GRADUATE CATALOG
2021-2022
VOLUME 4

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

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

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

This graduate catalog is available in print or online.

Published: July 1, 2021
Volume: 4
Academic Year: 2021-2022

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. Students may refer to the Student Handbook for additional information.

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.

TABLE OF CONTENTS

1 | General Information

1. GENERAL INFORMATION

1.1 CONTACT INFORMATION

Name: Nexus University

Address: 111 N.E. 1st Street 3rd Floor, Miami, FL 33132

Email: info@nexusuniversity.com

Phone: 305-5751200 or 1-800-758-0100

Website: http://nexusuniversity.com

Corporate Name: Nexus Education, Inc.

Office of the Registrar
The Office of the Registrar is the administrative department that reports to Academic Affairs and processes and maintains all academic student records.

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

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

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

1.4 NON-DISCRIMINATION STATEMENT
Nexus University does not 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 the American society. The University recruits, hires, promotes, educates, and provides services to persons 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 Coordinator at stuservices@nexusuniversity.com or by calling 305-575-1233.

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 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 covey complex concepts in writing to a diverse audience and communicate effectively leveraging new technologies such as social media, emails and word processing software.

- **Critical thinking**: Graduates are enabled to analyze and synthesize complex information to solve multidimensional 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.

1.9 LICENSING

Nexus University is licensed by the Commission for Independent Education, Florida Department of Education (license #3985). The Commission for Independent Education has statutory responsibilities in matters relating to nonpublic, postsecondary educational institutions. The Florida Commission for Independent Education has licensed Nexus University as an educational facility approved to provide Bachelor's, Master's, and Doctorate 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 Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684;". http://www.fldoe.org/policy/cie/

1.10 STATEMENT OF LEGAL CONTROL

Nexus University is a for-profit organization that is fully owned by Universidad Mayor. Universidad Mayor is a private, nonprofit organization in Chile. On July 4, 1996, it was granted full autonomy by the Chilean Upper Board of Education, according to the agreement # 068/96. 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 Florida Department of Education through the Commission for Independent Education (CIE).

1.11 BOARD of DIRECTORS and EXECUTIVE OFFICERS

Board of Directors

Francisco Varela Noguera
Erich Villasenor Moldonado
Rubén Covarrubias Giordano
Cristian Cortes

Executive Directors-University Authorities

Ruben Covarrubias Giordano
President
rector@umayor.cl

Victor Polanco
Academic Vice President
Victor.polanco@umayor.cl

Patricio Manque
Vice Rector- Research
Patricio.manque@umayor.cl

Hector Meyer
Vice-rector of Quality Assurance & Planning
Hector.meyer@umayor.cl

Mario F. Herane
Vice Chancellor of Development and Management
mario.herane@umayor.cl

Inger Dahl
General Secretary
Inger.dahl@umayor.cl

Administrators /Officers of Nexus University
Mario F. Herane
Chancellor
Mario.herane@nexusuniversity.com
Master of Business Administration - University of Florida, Gainesville
Master of Science in Finance - Florida International University, Miami
Bachelor of Science in Industrial Engineering - Universidad Diego Portales, Chile
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
Ph.D. in Nursing Education – Capella University
Master of Science in Nursing Education – Clarkson College
Master of Science in Educational Administration and Supervision - University of Memphis

Bachelor of Science in Nursing - University of Memphis

Jessica Suito
Vice Chancellor of Finance/Director of Operations
Jsuito@nexusuniversity.com
bursar@nexusuniversity.com

Hernan Chamut
Director of External Relations
hchamut@nexusuniversity.com
Bachelors in Marketing - Universidad del Norte Santo Tomas de Aquino

Natalia Robles
Registrar/University Resource Coordinator
nrobles@nexusuniversity.com
registrar@nexusuniversity.com
Bachelors in Management/Marketing – Innova College
Bachelors of Science in Economics - Universidad Pontificia Bolivariana

Osvaldo J. Acevedo
Student Recruitment Coordinator
oacevedo@nexusuniversity.com
Master of Science in Industrial/Organizational Psychology - Carlos Albizu University
Bachelor of Arts: Psychology - Antillean Adventist University

Maria Luisa Alvarez
Student Services Coordinator
malvarez@nexusuniversity.com
Bachelors of Language– Universidad de la Habana

Sara Manduley
Recruitment Representative
smanduley@nexusuniversity.com

1.12 NEXUS UNIVERSITY COUNCILS
<u>Chancellor's Council</u>
The Chancellor's 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 operations and student affairs' areas, academic and admissions' areas, program and curriculum development, marketing, and finance including budget. In addition, the Council will discuss operational issues and identify emerging threats, opportunities and change of industry policies and legislations that impact the University. The council will also consider any academic and 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 Chancellor's Council. Members of the Chancellor's Council may submit items to be added to the agenda at least one week prior to the meeting. The agenda may include monthly standard items. The Chancellor will share the agenda with the members at least two days prior to the meeting. All members of

the Chancellor's Council will be voting members. In case of a tie vote, the Chancellor will have the tie breaking vote. All minutes will be taken at all meetings.

Academic Council
The mission of the Academic Council is to provide academic oversight that meets regulatory standards and advance student learning. The Academic Council is mainly composed of academic advisors, heads of schools, and faculty. The council will meet quarterly or as needed to create, maintain and review academic policies and procedures, programs and curriculum development, faculty needs, and identify emerging academic issues. The Academic Council will make recommendations to the Chancellor's Council for maintenance, development 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.

Student Affairs Council
The Student Affairs Council mission is to provide oversight for all administrative and support services for students. The Student Affairs Council is composed of selected members from all departments including admissions, finance, academics, registrar and security. The council will meet quarterly or as needed to create, maintain, and review policies and procedures related to admissions, registration, safety and security, community activities, and student advising. The council will develop and maintain support systems and activities that contribute to the general welfare of the campus community as well as identify emerging student affairs' issues. The Student Affairs Council will make recommendations to the Chancellor's Council for maintenance, development 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.

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 consists 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.

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 2021-2022 Graduate Catalog.

1.14 ACADEMIC PROGRAMS
Nexus University has identified the education opportunities of the south Florida community by analyzing the current market demands for highly skilled individuals. In response to these needs, Nexus University will offer the following academic graduate programs in Business Administration and Nursing for the 2021-2022 academic year:

<u>Master of Business Administration</u>
      with concentrations in:
- *Business Analytics*
- *Global Business*
- *Strategic Agility Specialization*
- *Design Thinking for Innovation Specialization*

<u>Master of Science in Nursing – Clinical Nurse Leader</u>
      with specialization in:
- *Healthcare Informatics Nurse Leader*
- *Executive Nurse Leader*

<u>Doctorate of Nursing Practice</u>

1.15 PHYSICAL FACILITIES

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

Classrooms

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

Computer Labs

Students may reserve the use of the computer lab 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 Lab

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 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.

1.16 HEALTH AND SAFETY REGULATIONS

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

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

Access is available via https://sibum.umayor.cl/client/es_CL/nuls/0

1.18 MY NEXUS
My Nexus (Populi) 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.

1.19 TECHNICAL SERVICES
My Nexus
> Email: support@populiweb.com
> Hours: Support hours are 6 AM to 5 PM Pacific Time, Monday through Friday (excluding major holidays).

Unicheck
> Email: support@unicheck.com
> Hours: Support hours are from Sunday 2 AM till Friday 11PM (EST)

Honorlock
> Email: support@honorlock.com
> Phone: (855) 828-4004 or 844-841-LOCK
> Hours: 24/7/365

Canvas
> Submit a ticket using Canvas. There is a Help icon located on the bottom-left corner of Canvas. Please click on this link to submit a ticket.
> Hours: Support hours are 9 AM to 5 PM (EST), Monday through Friday (excluding major holidays).

