instructor. 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.

### **3.28 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.

- **Fraud:** Intentional utilization of non-authorized material, information, or studies in any academic activity.
- **Counterfeiting:** Intentional and non-authorized use of information or citation in any academic activity.
- **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.
- **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 citations. The acceptable citation format must follow the Publication Manual of the American Psychological Association (APA). The most current edition of the APA Manual must be used.

#### **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 previously submitted in NUR (Course #) on (date: Month/year).”**

### **3.29 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 University, 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 a 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 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 and/or abuse.
- Refusing to comply with directions of school officials, instructors, administrators, or staff.

A complaint of alleged student misconduct should be filed with the Vice Chancellor 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 Vice Chancellor of Academic Affairs will provide a thorough investigation of the incident and take appropriate actions.

These actions 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 the 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.

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 Undergraduate Catalog.

### **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.

### **3.30 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.

#### **3.30.1 Student Grievance Process**

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 five (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 Office of Student Services at [stuservices@nexusuniversity.com](mailto:stuservices@nexusuniversity.com) . Failure to submit additional documentation will cause the appeal not to be considered.
- When an appeal is received, the Vice Chancellor of Academic Affairs will review the issue with the faculty and others involved and decide within two (2) business days. This decision will be communicated via email and certified mail.
- Any additional action must be submitted to the Chancellor, who reserves the right to make a final decision. A decision will be made 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)  
Florida Department of Education  
325 West Gaines Street, Suite 141 / Tallahassee, FL 32399  
(850) 245-3200

### **3.30.2 Policy for Suggestions and Complaints for Faculty, Administrators, and Other Parties**

If a faculty, administrator, or other parties files a complaint, they shall submit their suggestion or complaint directly to [academics@nexusuniversity.com](mailto:academics@nexusuniversity.com). The resolution of the Academic Compliance Officer may be appealed within five (5) business days to the Academic Council which will be discussed at the next Academic Council meeting. The final resolution will be communicated in writing within five (5) business days after the resolution has been reached.

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

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

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

## **3.31 Non-Degree Seeking Students Policy**

### **Definition**

Non-degree seeking student is defined as a student who seeks to enroll in various general education courses for personal or professional growth but does not plan to seek a degree.

### **Potential Non-Degree Seeking Students**

Potential non-degree seeking students may be students that are:

1. Currently enrolled at another institution but who wish to take courses at Nexus University to transfer back to their home institution.
2. Taking courses for job improvement or personal enrichment.
3. Only allowed to take courses in the certain or approved undergraduate or graduate programs. (Students are not permitted to take any nursing courses as non-degree seeking students.)
4. Full-time or adjunct faculty at Nexus University not seeking a degree or certificate.

### **Information on being a Non-Degree Seeking Student:**

Non-degree seeking students:

1. Do not qualify for scholarships or financial aid.
2. Must maintain a passing grade to be eligible to continue to enroll in additional courses.
3. Must meet course prerequisites, if any, to enroll in online courses.
4. Status does not constitute an automatic admission to a degree program.

### **Maximum Credit Hours Earned**

Non-degree seeking students are:

1. Not permitted to register in more than two online courses at any one time.
2. Only allowed to take or earn up to 15 semester credit hours as an **undergraduate** non-degree seeking student.
3. Only allowed to take one 3-credit **graduate** course as a non-degree seeking student in certain graduate programs. (Must seek approval of the program director.)

4. Required to change their status from non-degree seeking to degree seeking if they would like to continue after obtaining the 15 credits.
5. Not permitted to audit classes.

### **No Credit Hours Earned**

Non-degree seeking students who select the option of No-Credits Hours earned:

1. May take courses just for enrichment or personal interest.
2. Will not need to submit any transcripts.
3. Will need to complete a basic application.
4. May decide to enroll in a program for credit. Then the non-degree seeking student must complete the admission process for that Program and request the courses taken for No Credit be considered for credit applicable to the selected degree program.

### **Admission for Non-Degree Seeking Students**

Non-degree seeking students need to:

1. Complete a basic admission application for Non-Degree Seeking Students.
2. Select one of two options: No Credit Hours Earned or For Credit Hours Earned
3. Submit a letter from their currently enrolled institution saying that the student is in good standing (if applicable).
4. Submit a high school transcript, GED certificate, or college transcript to be eligible to enroll in credit courses as a non-degree seeking student.
5. Submit a non-refundable Application Fee.