1.20 ACADEMIC CALENDAR AND HOLIDAYS 2021-2022

ACADEMIC CALENDAR 2021-2022

FALL SEMESTER: 08/30/2021 – 12/19/2021			
SEMESTER	**DATES**	**Add Drop End Date**	**GRADES DUE**
Session I	08/30/2021 – 10/24/2021	09/03/2021	10/26/2021
Session II	10/25/2021 – 12/19/2021	10/29/2021	12/21/2021
BREAK: 12/20/2021 – 01/02/2022			
SPRING SEMESTER: 01/03/2022 – 04/24/2022			
SEMESTER	**DATES**	**Add Drop End Date**	**GRADES DUE**
Session I	01/03/2022 – 02/27/20222	01/07/2022	03/01/2022
Session II	02/28/2022 – 04/24/2022	03/04/2022	04/26/2022
BREAK: 04/25/2022 – 05/01/2022			
SUMMER SEMESTER: 05/02/2022 – 08/21/2022			
SEMESTER	**DATES**	**Add Drop End Date**	**GRADES DUE**
Session I	05/02/2022 – 06/26/2022	05/06/2022	06/28/2022
Session II	06/27/2022 – 08/21/2022	07/01/2022	08/23/2022
BREAK: 08/22/2022 – 08/28/2022			

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

HOLIDAYS 2021-2022

HOLIDAYS 2021	DATES
Labor Day	September 6th
Columbus Day	October 11th
Thanksgiving Day / Day after Thanksgiving	November 25th & November 26th
Christmas Day	December 25th

HOLIDAYS 2022	DATES
New Years	January 1st
Martin Luther King's Day	January 17th
Memorial Day	May 30st
Independence Day	July 4th

1.21 STUDENT SERVICES

The Student Services Department at Nexus University provides a permanent liaison with our students and has several activities to help the students resolve any issue 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 at maximizing retention and satisfaction of our students in every step of their academic journey. Nexus University believes that students have the fundamental rights to:

- Personal and intellectual liberty
- Mutual respect
- Quality education
- 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

Student At-Risk Support

Students with course grades of C or a low GPA (CGPA is 3.0 or less) represents a risk to their academic standing. Students At-Risk should immediately contact Student Services (stuservices@nexusuniversity.com) for guidance to improve their academic performance.

Student Resources

Nexus University offers tutoring on request and based on availability of instructors. Students have access to a computer lab located at the Nexus University campus and may call to reserve a computer. A number of videos are available for students including New Student Orientation and use of required technology. Contact the Nexus University Student Services Department for more information stuservices@nexusuniversity.com.

Student ID

As part of the benefits, the Student Services department provides students with a Student Identity 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 request of the student. The University does not place students nor guarantee employment. Contact student services at stuservices@nexusuniversity.com

Workshops and Orientation

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 workshop is offered to all new students and provide students with technical skills to navigate the Learning Management System (Canvas) and to find and use important resources.

Extracurricular activities

The Department of Student Services is tasked with developing extra-curricular activities for students, thus enabling the organization of groups, generating a greater identity with the University, and a better integration and connection between students.

Student Academic Advising Services

Students who seek advising on academic matters are encouraged to contact the Office of Academic Affairs at academics@nexusuniversity.com

Student Financial Aid Advisement

Students who seek financial aid advisement are encouraged to contact the Vice Chancellor of Finance jsuito@nexusuniversity.com

Student Personal Advisement

Student who seek personal advisement are encouraged to contact the Coordinator of Student Services at 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 equaly 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 campuses.

Nexus University complies with all federal, state and local laws and guidelines that provide individuals with disabilities protection, including, but 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 an individual with a disability, in any form, undermines the mission and values of the University, negatively affects the careers, education and experiences of the entire Nexus University community, and will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practice.

Procedures

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

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

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

A. Students

1. To request an accommodation under the ADA, students must file an application with the Office Serving Students with Disabilities on their campus.

   a. To request an application, please send an email to the ADA Coordinator, Ms. Maria Luisa Alvarez, at malvarez@nexusuniversity.com

   b. Requests for accommodations should be made far enough in advance to allow staff adequate time to coordinate needed services. Generally, it is best to request needed services before a semester begins or as soon as a disability becomes known.

   c. Students must provide documentation of their disability and how it limits their participation in the University's services, programs, or activities. Documentation of the disability should be timely and from appropriate professionals licensed to diagnose the type of disability the student has. Medical documentation will be retained by only the office serving students with disabilities and will be kept confidential.

   d. The office serving students with disabilities makes the determination of whether the student is eligible for accommodations under the ADA. The office serving students with disabilities and the student will then discuss what assistance is needed and, if requested, will provide information to relevant faculty members, information technology personnel, and/or the academic unit indicating the nature of the accommodation required. Common examples of reasonable academic adjustments include, but are not limited to, extension of time for tests, private test settings, priority registration, etc.

   e. If there is a discrepancy regarding requested accommodations, the office serving students with disabilities will facilitate discussions between the student and faculty member(s) and/or academic unit(s). It is the responsibility of the office serving students with disabilities to determine the reasonable 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.

   f. Students are expected to discuss with their instructors the need for accommodations in their respective course. Faculty members are expected to discuss such matters privately and maintain confidentiality.

   g. Students are responsible for notifying the office serving students with disabilities if reasonable accommodations are not implemented in an effective and timely way. In the event that an accommodation is not implemented in a test-taking or similar situation, the student should address that with the faculty member, associate instructor, or proctor immediately and the amount of time necessary to

implement the accommodation (e.g., to print a test paper with enlarged print or move the student to a quiet room) should be added back to the test time such that the student is not disadvantaged.

2. To request an academic program modification under the ADA, students must file an application with the office serving students with disabilities on their campus and the application must be accompanied by documentation of their disability. Requests submitted directly to an academic unit will be referred to the office serving students with disabilities to initiate the process.

    a. Documentation of the disability should be timely and from appropriate professionals licensed to diagnose the type of disability the student has. If the student is already receiving accommodations pursuant to Paragraphs A.1.a.-g. of these procedures, the student may, but is not required to submit additional documentation in support of the request for an academic program modification. The office serving students with disabilities may also request additional documentation if prior documentation does not adequately address the requested academic program modification.

    b. The office serving students with disabilities will forward the request and any other relevant information developed by that office to the appropriate official(s) in the academic unit and will serve as a resource as the unit makes its determination as to whether the requested academic program modification constitutes a fundamental alteration to the program. In addition to serving as a resource for the academic unit, the office serving students with disabilities will support the interactive process by facilitating requests for additional information and updates, if any, between the academic unit and the student. This process will be undertaken by using reasoned deliberation and will include a diligent assessment of available options. Nothing in these procedures requires an academic unit to make a program modification that would fundamentally alter the nature of its academic program.

        i. The office serving students with disabilities will fully document in the student's file the date of the request for program modifications, the nature of each request, and any supporting documentation, the reason(s) for any denials, and the interactive process that occurred between the University and the student.

        ii. The academic unit will consider whether the requested program modification constitutes a fundamental alteration to the academic program, which includes lowering its academic standards or compromising the rigor of the program.

        iii. The appropriate official in the academic program will notify the student in writing that the request for an academic program modification has been approved or denied in a timely manner and, if denied, the reason(s) for the denial. The student may appeal a denial of a request for an academic program modification to the Director of the affected School no later than ten calendar days after the date of the denial. The Director will make a determination on the appeal within ten calendar days of receipt of the appeal and will communicate that determination in writing to the student. The Director's decision is final.

B. Complaint Procedure

Students who believe the university has not met its obligations under the ADA should consult with the university's ADA Coordinator, who has overall responsibility for coordinating the efforts of the university to comply with the

Americans with Disabilities Act (ADA). The University's ADA Coordinator will refer complaints to the appropriate university office for investigation.

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

Frequently Asked Questions:
Who is an Individual with a Disability?
Who Constitutes a Qualified Individual?
What are Essential Program Requirements?
What is a Program, Service or Activity?
What are Reasonable Accommodations?
What about Physical Campus Access?
What about Accessibility in Campus Life?

Who is an Individual with a Disability?
A person is considered an individual with a disability if the person:
1. Has a physical or mental impairment, which substantially limits one or more major life activities?
2. Has a record of such an impairment?
3. Is regarded as having such an impairment?

Who Constitutes a Qualified Individual with a Disability?
A qualified applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.
A qualified student with a disability is one who meets the academic and technical standard requisite for admission or participation in the educational program or activity.

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

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

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

What are Reasonable Accommodations?
Nexus University is committed to providing reasonable accommodations to qualified individuals with disabilities, when requested, affording equal opportunity to facilities and services offered. A reasonable accommodation is a modification to an environment, policy, procedure, or an auxiliary aide/service that enables qualified individuals with disabilities to participate in programs, activities and benefits offered by the University. There are no extra fees associated with accommodations.

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

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

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

The 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 risk of breach is minimized. The student handbook covers this area in greater detail.

Title IX Policies and Procedures

A. Notice of Non-Discrimination; Complaints Concerning Discrimination, Hostile Environment, and/or Sexual Harassment under Title IX.
Nexus University is committed to equality of educational opportunity. Nexus University does not permit discrimination or harassment in our programs and activities on the basis of race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law.

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

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

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

Inquiries, regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Ms. Maria Alvarez, Title IX Coordinator, Location: 111 NE 1st Street, 3rd floor, Miami, FL 33132, malvarez@nexusuniversity.com .

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

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

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

Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy committed by a member of the University community. A third party may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy. This policy applies to conduct that occurs on university property, and in certain circumstances, off university property (i.e., off campus). This policy applies to conduct that occurs off campus when the conduct is associated with a University-sponsored program or activity, such as travel, research or internship

programs; when it utilizes University owned or provided technology resources; or when such conduct may have a connection to campus, such as a continuing adverse effect or creation of a hostile environment on campus. Judgments about these matters will depend upon the facts of an individual case.

B. Campus Life Policies and Practices

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

Educational programs on Title IX including Nexus University's policies, consent, sexual harassment and assault, and bystander intervention are conducted through the Title IX office. The Title IX office partners with multiple Student Life offices to provide education and services. Counseling options are listed in this publication in the Campus Services section.
If a student, staff or faculty member believes someone they know has experienced sexual misconduct, they should promptly report incidents to the Title IX Coordinator: Ms. Maria Alvarez, Title IX Coordinator, Location: 111 NE 1st Street, 3rd floor, Miami, FL 33132, malvarez@nexusuniversity.com. All faculty and staff who observe or are aware of sexual misconduct are required to immediately report to the Title IX Coordinator. The faculty or staff member should not investigate or try and resolve or mediate the situation.

Nexus University encourages the reporting of possible violations of Title IX policy by those subject to the violation or witnesses. Sometimes students are reluctant to make such reports or participate in a grievance proceeding because they themselves may be accused of a conduct violation, such as drinking. However, it is in the best interests for those subject to sexual misconduct or witnesses of possible violations to report to the Title IX Coordinator. Thus, a student who reports sexual misconduct by another will not be subject to conduct violations or disciplinary proceedings for his/her 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 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, being asleep or unconscious, under the age of legal consent, or unable 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 University 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 their 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 Complainant concerning accommodations or protective measures to be provided to the Complainant.

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

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

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

Retaliatory Harassment: Intentional action taken by an accused individual, allied third party, or the Title IX Coordinator, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a proceeding under this policy or any other grievance or disciplinary proceeding, or advocating for others' Title IX rights. Any such action

is strictly prohibited and may be investigated and reviewed as a separate violation of these Title IX Policies and Procedures.

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

Sex Offenses: Any sexual act directed against another person, without consent of the Complainant including instances where the Complainant is incapable of giving consent.
Rape – the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

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

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

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

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

Sexual Harassment: Any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Examples of sexually harassing conduct include, but are not limited to:
- making sexual propositions or pressuring students for sexual favors.
- touching of a sexual nature.
- writing graffiti of a sexual nature.
- making via electronic means, displaying, or distributing sexually explicit drawings, videos, pictures, or written materials, in any manner or through social media.
- performing sexual gestures or touching oneself sexually in front of others.
- telling sexual or dirty jokes.
- spreading sexual rumors or rating other students as to sexual activity or performance; or circulating or showing e-mails or Web sites of a sexual nature.

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

Sexual Harassment of a Student by a Faculty/Staff Member: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the University's educational program or activities.

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

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
For the purposes of this definition-
- Course of conduct means two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

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

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

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

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

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

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

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

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

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

The Investigator will then take the following steps:
- In coordination with the campus Title IX Coordinator, initiate any necessary remedial actions to include preventing any contact between the Complainant and the alleged violator if necessary.
- Determine the identity and contact information of the Complainant (whether that be the initiator, the alleged Complainant, or a University proxy or representative);
- Identify the correct policies allegedly violated.

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

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

The Complainant and the Respondent will not be allowed to use electronic devices during the meeting with the Investigator, subsequent investigation meetings, reviewing documents, 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:
- Providing an effective escort to ensure that the Complainant can move safely between classes and activities.
- Ensuring the Complainant and Respondent do not share classes or extracurricular activities.
- Providing comprehensive, holistic victim services including counseling and academic support services, such as tutoring.
- Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty.

3. The Title IX Hearing Committee Procedures

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

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

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

    d. If the HC finds, based upon a preponderance of the evidence, that there has been a violation of the Title IX Policy, 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:
- A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions assigned are substantially disproportionate to the severity of the violation.

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

If the EAC determines that a material procedural [or substantive] error occurred, it may return the complaint to the HC with instructions to reconvene to cure the error. In rare cases, where the procedural [or substantive] error cannot be cured by the HC (as in cases of bias), the EAC may request a new hearing of the complaint with a new body of hearing officers.

The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

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

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

Should a student be raped or sexually assaulted on the campus or in the vicinity of the school, the victim is urged to report the matter to the Miami Police Department without delay and preserve all evidence of criminal action. As unpleasant as it may be, the victim should not wash, shower, or change clothes. To a large extent, the victim is the evidence of the crime.

The longer the delay between the incident and the time it is reported, the less likely it is that the criminal prosecution will be successful. It should also be noted that state laws dealing with victim compensation and aid limit eligibility for benefits to cases of rape and sexual assault reported within five (5) days.

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

2 | Teaching and Learning Models

2. TEACHING AND LEARNING MODELS

2.1 Nexus University Online Learning Model

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

Overview of Learning Model
Nexus University provides its students the option to earn their degree online. The classes are asynchronous thus giving students' flexibility. We believe students should receive effective support by administration, faculty and staff; a strong curriculum; access to relevant and current 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 course 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 covers critical course content as indicated on the curriculum.

Academic Sessions and Terms
Nexus University defines a session as a sequence of eight weeks and a semester as 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 clinicals, and/or projects to fulfil parts of the course curriculum. Clinicals may sometimes be hosted at other locations.

2.3 DISTANCE EDUCATION
The University recognizes the need to facilitate students who are not able to access education in the traditional brick and mortar classrooms. 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.

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 (HANDS-ON LEARNING)
Some programs have a clinical/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 sites may be pre-determined by the University but in some situations, students may have the option to suggest a clinical 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.

Attendance Policy
Attendance is mandatory in all University courses. To meet requirements for degree completion, student must meet the attendance policy. Attendance is defined as participating in online classes and/or, 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 class discussions, assignment submission, and communication with instructor and/or fellow classmates.

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)
8 Weeks	1	2
16 Weeks	2	3

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 :
   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 in all of the student's posts.

The student must use APA format for discussion posts, written assignments, and references.

2.6 CONTENT AND MATERIALS

The content is selected by subject matter experts in their respective fields, under the direction of Nexus University Office of Academic Affairs. To maintain the quality, the curriculum is periodically reviewed and assessed utilizing various tools, including student surveys and faculty course reflection surveys. Based on the results of the assessments, revisions and/or modifications may be made to the curriculum.

Course Numbering Structure

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

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

2.7 COMMUNITY LEARNING

Students and faculty communicate with each other using the tools available in the LMS (Canvas), including discussion threads, conferences, and forums. These tools allow students to share their opinions and ideas and allow faculty to respond within forty-eight hours. The interaction between students and faculty provides a collaborative approach to learning and assist 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 policies of non-discrimination code of conduct of Nexus University.

2.8 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. The syllabus provides the student with the necessary information regarding the learning objectives, the expected outcomes, the instructor's 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.

2.10 CLASS SIZE

The maximum limits for classes may vary by schools, 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 needed 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

The University uses Canvas as the Learning management system (LMS). This is a web-based software that allows the student to access classroom, library, and other course 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 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 is defined as a total of 48 hours for one semester credit (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 online discussion, essays, assignments, reading, watching instructional videos, engaging in simulation, clinical activities, and time spent in the lab.

The credit requirement for each program level is:

        Bachelor degree: 120 semester credits
        Master degree: Minimum of 30 credits beyond the bachelors

2.13 ACADEMIC QUALITY AND OUTCOME ASSESSMENT
Content and Materials
The content for each course is selected by subject matter experts in their respective fields, under the direction of Nexus University Office of Academic Affairs. To maintain the quality, the curriculum is periodically reviewed and assessed utilizing various tools, including student surveys and faculty course reflection surveys. Nexus 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 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.

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 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; success of each learning objective; 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 Chancellor's 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 quarterly or biannually or as needed. Reports from these meetings are submitted to the Chancellor Council for further review. Minutes of all meetings are kept on record.

2.14 TECHNOLOGY REQUIREMENT
Nexus University utilizes various platforms which provide for transfer of knowledge and information. These platforms are accessible via the Nexus University web page. The IT

personnel oversees the maintenance and performance of the platforms and information security. Below are the technology requirements for our students at Nexus University.

Hardware and Peripherals

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

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

Software and Applications

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

Operating System:

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

Web browser:

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

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

2.15 RECOMMENDED TECHNOLOGICAL COMPETENCIES

All students are expected to possess the minimum technological competencies prior to enrollment in Nexus University. Program delivery utilizes virtual classroom, requiring student familiarity and competencies in the following areas.

- Accessing the internet and materials 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 Microsoft Office Suite (e.g., Word, Excel, PowerPoint, etc.)

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

3 | Policies and Procedures

3. 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.

Students are responsible for meeting all appropriate prerequisites before registering for courses. Failure to meet course prerequisites places the student at risk and will not be considered as cause for a refund of tuition. Students who have not met prerequisites will require approval by their academic advisor and/or the school program director. Students are encouraged to register early as some courses may be closed due to heavy student enrollment.