### **How to Change from Non-Degree Seeking to Degree Seeking Student**

To change student status from non-degree seeking to degree seeking, the student must:

1. Complete an admission application and select the admission status as degree seeking and identify the program of study.
2. Submit any additional official transcripts from any colleges/universities attended.
3. Adhere to all admissions requirements of Nexus University as identified in the University's Catalog.
4. Complete the request form for all successfully completed courses (a grade of "C" or higher) as a non-degree seeking student to be applied for credit to the degree program.
5. Submit the applicable non-refundable Application Fee.

# 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:

Upon completion of the Bachelor of Science in Business Analytics, students will be able to:

1. Demonstrate a solid understanding of popular data analysis software.
2. Create data analysis programs to find solutions to their organizations' data problems.
3. Create data analysis reports for organizations recommending solutions to their organizations' data problems using advanced technology.
4. Communicate their data analysis findings to their organizations.
5. Serve as an advocate of data analysis design and ethical practice within their organizations.
6. Apply interdisciplinary and analytical skills to address business issues found within an organizational environment.

### **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. Official Transcripts from High School and/or College if attended.
3. 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.
4. Students must submit a current government issued identification.
5. Students must reside in the State of Florida or student living in a foreign country (not approved for I-20 Visa students). (This is an online program only.)
6. Application fee of \$25.00 for Florida Resident. This application is not refundable, and \$150.00 for International Students. This application is not refundable.
7. All non-native English speakers are required to submit official TOEFL (Test of English as a Foreign Language) or IELTS (International 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 if students take 12 credits each semester.*

### 4.1.5 Curriculum Plan

#### Required Courses

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	BIS 124	Computer and Internet Literacy*	3
		BUS 214	Introduction to Business	3
	2	MAT 111	College Algebra	3
		ENG 112	English Composition I*	3
II	1	STA 121	Statistics*	3
		ENG 122	English Composition II*	3
	2	ACC 223	Accounting I	3
		ART 113	Art Appreciation*	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	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 SCI 164L	Earth Science* Earth Science Lab*	3 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 CREDITS</b>				<b>120</b>

\*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.

##### **BIO 144      Biology**

**3 Credits**

A study of the biological principles that apply to all living systems. The course is a survey of living organisms with an emphasis on the human species and its environment.

##### **BIS 124      Computer and Internet Literacy**

**3 Credits**

This is an introductory course in basic computer and internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and

information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.

**BIS 133      Introduction to Information Systems      3 Credits**

This course introduces students to the general purpose of information systems in organizations and their use of personal productivity software. Students will demonstrate tasks in common application software to include word processing, web browsing, spreadsheet modeling, database management, and presentation graphics.

**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.

**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 342      Introduction to SAS Programming      3 Credits**

This course introduces students to SAS Programming. The topics that will be covered in this course include but are not limited to (1) referencing files and setting options, (2) creating list reports, (3) understanding data step processing, (4) creating and managing variables, (5) reading and combining SAS data sets, (6) do loops, arrays, and (7) reading raw data from files. Upon the successful completion of this course, the students should be able to (1) create SAS programs to read data from external files, (2) manipulate the data into variables to be used in an analysis, (3) generate basic reports showing the results, (4) be able to understand and explain results from univariate analyses using proc univariate.

**Prerequisite: STA 121 or STA 231**

**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.

**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**

**ECO 362      Macroeconomics      3 Credits**

This course emphasis is placed on macroeconomic analysis. Areas covered include national income and employment analysis, money and banking, economic growth, and comparison different economic systems, both within developing and developed world economies.

**Prerequisite: ECO 352**

**ENG 112 English Composition I****3 Credits**

This course is designed to introduce students to the writing, reading, and thinking skills necessary for success at the college level.

**ENG 122 English Composition II****3 Credits**

This course is a writing intensive course designed to improve critical thinking, reading, and writing skills. Students develop strategies for turning their experience, observations, and analyses into evidence suitable for writing in a variety of academic disciplines.

**Prerequisite:** ENG 112

**ETH 274 Business Ethics****3 Credits**

The course of business ethics presents several concepts and studies that allow the student to discern which practices are best for the performance of an entire group and organization in a business setting.