General requirements for admission to a graduate program are:
1. A bachelor's degree (as required by program) from a regionally or nationally accredited institution recognized by the U.S. Department of Education or an approved international university/college with at least a 2.0 cumulative grade point average (GPA) and meets specified program requirements in a discipline of study.
2. 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.
3. Students who earned a bachelor's degree in another language must have the transcript translated in English by a certified translator. The translated copy should be submitted along with original copy.
4. Students residing in the U.S. must provide proof of Florida residency status.
5. Application fee of $25.00.
6. Original transcripts (these must be sent directly to Nexus University and be appropriately signed and sealed.
7. 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:
    1. TOEFL- Must score a minimum of 70 on the IBT (Internet Based test)
    2. IELTS – Must score 6.5 or better overall.
    3. Nexus University code is 4237.
8. Payment of tuition and any other fees.

The responsibility to have all documents certified where required and submitted to Nexus University rest with the student.

Some graduate programs may have additional admission requirements. Please refer to each program for its additional admission requirements.

Any application submitted after the deadline for the semester of interest will be reviewed on a space- and time- basis at the discretion of the Vice Chancellor of Academic Affairs. All official transcripts must be received prior to the start of the semester.

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 transfer 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 registrar@nexusuniversity.com 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, he/she may examine the contents of the admission folder in the presence of a University officer at a time and date arranged with the Registrar's Office. This policy is in conformity with the amended Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment. In some circumstances, students may request to have their original transcripts returned.

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

3.3 GRADUATE ACADEMIC POLICIES

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

Students must complete and submit to the Office of the Registrar the Petition to Graduate form with the $50.00.

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 Discussion/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 your initial post. Therefore, you will post on at least two different days during the online week.

You will need to include at least one reference with an in-text citation in your initial post (please be sure of any additional Instructor requirements for posting).
All discussion posts must be in APA format.

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 are 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**.**

3.4 SATISFACTORY ACADEMIC STANDARDS (SAS)
Students are required to maintain a minimum GPA of 3.0 during their programs.

Academic Probation
A student with a cumulative GPA that is below 3.0 GPA will be placed on academic probation. Student will be sent a formal notification, and the status will be noted on the transcript. The student will be assigned an advisor to develop a plan of action to improve his/her GPA. The academic probation period is for four classes. A student on academic probation is assigned an advisor to explain process and to develop a plan of action to improve his/her GPA. A student on academic probation who brings his/her cumulative grade point average to 3.0 at the end of the probation period is returned to normal registration status.

Academic Dismissal
Students who fail to bring their GPA to at least 3.0 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 Academic Dismissal for Unsatisfactory Progress
Student who are academically dismissed are required to:
- Submit a written request for re-admission outlining the steps he/she will take 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 Academics Affairs.
- Seek additional approval from Director of School of Health Sciences and Nursing* *(APPLICABLE ONLY TO NURSING STUDENTS)

Progress Records
The Department of Academic Affairs shall maintain the student's academic progress records and shall furnish such records to the student upon request.

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

3.6 TIME LIMITS
All coursework and degree requirements for master's program must be met within **5 years of enrolling** in the first course at Nexus University.

3.7 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 Academic Director or their approved designee are official. Any preliminary reviews by campus personnel or Office of Admissions are unofficial, not binding, and subject to change.

The number of credits that may be transferred into a graduate program is 6 credit hours. Transfer credits are noted on all transcripts and not calculated in the GPA earned.

Criteria for Transfer Credits
The following criterion are applied to the evaluation of all transfer credit:
- Nexus University accepts college transfer credits from accredited institutions recognized U.S. Department of Education or the non-profit Council for Higher

Education. 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 accredited by a recognized U.S. Accrediting Organization or approved by a state's department of higher education.

- The minimum acceptable grade for transfer of prior college level coursework is a letter "C" or its equivalent. In the graduate programs, the minimum acceptable grade for transfer of prior college level coursework is a letter grade of "B" or its equivalent.
- The transfer credits must fit into your degree plan.
- Courses must carry at least three semester hours of credit; courses will be transferred as semester credit hours.
- Foreign transcripts must be evaluated by a professional foreign credentials evaluation agency that is a member of NACES, before course by course credit transfers can be done. The applicant is responsible for all fees associated with the course-by-course certification. A list of these agencies may be found at www.naces.org.
- Applicants transferring to Nexus University must meet the regular admission requirements of the University and should notify of their desire to have their previous courses considered for transfer credit by Nexus University to Admissions admmissions@nexusuniversity.com
- It's up to the Nexus University's discretion for accepting transfer credits.
- Official transcripts must be submitted for review for credit transfer.

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

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

External Examinations
Nexus University may award credits for obtaining passing scores on external exams such as DANTES Subject Standardized Tests (DSSTs), the College Level Examination Program (CLEP), and Defense Language Proficiency Tests (DLPTs). **Credits transferred to a graduate program must be at the graduate level.**

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

Process for Transfer Credits
The procedure to transfer credits is as follows:
- The student must submit an official transcript for evaluation and to have transfer credit considered and awarded.
- The Program Director will evaluate the official transcript for transfer credit.
- The Program Director will notify the Registrar of the decision.

Appeal 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 and submit to the following email address: academics@nexusuniversity.com
- 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 Academics will confer with the Director of the relevant school as part of the decision process. This will be completed within 15 days.
- 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.

3.8 TRANSFERABILITY OF CREDITS

The acceptance of credits from Nexus University is at the discretion of the receiving institutions. It is the responsibility of the student to confirm with their institution of choice whether the credits will transfer.

Nexus University cannot guarantee that credits will transfer to outside institutions.

3.9 CONFERRING OF DEGREES

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

The traditional undergraduate "honors" awards (cum laude, magna cum laude, and summa cum laude) are not available for graduate students. However, to recognize exceptional performance of a GPA of 3.85 or higher, "Graduation with Distinction" will be placed on the diploma and a notation included on the graduate student's transcript.

Description of Degrees Awarded

For a student to be eligible to graduate, a student must achieve a cumulative GPA of 3.0 or greater and successfully complete all required core courses and specialization courses required in their program of study.

Master of Science Business Administration

- Successful completion of the program requirements for the issuance of the degree.
- All information required for admission and the transfer of credits has been accepted by Nexus University.
- Successful completion of the required number of credits per program.
- A minimum cumulative grade point average of 3.00 for the degree program.
- Students must be in good financial standing with the University at the time of graduation.

Master of Science in Nursing

- 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 of 3.00 for the degree program.
- Students must be in good financial standing with the University at the time of graduation.

3.10 GRADUATION

Students must complete and submit to the Office of the Registrar the Petition to Graduate form with the $50.00 fee by the established deadlines as received from the Office of the Registrar. The Office of the Registrar may send notices to students who have completed within 6 graduate credits towards their program requirements; however, it is the student's responsibility to review the deadlines and request and submit the Petition to Graduate form by the established deadlines. Students may submit their petition to graduate within 6 credits of completing their programs OR the student must submit petition after completing all required credits for the program. If a student petitions the Office of the Registrar but does not complete the degree requirements on schedule, the student must submit a new petition indicating a new completion date.

A graduate 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 of completing program by the deadline for submission.

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

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.

3.11 GRADUATE GRADING SYSTEM
Instructors in graduate programs are required to use the following uniform criteria in assigning grades to students:

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

Passing Grade

In graduate school, a letter grade of "B" is a passing grade. Please sure to check the specific passing requirements for each course and/or program.

3.12 TREATMENT OF W, I, AND F.

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

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

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

Incomplete Grades

An Incomplete "I" 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, prevents the student from completing the assigned coursework and/or examination(s) by the end of the semester or session. Extenuating circumstances can include, but not limited to, illness or injury; death of a family member; family difficulties; interpersonal problems with friends or 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 session.

All assignments for the course in question must be completed by the end of the next semester. 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.

3.13 ACADEMIC SEMESTERS AND SESSIONS
Nexus University defines a Session as a sequence of eight (8) weeks and a Semester as a sequence of (16) sixteen weeks as per the Nexus University academic calendar.

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

> **Graduate Honor Level**
> Graduation with Distinction: GPA 3.85 or above

3.15 COURSE CANCELLATION
The Graduate School 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. Refunds due to course cancellation are made in full as per current reimbursement policy.

3.16 REPEATING COURSES
In general, courses with a letter grade of W, D or F may be retaken. A student can retake a course once. If the student fails on the second attempt this is considered a special situation and he/she may not be allowed to continue in the program. In some situations, the student may be able to request special authorization from the Vice Chancellor of Academics or the school. If permission is granted to retake the course, the third attempt must be a one-on-one session with an instructor and may require some face to face interaction. All attempted credits are noted on transcript, the most current grade for the class is used in determining program GPA. A student who needs to retake a class is required to:

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

A student may repeat a maximum of two classes during a single program for the purpose of improving their GPA. Only the most recent grade will be used in calculating the GPA, but both grades will be listed on the transcript.

The University may, at times, require a student to retake a class if the class content is deemed outdated given number of years that have passed.

The student may be required to repeat a course if attempting to reenter a new version of a program that has new academic requirements.

The School of Nursing has unique requirements for retaking courses. Nursing students should review Academic policies for Nursing in Chapter 4 of this catalog as well as the School of Nursing Handbook. There are limited circumstances under which a graduate student will be allowed to repeat a course.

3.17 STUDENT COURSE LOAD

To be considered full time, a graduate student must pursue at least 9 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 current graduate 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 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.

3.18 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 is considered a withdrawal from the University unless student has an approved Leave of Absence (LOA) for that session. The authorized add/drop period, as published in the Academic Calendar, is six days (5) after the start of the class. A student may drop a class during this period with no consequence and no notation on the transcript. Likewise, the student may choose to change the class he/she is enrolled in by dropping and adding a class. There is no consequence nor cost to the student if this is done within the authorized period. A student may also do a Late Add after dropping a class. This must be done within two weeks of the start of the class. Dropping a class after this period will subject the student to the terms of Withdrawal and subsequent application of the Refund policies.

Military

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

If the student would like an opportunity to complete the course while deployed, an Incomplete ("I") grade can be issued instead of a "W" grade. The "I" (Incomplete) grade may be issued with an initial extension of six (6) weeks beyond the traditional semester extension.

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

If documentation is provided at the time of deployment, the University may place the student in the military forbearance status. The military forbearance status ensures that 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.

3.19 WITHDRAWAL BY STUDENT
Withdrawal by Student
Cancellation, withdrawal, or course drop can be made by electronic mail to registrar@nexusuniversity.com or by certified mail addressed to the Office of the Registrar. The student has a responsibility to notify the University of their intent to withdraw and date of the withdrawal. When a student withdraws from Nexus University, written notice is given by completing the Withdrawal Form stating the reason for the withdrawal. The withdrawal date is nullified if the student participates in class online or on campus after the date on the form.
If a student withdraws after the Add/Drop period ends but prior to 50% of the course duration, a grade of "W" will be assigned. If a student withdraws after 50% of the course, the grade that is earned at that time will be assigned and noted on the transcript.

Administrative Withdrawal
Students who do not notify the University of their intent to withdraw and who have not attended class in three weeks will be withdrawn based on insufficient attendance (IA). The student will be treated as if withdrawn after Add/Drop period but within three weeks of class.

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 performing military service on behalf of our country. These students shall be permitted the option of completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees paid. If the student chooses to withdraw, the current course will have a grade of "W" with note that the withdrawal is due to active military service.

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

3.20 REFUND POLICES
The university will ensure that prospective and enrolled students have the information concerning the refund of tuition paid in the event of dismissal or resignation from the program of study. The tuition refund policy shall be made available by publication in the program information brochure and the Student 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 (five 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.

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 Drop/Add 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.

3.21 LEAVE OF ABSENCE

Students requesting a Leave of Absence (LOA) 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, the student will receive a "W" as the 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 fees if applicable. Students placed on Academic Probation (AP) are eligible to apply for a leave of absence, but their Academic Probation status will remain in effect upon resumption of studies.

3.22 RE-ENTRY

Students returning to Nexus University after been absent for more than three (3) but less than 12 months without having an approved LOA are required to complete re-admission paperwork and submit to the Office of the Registrar and wait to be re-enrolled. Students will start 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.

3.23 RE-ADMISSION

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

3.24 GRADE APPEAL

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

1. Student 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.).
2. If, after hearing the explanation from the instructor, 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.
3. If the student is still not satisfied with the decision of the program director, the student may make a final appeal to the Vice Chancellor of Academic Affairs. In such cases, the Dean must be contacted prior to the end of the term immediately following the semester the grade was posted.
4. Failure to follow this timeline provides grounds for dismissing an appeal. In each stage of the appeal process, the student will receive a letter stating the recommendations of the reviewer within 30 days of initiation.

3.25 LATE ASSIGNMENTS POLICY

The Late Assignment Policy procedure is as follows:

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

1. 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.
2. The response to at least one 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.
3. 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.
4. Students needing extra time may submit assignments, excluding discussion board postings, up to 3 days after the assignment due date. Students will lose 2 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.
5. 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.
6. If extenuating circumstances has 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.
7. 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.

3.26 ACADEMIC INTEGRITY

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

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

Original Work
At least 70% of each assignment must be the original work of the student. When using materials from other authors, students must use correct references and citation. The acceptable citation format follows the Publication Manual of the American Psychological Association.

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

"This paper was submitted in (Course #) with Instructor (Name) on Date (month/year)".

3.27 STUDENT CODE OF CONDUCT
The Nexus University Student Code of Conduct defines rights and responsibilities of students while in attendance.

The University expects their community of students to operate with ethics, honesty and integrity with a strong commitment to civic and social responsibility. Once students become a part of the Nexus 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 considered misconduct.

A harassment free University is very important to Nexus University, and so the University accepts the principles of Title IX.

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

Nexus University reserves the right to suspend, dismiss or otherwise discipline a student who violates the policies or regulations with respect to student 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 or dismissal). A permanent record of the incident report will be retained in the Student's file. Additionally, the warning may include referrals to appropriate office for assistance.
- Reprimand: written reprimand for the violation of specified conduct or policy including notice to the student that repeated violation may result in further disciplinary action.
- Dismissal: termination of student status at the University.

The University does not prevent nor interfere with a student's right to seek external legal recourse in the event of injury or harm.

In addition, students are subject to all student policies as described in the Student Handbook.

Prohibition Against "Hazing"
Hazing includes, but is not limited to, any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into, or affiliation with any organization operating as a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or

other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating University rules governing hazing is prohibited.

3.28 GRIEVANCE POLICY

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

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

1. The student should contact the Department of   by email at stuservices@nexusuniversity.com and submit the written grievance.
2. The Director of the department involved, will send an email/letter to the complainant acknowledging the receipt of the grievance and explaining the process and request for additional information if needed, within 5 business days.
3. Within three (3) business days of receiving all requested documents, the Director of the respective department will send a decision to the student in writing.
4. If a student disagrees with the decision, he/she has up to five (5) business days to appeal by submitting the appeal and supporting documents to the Department of Student Services at stuservices@nexusuniversity.com. Failure to submit additional documentation will cause the appeal to not be considered.
5. When an appeal is received, the Vice Chancellor of Academic Affairs will review the issue with the faculty and others involved and render a decision within two (2) business days. This decision will be communicated via email and certified mail.
6. If the student disagrees with the decision from the Vice Chancellor of Academic Affairs, a final appeal may be submitted to the Executive Director within 3 business days of receipt of certified mail. The Executive Director reserves the right to make a final decision. A decision will be rendered within two (2) business days.
7. Student services will keep records of all grievances filed and their final resolution.
8. Students may contact CIE as the last resource for grievances.

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

3.29 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. The resolution of the Compliance Officer may be appealed within five (5) business days to the Academic Council to be discussed at their next meeting. The final resolution will be communicated in writing within five (5) days after the resolution has been reached.

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

The Director of the Department involved, will keep record of all complaints and their resolutions.

4 | Graduate Programs

4. GRADUATE PROGRAMS

4.1 SCHOOL OF BUSINESS

4.1.1. MASTER OF BUSINESS ADMINISTRATION
The Master of Business Administration offers an intensive graduate program that educates students in theories and practices of the modern business world. The MBA program fosters independent learning and enables students to contribute intellectually to the business profession. All MBA students must complete core graduate coursework in valuable areas such as accounting, finance, organizational behavior, marketing, operations and strategy. Graduates will critically analyze and solve business problems through strong analysis of data and integration of a wide range of business acumen. MBA students have the option to select one of the two advanced areas of study, and these are:

Business Analytics
In the Business Analytics Advanced Area, students will acquire a strong understanding of the basic concept of business analytics. Students will be exposed to a comprehensive overview of the field of business analytics including but not limited to data mining, statistical modeling, and media analytics.

Global Business
In the Global Business Advanced Area, students will acquire a strong understanding of the basic concepts of global business. Students will learn about the theory and practical application of international manufacturing and trade. The students will learn how to create synergy between the international marketing strategies and business strategies.

Strategic Agility:
In the Strategic Agility specialization, the student will develop the ability to identify shifts inside the organization and externally in the business environment in which they operate. The student will acquire tools to assimilate the constant dynamism of the marketplace and its challenges. With an agile mindset and a proactive attitude towards change, the student will learn communication and persuasion skills in order to deliver out of the box solutions to unique enterprise problems.

Design Thinking for Innovation:
In the Design Thinking for Innovation specialization, the student will acquire practical and theoretical knowledge to implement people-centered innovation processes. The Design Thinking methodology is presented today as one of the leading agile methodologies of innovation in companies and organizations, allowing to install a creative culture characterized by collaboration, its focus on people, rethinking the problem and experimentation, and promoting efficient solutions and high impact.