**FIN 243 Finance****3 Credits**

Serves as a foundation course in business finance. Provides a conceptual framework for the financial decision-making process and introduces tools and techniques of finance including financial mathematics, capital budgeting, sources of funds and financial analysis. Topics include acquisition and use of short-term and long-term capital; financial markets, institutions and instruments; financial control; time value of money; cash, operation and long-range budgeting; and cost of capital. **Prerequisite:** ACC 223

**HLP 163 Total Wellness****2 Credits**

This course emphasizes the importance of knowledge, attitudes, and practices related to personal and total wellness. This course integrates personal wellness and physical fitness. In addition, current topics such as nutritional needs, disease prevention, and exercise programs are integrated in the course to enable the student to understand the effects of healthy lifestyle choices throughout life.

**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 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**

**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**

## **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 successful completion of the Bachelor of Business Administration program, the students will be able to:

- Apply theoretical principles of business administration to promote organizational productivity in local, regional, and global business environments.
- Apply critical thinking and problem-solving strategies to guide business decisions.
- Communicate in a professional manner to promote teamwork and development of interpersonal relationships.

- Apply foundational concepts of leadership skills to encourage innovation and organizational change within a global business environment.
- Apply various management, marketing, economic, financial, accounting, legal, international business and information system concepts to the global business environment.

#### **4.2.3 Admissions Requirement**

- 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.
- Official Transcripts from High School and/or College if attended.
- 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.
- Students must submit a current government issued identification.
- Students must reside in the State of Florida or student living in a foreign country (not approved for I-20 Visa students). (This is an online program only.)
- Application fee of \$25.00 for Florida Resident. This application is not refundable, and \$150.00 for International Students. This application is not refundable.
- All non-native English speakers are required to submit official TOEFL (Test of English as a Foreign Language) or IELTS (International 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.
3. Submit scores for the TOEFL or IELTS, if applicable.
4. Submit current government ID.

*\*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 for this degree.

*\* Full-time study is completed in 10 sequential semesters. The semesters are fall, spring and summer. Students take 12 credits each semester.*



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MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED”**

**4.2.5 Curriculum Plan** *(Asterisk (\*) indicates General Education Courses.)*

**Required Courses**

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	BIS 124	Computer and Internet Literacy *	3
		BUS 214	Introduction to Business	3
	2	MAT 111	College Algebra*	3
		ENG 112	English Composition I*	3
II	1	STA 121	Statistics*	3
		ENG 122	English Composition II*	3
	2	ACC 223	Accounting I	3
		ART 113	Art Appreciation*	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
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
X	1	HRM 493	Labor Relations	3
		MGT 495	Sales Management	3
	2	HRM 491	Recruiting and Staffing	3
		BUS 499	Capstone Course	3
<b>TOTAL</b>				<b>120</b>

\*General Education Courses

### **Business Administration 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.

#### **BIO 144 Biology**

**3 Credits**

A study of the biological principles that apply to all living systems. The course is a survey of living organisms with an emphasis on the human species and its environment.

#### **BIS 124 Computer and Internet Literacy**

**3 Credits**

This is an introductory course in basic computer and internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.

#### **BIS 133 Introduction to Information Systems**

**3 Credits**

This course introduces students to the general purpose of information systems in organizations and their use of personal productivity software. Students will demonstrate tasks in common application software to include word processing, web browsing, spreadsheet modeling, database management, and presentation graphics.

**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.

**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**

**ECO 362 Macroeconomics****3 Credits**

This course emphasis is placed on macroeconomic analysis. Areas covered include national income and employment analysis, money and banking, economic growth, and comparison different economic systems, both within developing and developed world economies.

**Prerequisite: ECO 352**

**ENG 112 English Composition I****3 Credits**

This course is designed to introduce students to the writing, reading, and thinking skills necessary for success at the college level.

**ENG 122 English Composition II****3 Credits**

This course is a writing intensive course designed to improve critical thinking, reading, and writing skills. Students develop strategies for turning their experience, observations, and analyses into evidence suitable for writing in a variety of academic disciplines. **Prerequisite: ENG 112**

**ETH 274 Business Ethics****3 Credits**

The course of business ethics presents several concepts and studies that allow the student to discern which practices are best for the performance of an entire group and organization in a business setting.

**FIN 243 Finance****3 Credits**

Serves as a foundation course in business finance. Provides a conceptual framework for the financial decision-making process and introduces tools and techniques of finance including financial mathematics, capital budgeting, sources of funds and financial analysis. Topics include acquisition and use of short-term and long-term capital; financial markets, institutions and instruments; financial control; time value of money; cash, operation and long-range budgeting; and cost of capital. **Prerequisite: ACC 223**

**HRM 342 Human Resource Management****3 Credits**

The study of theory and practice of human resource management and its relation to other management functions in business. Attention is focused on the needs of the need of the line managers as well as those in staff positions. **Prerequisite: BUS 341**

**HRM 491 Recruiting and Staffing****3 Credits**

This course will provide an overview of the Human Resource Manager's role in initial staffing for organizations. Topics discussed include the legal implications of equal 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 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**

**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.

**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.

**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, vlogs, 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**

**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.

**MGT 351 Project Management**

**3 Credits**

This course examines methodologies for evaluating large-scale, long-term projects involving numerous economic, financial, social, and environmental factors. Topics covered include basic net present value analysis, life cycle costing, cost-benefit analysis, and other approaches to project evaluation. **Prerequisites: ACC 223, ACC 332, FIN 243**

**MGT 361 International Business**

**3 Credits**

Introduction to theories relevant to conducting business internationally. The course includes an overview of current business patterns and their historical origins; analysis of different social systems as they affect the conduct of business from one country to another; basic assessment of international activities that fall within functional disciplines; and the analysis of alternative ways in which international business may evolve in the future.

**MGT 372      Operations Management****3 Credits**

The study of the problems and methods in planning the efficient utilization of capital, labor, equipment, and materials. Sales forecasting, production planning, production control, scheduling, routing, dispatching, expediting, materials planning, inventory control, capital budgets, and costing are discussed. The application of quantitative techniques in problem solving and decision-making and used to solve case studies.

**MGT 381      Innovation Management****3 Credits**

The emphasis of this course is to give the student a modern perspective to new styles of management. This course tries to nurture a systematic practice in an organization to find and, apply creativity; knowledge, and technology when it comes to managing an organization's resources.

**MGT 491      Small Business Management****3 Credits**

Provides the basic principles of operating and managing a small business. Topics include buying, merchandising, pricing, promotions, inventory management, customer service, location decisions, and planning. Reviews strategic planning considerations relative to operating a small business.

**Prerequisite: BUS 214**

**MGT 495      Sales Management****3 Credits**

This course is an introduction that presents the student with the basic concepts and knowledge that shape the practice of managing sales efforts. The student will be able to explore how sales shape the organization of a business and its established goals.

**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: 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.

**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**

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## 4.3 SCHOOL OF NURSING

### Bachelor of Science in Nursing (RN to BSN Program)

#### 4.3.1 RN to BSN Program

Nexus University's RN to BSN program 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 instructional format allowing working nurses the flexibility needed.

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

- **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
- 1. 3 credits of Statistics
- 2. 3 credits of Chemistry
- 3. 3 credits of Humanities/Fine Arts

- **Elective General Education Courses - Total 10 credits**

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



**The following statement is from the Florida Board of Nursing's website:**

"The Florida Board of Nursing does not regulate post-licensure nursing education programs, for example RN-BSN or other advanced nursing degrees. Please contact the Florida Department of Education for this information. [www.fldoe.org](http://www.fldoe.org)."  
(<https://floridasnursing.gov/?s=post+licensure+nursing+programs>)

**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 serve as the foundation for graduate studies.

**Credit Requirements**

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

**4.3.2 PROGRAM OUTCOMES**

Expected outcomes for graduates of the BSN program will be able to:

1. Engage in culturally responsive patient-centered evidence-based care for professional nursing practice based on foundational and advanced nursing science, current evidence, application of research, and knowledge from other disciplines. (Essentials I, III, & VIII)
2. Apply organizational, leadership, and management concepts in practice in order to effect change, recognize threats to safety, 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 formulate 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 effectively respecting dignity, worth, and uniqueness of self and others to improve systems care and collaboration, and optimize patient and population health outcomes. (Essential VI)
6. Integrate research findings to provide evidence-based care, support decision-making, and promote safe and ethical nursing practice. (Essentials I, VII & IX)