4.1.2 PROGRAM OBJECTIVES
Upon completion of this program, students will be able to:
1. Apply advanced analytical skills to solve business issues.
2. Create strategies through the advanced application of research that will enable an organization to achieve its mission and vision in a dynamic business environment.
3. Apply leadership skills to encourage innovation and organizational change in a diverse business environment.

4. Evaluate the impact that a changing external environment has upon a business environment.
5. Apply practical application of advanced interdisciplinary skills of concepts and theories, communication, critical thinking, and ethical responsibilities to a global business environment.
6. Use informational systems and advanced technology in innovation and organizational change within a global business environment.

4.1.3 ADMISSIONS REQUIREMENT
1. A bachelor's degree from an accredited institution recognized by the USDOE or a bachelor's degree from approved international university with at least a 2.0 cumulative grade point average (GPA).
2. International degree plans must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).
3. Students must submit a current government issued identification.
4. 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.)
5. Application fee of $25.00.
6. Original transcripts must be sent directly to the Registrar at Nexus University and be appropriately signed and sealed or securely emailed to the Registrar at registrar@nexusuniversity.com
7. 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:
   a. TOEFL - Must score a minimum of 70 on the IBT (Internet Based test).
   b. IELTS – Must score 6.5 or better overall.
   c. Nexus University code is 4237

4.1.3 Admission Process
1. Complete the Nexus University application.
2. Submit with non-refundable application fee.
3. Submit Official Transcripts from all higher education institutions.
4. Be accepted as a student by Nexus University.

4.1.4 DEGREE REQUIREMENT
Students must complete the MBA with the core courses (30 credits) plus two approved specialization courses (6 credits) from the advanced study areas, for a total of **36 graduate semester credit hours**.

Completion of a general examination the semester the student will graduate. This is a comprehensive examination that is administered during the final semester of enrollment after successful completion of the required core coursework. The examination's main purpose is to assess student learning as it relates to the program learning objectives.

A full-time student may complete the MBA program in 12 months.

Courses in the MBA program are eight-weeks in length, and students may be scheduled for one or two courses concurrently.

To receive a Master of Business Administration degree, students must earn 36 graduate semester level credit hours. A minimum of at least 30 of the program hours must be completed at Nexus University.

4.1.5 MBA CURRICULUM PLAN

Core Courses in the MBA*

Semester	8 Weeks Session	Course Number	Course Name	Credit
I	1	MAN 511	Organizational Behavior	3
		HRM 512	Human Resource Management	3
	2	MKT 513	Marketing Management	3
		ISM 514	Management Information Systems and Technology	3
II	1	STR 521	Strategic Planning and Implementation	3
		ECO 522	Managerial Economics	3
	2	MAN 523	Operations Management	3
		STA 524	Applied Business Research & Statistics	3
III	1	ACC 531	Accounting for Decision Making	3
		FIN 532	Financial Management	3

Students will choose one specialization and two courses in the specialization.

Business Analytics Specialization (6 credit hours) (**Students will choose two courses in the specialization**)

Semester	8 Week Session	Course #	Course Name	Credits
III	2	MBA 533	Business Intelligence Analytics	3
		MBA 534	Advanced Business Analytics	3
		MBA 541	Supply Chain Management	3

Global Business Specialization (6 credit hours) (**Students will choose two courses in the specialization**)

Semester	8 Week Session	Course #	Course Name	Credits
III	2	GBA 533	Global Trade	3
		GBA 534	Global Marketing Management	3
		GBA 541	Global Supply Chain Management	3

Strategic Agility Specialization (6 credit hours) **(Students will choose two courses in the specialization)**

Semester	8 Week Session	Course #	Course Name	Credits
III	2	CSA 533	Learning Agility	3
		CSA 534	Digital Mindset	3
		CSA 535	Design Thinking Prototyping	3

Design Thinking for Innovation Specialization (6 credit hours) **(Students will choose two courses in the specialization)**

Semester	8 Week Session	Course #	Course Name	Credits
III	2	DTA 533	Introduction to Design Thinking	3
		DTA 534	Innovation Learning	3
		DTA 535	Design Thinking Prototyping	3

* *Students will choose two courses in the specialization.*
* *All graduate level Business Administration core courses listed above must be successfully completed before specialization courses are undertaken.*

4.1.6 MBA Course Descriptions

ACC 531   Accounting for Decision Making   3 credits
Students learn to analyze and present financial and managerial accounting data. Topics include measurement of costs, planning, forecasting, budgeting, cost/revenue/profit analysis, Sarbanes-Oxley Act and corporate trust.

CSA 533 Learning Agility   3 credits
Students focus how coaching is a field of knowledge that seeks to accompany transformational processes in others from an ontological coherence, whether in body, emotion and language. In addition, students will learn about understanding that human beings are linguistic beings, where language builds new universes and realities, as well as ways in which leaders communicate in organizations.

CSA 534 Digital Mindset   3 credits
This course provides information on digital mentality as part of what the present and future world of work will require more and more. The student will learn what is referred to a philosophy of doing business, just as we say, "live well" that could imply "sleep well", "rest well", "and eat well", "breathe well", etc. In addition, students will learn about how the digital mindset implies "work well", that is, lead well, communicate well, listen well, adopt technology well, that is, modify the structure of thought and help generate new brain connections, visit new places of thought, rewire and reconnect new points that allow leaders to

create new perspectives of the world. The student explores how the world is not what we see, but rather how the mental representation of the world in our brains is what "what" and "how" we perceive the environment.

CSA 535 Design Thinking Prototyping 						**3 credits**
This course seeks to provide tools so that students are able to assimilate the constant dynamism they face in the markets, based mainly on proactivity and a permanent attitude towards learning in new challenges. This translates into a focus for the delivery of results in an agile way, in a positive attitude towards change, knowing their strengths and weaknesses, and also giving them the ability to find non-typical solutions to the problems of companies. It also aims to make him a great communicator capable of influencing different types of people under various organizational contexts.

DTA 533 Introduction to Design Thinking 					**3 credits**
The students will acquire practical and theoretical fundamental tools to face people-centered innovation processes through the different design thinking stages. The Design Thinking methodology is presented as one of the leading innovation agile methods in organizations, allowing a creative institutional culture characterized by collaboration, people-centered emphasis, rethinking and experimentation, and promoting high impact solutions.

DTA 534 Innovation Learning 							**3 credits**
The student will examine the frameworks that market-leading companies use to incorporate innovation into their business strategies. Through interactive lectures and real-world examples, the student will learn how to drive innovation and develop winning strategies for their organizations.

DTA 535 Design Thinking Prototyping 						**3 credits**
The students will apply design thinking tools to identify problems and opportunities, incorporate ideation and iteration to find creative solutions, develop and implement a project integrating the solutions, test those solutions to reflect on the findings, and understand the importance of design thinking on organizations' strategic planning.

**ECO 522	Managerial Economics** 						**3 credits**
Students are given an overview of key influences in a company or industry task environment. The course analyzes the potential impact of these influences on profits and alternative strategies which are profitable and available to managers in a competitive environment. Topics include consumer behavior and its impact on demand and revenue, fixed and variable costs of production, competitive and non-competitive markets and their implications for business strategy and profitability and the importance of resource markets for Labor and capital

**FIN 532	Financial Management** 						**3 credits**
Students learn fundamental principles and concepts of financial management. Various tools and cases are used to assist and train financial managers in decision-making. Topics include the analysis of risk and return, valuation of financial assets, capital budgeting applications, capital structure management, mergers and acquisitions, leveraged buyouts and working capital management.

GBA 533   Global Trade   **3 credits**
This course is going to discuss the theory and practice of international production and trade, aiming at understanding international trade, global factor movements [migration, guest works, multinationals and foreign direct investment, outsourcing, etc.], trade policy, free trade agreements, trade conflicts, and case studies of recent patterns of global trade.
Prerequisites: All Core MBA Courses.

GBA 534   Global Marketing Management   **3 credits**
This course is going to offer students with a comprehensive overview of the opportunities and challenges associated with marketing across countries. The effect on marketing of the cultural, economic, political, and technological environments in foreign countries will be analyzed. The association between international marketing and global business strategy will be discussed.
Prerequisites: All Core MBA Courses.

GBA 541   Global Supply Chain Management   **3 credits**
This course will familiarize students with the role of global logistics in the context of Supply Chain Management. The students will gain the knowledge of how global logistics affects all the areas of global supply chain management such as methods of entry into foreign markets. Moreover, the other areas that will be covered are international modes of transportation, packaging, and security. **Prerequisites: All Core MBA Courses.**

HRM 512   Human Resource Management   **3 credits**
This course is an in-depth investigation of the strategic planning and implementation of human resource management, including staffing of the organization, development of personnel, appraisal methodologies, and rewards.