### 4.3.3 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 program.
2. Current, active, and unrestricted professional nursing licensure in the state of Florida.
3. Must be resident of the state of Florida.
4. Must submit a current government issued identification.
5. Minimum undergraduate cumulative grade point average (CGPA) of 2.0.
6. Application fee of \$25.00.
7. Submit original/official transcripts from all U.S. institutions attended. (Transcripts must be sent directly to Nexus University and be appropriately signed and sealed and sent by mail to the attention of the Registrar or emailed to the Registrar at registrar@nexusuniversity.com ).
8. Degrees earned outside the United States must be evaluated by a certified evaluator 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 a 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. The evaluation results must be received by Nexus University in a sealed envelope or emailed directly to the registrar@nexusuniversity.com (Office of the Registrar) from the evaluating service.
9. All non-native English speakers are required to submit official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) results unless the applicant has earned at least 30 college credits in the U.S.
10. Nexus University requires the following scores for the TOEFL and IELTS:
  - 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
11. 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, students may be admitted to begin the RN to BSN program; however, successful completion of all program’s 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) can be transferred in from any of the disciplines.

**Admission Process:**

- Complete the Nexus University application and submit with fee.
- Submit **official transcript(s)** from all higher education institutions.
- Submit verification of current, unrestricted, professional nursing licensure for the state of Florida.

The RN to BSN program 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 license throughout the program.

**4.3.4 Degree Requirement**

To be awarded a BSN degree, a student must have a total of 120 credits, of which 36 credits in nursing are 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 program after successful completion of all mandatory courses for a total of 120 credits.

**4.3.5 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-admission to the Director of Nursing through the Office of 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

**4.3.6 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 requesting the “for cause”

testing, the University will document the specific behavior, have it substantiated by at least one witness and communicate with the student to reiterate the policies regarding drugs and alcohol use. A student may be academically disqualified from the University for violating the policies on drug and alcohol use or for refusing to submit to a “for cause” testing.

#### 4.3.7 RN to BSN Curriculum Plan

##### RN to BSN Curriculum Plan (Full-Time)

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	NUR 411	BSN Nursing Values	3
		NUR 412	Physical Exam and Health Assessment	3
	2	NUR 413	Health Promotion & Disease Prevention	3
		NUR 414	Health Policy, Finance and Regulatory Environments	3
II	1	NUR 421	Nursing Research	3
		NUR 422	Information Management & Technology	3
	2	NUR 423	Evidence-Based Practice	3
		NUR 424	Organizational and Systems Leadership	3
III	1	NUR 431	Public Health & Community Care	3
		NUR 432	Public Health & Community Experiential	3
	2	NUR 499	Evidence-Based Practice Capstone Project	6

##### RN to BSN Curriculum Plan (Part-Time)

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	NUR 411	BSN Nursing Values	3
	2	NUR 412	Physical Exam and Health Assessment	3
II	1	NUR 413	Health Promotion & Disease Prevention	3
	2	NUR 414	Health Policy, Finance and Regulatory Environments	3
III	1	NUR 421	Nursing Research	3
	2	NUR 422	Information Management & Technology	3
IV	1	NUR 423	Evidence-Based Practice	3
	2	NUR 424	Organizational and Systems Leadership	3
V	1	NUR 431	Public Health & Community Care	3
	2	NUR 432	Public Health & Community Experiential	3
VI	1	NUR 499	Evidence-Based Practice Capstone Project	6

## Course Descriptions

### **NUR 411      BSN Nursing Values**

**3 credits**

In this course, students examine concepts germane to the professional practice of nursing. Students survey topics areas relevant to BSN practice focusing on topics that include: professionalism and transformational practice; communication, teamwork and interpersonal relationships; nursing education pathways; effects of culture and diversity on health-care practice; critical thinking and clinical decision making; and ethics and legal considerations of practice. **Pre-requisites: Acceptance into the RN to BSN program**

### **NUR 412      Physical Exam and Health Assessment**

**3 credits**

This course provides the knowledge base and skill set to perform a physical exam and health assessment. Emphasizing the expanded role of the BSN nurse as provider of care employing increased knowledge and skills, students will perform comprehensive health histories, physicals, and psychosocial, developmental, cultural, spiritual, and environmental assessments using specific assessment tools. Students will identify expected findings, identify the presence of alterations, and explore health promotion behaviors. Normal assessment findings, frequently seen variations from normal are discussed. **Pre-requisites: Acceptance into the RN to BSN program**

### **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**





# 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 their elected program. When requested by the student, the University will work one-on-one with the student to develop a payment plan that fits the student's budget and complies with the University's directives and procedures.