ISM 514   Management Information Systems and Technology   **3 credits**
This course provides students with the understanding into how modern businesses leverage information system technologies to realize corporate objectives. The course provides the most up-to-date and comprehensive overview of technological information systems used by businesses today from big data and the Internet of Things (IoT) to machine learning and DevOps.

MAN 511   Organizational Behavior   **3 credits**
Students focus on three factors that contribute to successful organizational performance: individual behavior, group/team behavior and organization-wide processes. Topics include ethics, diversity, communication, motivation, leadership, conflict management and organizational culture, structure and change. Learning activities emphasize practical application of organizational theory

MAN 523   Operations Management   **3 credits**
This course provides students with an exposure to and an understanding of the core concepts and tools of operations management. These concepts and tools are presented in a manner that allows students to understand the fundamental importance of coordinated operational activities. The class examines how to effectively integrate operations across all functional areas of the organization in delivering the combination of service and manufactured value required to satisfy customers. Recognition of the importance of adding value and customer satisfaction to the long-term viability of both for-profit and not-for-profit firms is emphasized.

MBA 533 Business Intelligence Analytics   3 credits
This course is going to offer students with a comprehensive overview of the fundamental concepts of the field of business analytics. The course will also cover essential tools for understanding how data analysis works in today's businesses. Prerequisites: All Core MBA Courses.

MBA 534 Advanced Business Analytics   3 credits
This course is going to offer students with a comprehensive overview of the management science techniques, and how these techniques are utilized to analyze complex business issues and reach at rational solutions. The topics that will be covered are statistical modeling, data warehousing, data mining, and social media analytics. Computer software will be utilized throughout the course, primarily by using available programs to perform the calculations after the problem has been correctly formulated. Emphasis will be placed on the interpretation and implementation of results. **Prerequisites: All Core MBA Courses.**

MBA 541 Supply Chain Management   3 credits
This course is going to offer students with a comprehensive overview of the tools necessary to solve supply chain problems. The students are going to be guided through all of the key drivers of supply chain performance, including, but not limited to facilities, inventory, transportation, information, sourcing, and pricing. **Prerequisites: All Core MBA Courses**

MKT 513 Marketing Management   3 credits
Students gain the knowledge and skills necessary to understanding the critical role of marketing in successful organizations. Topics include segmentation analysis, target markets, positioning, marketing mix elements, supply chain, marketing communication and pricing.

STR 521 Strategic Planning and Implementation   3 credits
Students learn how to evaluate the business environment, assess an organization strength, capabilities, and decide on competing strategies to implement for the organization. Students also acquire the skills to conduct business planning, organizational analysis, comparing an organization internal capability with the external opportunities and threats, building on organizational strengths, exploiting opportunities, minimizing weaknesses and avoiding environmental threats. Along with decision-making process that formulates strategic plans, acquiring and allocating resources, and applying strategic control to ensure that the plans are carried out with goals and objectives achieved

STA 524 Applied Business Research & Statistics   3 credits
This course will enable student to create statistical quantitative models in Microsoft Excel, as supporting tools for business decision-making. The course follows the case study methodology, exposing students to business situations typically frequently encountered by executives. Students learn how to select the applicable statistical tool to address the business situation described in every case study, develop the corresponding statistical quantitative model, write objective recommendations derived from the analysis, and present these in a simulated boardroom meeting environment.

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

4.2 SCHOOL OF HEALTH SCIENCES AND NURSING

4.2.1 Master of Science in Nursing (MSN) - Clinical Nurse Leader

The MSN Clinical Nurse Leader program is designed to prepare nurses to assume leadership roles within one of two specializations: Healthcare Informatics and Executive. This degree program focuses on combining the complexities of nursing leadership, health promotion, healthcare economics, epidemiology, research, and communication in the holistic preparation of the clinical nurse leader in the various specialties at the MSN level. The program facilitates the educational needs of nurses who are either working in leadership positions, or who seek to transition into higher-level clinical leadership roles in the near future.

Through this program, the combination of theoretical foundations, evidence-based practice, and clinical experiences will facilitate the development of well-prepared nurse leaders. Graduates will be prepared to fulfill leadership roles in the various healthcare settings.

The course of study is 36 semester credit hours with 400 clinical hours and can be completed in five (5) semesters. Students have both theory and clinical coursework. All theory courses are offered online. Students are required to complete four clinical components. For the clinical component, students must submit paperwork which includes a completed criminal background check and drug screen, proof of immunization, and current BLS. Students may choose the clinical location and select a potential preceptor for their practicum. This allows the student to complete the practicum without traveling far. It is the student's responsibility to submit the preceptor's name and clinical location for approval before the first clinical course begins.

The program's framework is based on the *"Essentials of Master's Education in Nursing* (American Association of Colleges of Nursing (AACN - 2011) 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 upwards mobility for the BSN prepared nurse. The two specializations are:

1. *Healthcare Informatic Nurse Leader.* This specialization prepares the student for a variety of roles that optimally utilize patient care technologies to improve patient care and safety. The curriculum includes introductory and advanced practice in nursing/health informatics, management of data and information, workflow and project management.
2. *Executive Nurse Leader:* This specialization provides students with the knowledge and skills to work as a nurse executive in various healthcare settings. The curriculum includes foundational work in organizational leadership, collaboration and communication, and decision making among other topics to help carry out the mission of the healthcare organization.

4.2.2 PROGRAM OBJECTIVES (Program Learning Outcomes – PLO's)
Upon completion of the MSN program, the graduates will be able to:
1. Engage in culturally responsive patient-centered evidenced-based activities for advanced nursing practice based on foundational and advanced nursing science, current evidence, application of research and other knowledge from other disciplines. (Essentials I & IV)

2. Disseminate knowledge and apply leadership principles in practice and education in order to effect change, improve healthcare quality, safety and patient outcomes. Essentials II & III)

3. Use health information systems and technology resources to support lifelong learning, ensure safe practice environments, implement quality improvement initiatives, optimize healthcare outcomes and promote patient self-management. (Essentials V)

4. Implement effective strategies in policy and regulatory processes to effect change in health care, improve the healthcare delivery system, the health of the public, and the profession of nursing. (Essentials II, VI & VIII)

5. Apply knowledge to improve communication and collaborative, improve systems care and optimize patient and population health outcomes. (Essentials VII & VIII)

6. Use analytical methods and translation science to generate evidence for nursing practice, support decision making, promote safe and ethical nursing practice. (Essentials IV & IX)

4.2.3 Admission Requirements for the Master of Science in Nursing (MSN) include:

1. Bachelor of Science in Nursing from an accredited institution with at least a 2.0 cumulative grade point average (GPA).
2. Current, active and unrestricted professional nursing licensure in the State of Florida.
3. Students must submit a current government-issued identification.
4. Students must reside in the State of Florida.
5. International degrees must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).
6. Students who earned a bachelor's degree in another language must have the transcript translated in English by a certified translator. The translated copy should be submitted along with original copy.
7. Application fee of $25.00.
8. Official (original) transcripts (These must be sent directly to Nexus University and be appropriately signed and sealed).
9. The Graduate Record Exam (GRE) is not required.
10. 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

Admission Process:

1. Complete the Nexus University application.
2. Submit non-refundable application fee.
3. Be accepted as a student to Nexus University.
4. Submit Official Transcripts from all higher education institutions.
5. Submit verification of current, active and unrestricted professional nursing licensure for the state of Florida.

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

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

4.2.4 Degree Requirement

A student needs to complete at least 36 graduate semester credits including 400 clinical hours to satisfy the eligibility for degree.

4.2.5 Curriculum Plans for each Specialization

The program of study is completed in 5 sequential semesters. Each semester contains two 8-week sessions and students take a maximum of 6 credit hours per 8-week session.

The students will complete 100 clinical hours in each of the four management application courses. Clinical hours can be completed in 1-2 days per week. The program's instructional modality is hybrid which includes online for theory and in a healthcare facility for the clinical immersion experiences.

Students will complete 28 credits hours of Master of Science in Nursing Core Courses and 8 credit hours of specialization courses.