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

The University only accepts online payments for tuition and fees. Students should make their payments at the MyNexus financial dashboard using the following link: <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:

1. Electronic checks or ACH (automated clearing house) payments.
2. Credit Cards such as VISA, Mastercard, Discover and American Express with no credit card convenience fee percentage with a minimum of USD \$15.00.
3. 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>.
4. Debit Cards will run as credit cards.
5. Checks are not available as a payment options; unless the 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.
6. 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 been 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 in class the next session until all the balance has been paid in full. Students will need to complete a FERPA waiver authorizing the University to remit student's grades to employers.

## **Internal Scholarships**

### **Career Scholarships**

The University offers various career scholarships throughout the School of Health Science and Nursing and the School of Business. Scholarships will be disbursed in equal amounts per semester and proportionally by session until program completion. Career scholarships will be awarded to eligible students on a first-come first-served basis.

The School of Health Science and Nursing RN to BSN program offers three (3) career scholarships equivalent to USD \$3,000 each to eligible students.

The School of Business Bachelor of Science in Business Administration and Bachelor of Science in Business Analytics offers three (3) career scholarships equivalent to USD \$8,500 to each eligible student.

### **Honors Scholarship**

Nexus University is proud to offer Honors Scholarships. These scholarships may apply to active students starting an undergraduate program in the School of Health Sciences and Nursing or in the School of Business. The Honors Scholarship applies only to students that are listed on the Dean's List (3.50 to 3.79 GPA) or the Chancellor's List (3.80 to 4.00 GPA).

### **Distinction Scholarship**

The University will offer a Distinction Scholarship equivalent to USD \$6,500 to the students that finalized an undergraduate program at Nexus University and were part of the Chancellor's List (3.80 to 4.0 GPA) every semester until the completion of the program. To receive the scholarship, students must apply and be accepted into the Master's program at Nexus University within one academic year of graduation from an Undergraduate program at Nexus University. The scholarship will be awarded and prorated by semester and session.

### **Merit Scholarship**

The University will offer a Merit Scholarship equivalent to USD \$4,500 to the students that finalized an undergraduate program at Nexus University and were part of the Dean's List (3.50 to 3.79 GPA) every semester until the completion of the program. To receive the scholarship, students must apply and be accepted into the Master's program at Nexus University within one academic year of graduation from an Undergraduate program at Nexus University. The scholarship will be awarded and prorated by semester and session.

## **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**

Articulation agreements are essentially a partnership between two institutions to recognize credits toward a degree.

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 2023–2024 is listed in Table 2.

**Table 2: Tuition for 2023-2024**

Tuition	Undergraduate	
	Bachelor of Science in Business Administration	RN to BSN
Per Credit	\$200.00	\$250.00

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

#### 4.1 FEES AND OTHER COSTS

<b>Fees</b>	<b>Amount</b>	<b>Fees</b>	<b>Amount</b>
Application Fee	\$25.00 (Florida Resident Students).	Return Check Fee**	\$40.00
	\$150.00 (International Students).		
	\$50 (DNP)		
Technology Fee	\$100.00/Per Semester – (Florida Resident Students).	Late Add Fee	\$25.00
	\$150.00/Per Semester – (International Students).		
Graduation Fee	\$50.00 (Florida Resident Students).	Books***	\$1,600
	\$100.00 (International Students).		
Transcript Fee *	\$15.00 (Each Copy)	Additional Cost****	\$500
General Education Course	\$450.00 (Per Course)	Course that is approved for in the Prior Learning Assessment Portfolio	\$150.00 (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 service, and MyNexus.

#### **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 official diploma and one official transcript will be mailed to eligible students within six weeks of graduation. 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 for a fee.

### **Late Add Fee**

Student must send a request to add a class after the Add/Drop period to the Office of the Registrar at: [registrar@nexusuniversity.com](mailto:registrar@nexusuniversity.com). This request will be approved or not approved by the Academic Department. If a course is approved after the Add/Drop period, students who wish to add a new class after the Add/Drop period are required to pay the additional fee of \$25.00.

### **Refund Policy**

The University will ensure that prospective and enrolled students have the information concerning the refund of tuition paid in the event of add/drop, withdrawal, or dismissal from the program of study. The tuition refund policy shall be made available by publication in the program information brochure and the Undergraduate Catalog.

**Procedure:** In the event a student's enrollment is terminated, canceled for any reason, or should a student decide to drop one or more courses, the student is entitled to a refund according to the following refund schedule

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the program director cancels the class.
3. Students who withdraw from any or all their courses during the Add/Drop period (seven days after the beginning of the 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 of \$25, not to exceed \$150.
4. The application fee is non-refundable.
5. The student is entitled to a full refund if he or she withdraws within three (3) days after attending orientation and the University tour.
6. If the University does not accept the applicant due to ineligibility, the student will receive tuition reimbursement and refundable fees.
7. Withdrawal after the Add/Drop period, up through 50% completion of the term will result in a prorated charge for tuition, computed on the number of days to the termination date compared to the total number of days in the period. After 50% completion of the term, the tuition is 100% earned by the University.
8. The technology fee is non-refundable after the Add/Drop period.
9. A student who is withdrawn after the Add/Drop period for inappropriate behavior as per

the Student Code of Conduct, up through 50% completion of the term will result in a prorated charge for tuition, computed on the number of days to the termination date compared to a total number of days in the period. After 50% completion of the term, the tuition is 100% earned by the University.

10. Termination Date: In calculating the refund due to a student, the student's last date of recorded participation is used in the calculation unless earlier written notice is received.
11. The University's billing office processes all refunds within 30 days of the student's termination date.

## Appendix A: Faculty Listing

### 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

### Castaneda, Dr. Francisco Enrique

- PhD. in Geography, Specialization in Economic Development from Loughborough University
- Master of Science in Money, Banking and Finance from University of Birmingham
- Master of Business Administration from University de Chile
- Bachelor of Economics from University de Chile

### 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 of Science in Biology from University Peuana Cayetano Heredia

### Diaz, Gustavo A.

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

### Franco, Camilo

- Master in Commercial Management and Marketing
- Specialization in Management for Engineers from Universidad Pontificia Bolivariana.
- Bachelor in Production Engineer from Universidad Eafit.

### German, Ernesto

- Capital Markets Certification, from IESA-Venezuela
- Master 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

- Bachelor of Science in Mechanical Engineering from Boston University.

**Gomez, Andres Felipe**

- Certificate – Social Security and Health from University of Antioquia.
- Bachelor in Law from University of San Buenaventura

**Gomez, Carolina**

- Certificate in breastfeeding and perinatal mental health from Instituto Europeo de Salud Mental Perinatal.
- Breastfeeding consultant from Lactared Organization
- Doula Certificate from Doula Caribe and Clinica la Primavera from Ecuador.
- Bachelor in Dietitian Nutritionist from University of Antioquia.

**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

**Miller, Dr. 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

**Miranda, Julio Claudio**

- Master in University Pedagogy from Universidad Mayor de Chile
- International postgraduate "International training program for trainers in corporate social responsibility" from University of Buenos Aires
- Diploma in Contemporary Political Studies from University of Santiago de Chile
- Bachelor of Bachelor of Accounting and Auditing from University of Santiago de Chile

**Mora del Valle, Dr. Claudia**

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



**Vera, Dr. Jose**

- Doctor in Psychology from USMP
- Master of Psychology from University of San Martin de Porres.
- Bachelor of Science in Psychology from University of San Martin de Porres

**Walters, Nicole**

- Doctor of Nursing Practice in Nursing Leadership from Touro University Nevada
- Post-Masters Certificate in Mental Health Nurse Practitioner from University of Cincinnati
- Master of Science in Nursing Informatics from Excelsior College
- Master of Education from Liberty University
- Master of Arts in Human Services from Liberty University
- Bachelor of Business from Liberty University
- Associate of Science in Nursing from Excelsior College

The background is a solid yellow color. On the left side, there are white decorative elements: a partial circle at the top left, a horizontal line extending from it, and a vertical line extending downwards from the horizontal line. A large white curved line starts near the bottom of the vertical line and curves towards the bottom right corner.

Location: 100 East Dania Beach Blvd  
Dania Beach, FL 33004

Phone: 1-800-758-0100

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

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