MASTER OF SCIENCE IN NURSING: CURRICULUM PLAN

MSN Core Courses *

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	NUR 511	Theoretical Foundations for Advanced Nursing	3
		NUR 512	Health Promotion & Epidemiology	3
	2	NUR 513	Advanced Health & Physical Assessment	3
		NUR 514	Healthcare Informatics & Communication	3
II	1	NUR 521	Advanced Pathophysiology	3
		NUR 522	Healthcare Economics, Policy and Regulatory Environments	3
	2	NUR 523	Advanced Pharmacology	3
		NUR 524	Organizational Behavior in Health Care Environments	2
III	1	NUR 531	Evidenced-Based Practice, Research, and Translational Care	2
		NUR 532	Leadership for Quality and Safety in Healthcare	3

Specialization: Healthcare Informatics Clinical Nurse Leader

Semester	8 Week Session	Course Number	Course Name	Credit
III	2	NUR 535	Management Application for Healthcare Informatics Nurse Leader I	1
IV	1	NUR 545	Management Application for Healthcare Informatics Nurse Leader II	1
	2	NUR 546	Management Application for Healthcare Informatics Nurse Leader III	1
V	1	NUR 553	Management Application for Healthcare Informatics Nurse Leader IV	1
	2	NUR 598	Capstone Evidence-Based Practice Project - Healthcare Informatics Nurse Leader	4

Specialization: Executive Clinical Nurse Leader

Semester	8 Week Session	Course Number	Course Name	Credit
III	2	NUR 533	Management Application for Executive Nurse Leader I	1
IV	1	NUR 541	Management Application for Executive Nurse Leader II	1
	2	NUR 542	Management Application for Executive Nurse Leader III	1
V	1	NUR 551	Management Application for Executive Nurse Leader IV	1
	2	NUR 596	Capstone Evidence-Based Practice Project - Executive Nurse Leader	4

All graduate level MSN core courses listed above must be successfully completed before specialization courses are undertaken.

4.2.6 Course Descriptions

NUR 511   Theoretical Foundations for Advanced Nursing   3 credits
This course integrates theories from nursing and related disciplines to provide a foundation for transition to the advanced nursing practice role. Major concepts include: applying theoretical concepts to support research and advanced practice; quality indicators related to advanced practice; education and regulation of nursing practice; community health development; primary care and determinates of health and cultural norms on the health practices of patients and groups. **Pre-requisites: Acceptance into the MSN program**

NUR 512   Health Promotion & Epidemiology   3   credits
This course provides the student with information related to the concepts of health and health promotion, models of health promotion and health education. It also focuses on utilizing the principles of epidemiology and the theoretical underpinnings of health behaviors and promotion strategies to promote optimal health. Students will recognize and use concepts, epidemiology tools, and understand epidemiology terminology techniques in epidemiology to examine and understand measures of risk and be able to interpret and critique epidemiological reports for promoting health and wellness. **Pre-requisites: Acceptance   into   the   MSN program**

NUR 513   Advanced Health & Physical Assessment   3 credits
This course provides an opportunity for the student to develop advanced psychological assessment, developmental assessment, cultural assessment and physical assessment skills. Emphasis is placed on acquisition of pertinent assessment data across the lifespan. Students will apply advanced health assessment principles and skills to provide a comprehensive physical examination. **Pre-requisites: NUR 511 & NUR 512**

NUR 514   Healthcare Informatics & Communication   3 credits

This course provides the student with concepts in patient information systems including informatics theory, computer science, and cognitive science for design and practice application. Additionally, this course focuses on effective electronic communication as well as general communication and collaboration in the health care setting. Students will be able to describe the evolution of computer technology, discuss the impact of technology in healthcare and identify the role of the nurse in safeguarding health care data. **Pre-requisites: NUR 511 & NUR 512**

NUR 521   Advanced Pathophysiology   3 credits
This course provides the student with knowledge in advanced anatomy, physiology, and the pathophysiology of systems related to health across the lifespan. Students will gain an enhanced understanding of pathophysiological variations in body systems and be able to recognize variations of pathophysiological processes and apply the understanding of advanced pathophysiology in clinical decision making. **Pre-requisites: NUR 513 & NUR 514**

NUR 522   Healthcare Economics, Policy and Regulatory Environments   3 credits
This course examines the effect of policy, regulatory and money on health care outcomes. Foundational concepts include process of policy making; economic analysis; patient advocacy; healthcare law, regulatory rules and statutes related to practice; systems theory; financing of and payment for healthcare; for-profit vs. non-profit and tools to aide in decision making. Students will gain an understanding of the complexity of the healthcare environment.
Pre-requisites: NUR 513 & NUR 514

NUR 523   Advanced Pharmacology   3 credits
This course is designed to enhance the student's knowledge of pharmacology including pharmacogenomics, pharmacodynamics, pharmacokinetics, drug metabolism, and pharmacotherapeutics in the management of disease state. Students will be able to demonstrate an understanding of pharmacotherapeutic principles, differentiate the pharmacological actions of medications and evaluate drug regimens to recommend optimal and safe drug therapy. Skills to assess and manage a client's common health issues are emphasized utilizing pharmacotherapies. **Pre-requisites: NUR 521 & NUR 522**

NUR 524   Organizational Behavior in Healthcare Environments   2 credits
This course examines the behaviors of individuals and small groups in healthcare organizations. Students learn about behaviors, causes of behaviors and interventions to improve organizational effectiveness. Teams, group dynamics, values and cultures, management of performance, establishing and maintaining effective relationships and leadership, organizational change and vision are foci. Students will apply concepts and create an analysis of organizational behaviors and an improvement plan.
Pre-requisites: NUR 521 & NUR 522

NUR 531   Evidenced-Based Practice, Research, and Translational Care   2 credits
Students examine the concepts of research and scholarship as a foundation for evidence-based practice (EBP). The course focuses on examination of qualitative and quantitative methods of primary research while considering patient safety, healthcare quality and process improvement. Students will debate the importance of EBP in improving healthcare and transitioning to an evidenced-based approach to care and decision making. **Pre-requisites: NUR 523 & NUR 524**

NUR 532   Leadership for Quality and Safety in Healthcare   3 credits

Students learn concepts essential to the development of the master's prepared nurse as a clinical leader and manager. Students explore leadership and management theories, the organizational structure, change, systems theory, the leadership role, nursing delivery models and human resource management. Contemporary issues affecting delivery of care are explored. Students utilize knowledge, skills and abilities essential for evidence-based decision making and outcomes management. **Pre-requisites: NUR 523 & NUR 524**

NUR 533   Management Application for Executive Nurse Leader I   1 credit
This course focuses on an intensive study of the advanced nursing role within executive leadership. This is the first course in the series of 4 specialized courses with application in the executive healthcare setting. Students focus on examining the role of the advanced practice nurse within the context of the executive nurse leader and within the role of the masters prepared nurse. Students examine ethics and ethical dilemmas, explore the frameworks and standards of care and patient outcomes, and use critical thinking to solve problems and improve care within the executive leadership role. Students will have the opportunity to apply this knowledge within the healthcare setting. 100 hours of clinical immersion experience is required. **Pre-requisites: Core NUR Courses**

NUR 535   Management Application for Healthcare Informatics on Nurse Leader I   1 credit
This course focuses on an intensive study of the advanced nursing role within healthcare information. This is the first course in the series of 4 specialized courses with application in the healthcare information setting. Students focus on examining the role of the advanced practice nurse within the context of the healthcare information nurse leader and within the role of the masters prepared nurse. Students examine ethics and ethical dilemmas, explore the frameworks and standards of care and patient outcomes, and use critical thinking to solve problems and improve care within healthcare information settings. Students will have the opportunity to apply this knowledge within the healthcare setting. 100 hours of clinical immersion experience is required. **Pre-requisites: Core NUR Courses**

NUR 541   Management Application for Executive Nurse Leader II   1 credit
This course includes intensive study of the advanced nursing role within the executive nurse leader specialty. This is the second course in the series of 4 specialized courses within the executive nurse leader specialization. Students will focus on examining the scope of practice, evaluating and monitoring quality of nursing practice and establishing collegial and collaborative relationships within the health care team as well as within the context of the executive nurse leader specialty and the role of the masters prepared nurse. Students will have the opportunity to apply this knowledge within the healthcare setting. 100 hours of clinical immersion experience is required. **Prerequisite: NUR 533**

NUR 545   Management Application for Healthcare Informatics Nurse Leader II   1 credit
This course includes intensive study of the advanced nursing role within the healthcare information nurse leader specialty. This is the second course in the series of 4 specialized courses within the healthcare information nurse leader specialization. Students will focus on examining the scope of practice, evaluating and monitoring quality of nursing practice and establishing collegial and collaborative relationships within the health care team as well as within the context of the healthcare information nurse leader specialty and the role of the masters prepared nurse. Students will have the opportunity to apply this knowledge within the healthcare setting. 100 hours of clinical immersion experience is required.
Prerequisite: NUR 535

NUR 542   Management Application for Executive Nurse Leader III   1 credit
This course includes a concentrated study of the advanced nursing role within the executive nurse leader specialty. This is the third course in the series of 4 specialized courses within the executive nurse leader specialization. Students focus on advanced practice, pharmacotherapy, and evidenced-based management of complex problems within the context of the executive nurse leader specialty and within the role of the masters prepared nurse. Students will examine the political, financial and regulatory issues related to health care and the executive nurse leader specialty, as well as use clinical reasoning to determine therapeutic interventions, solve problems and improve care. Students will have opportunities to continue to gain experience in the executive nurse leader specialty, to perform selected responsibilities of the role, and to develop competencies as an advanced care provider within the healthcare setting. 100 hours of clinical immersion experience is required. **Prerequisite: NUR 541**

NUR 546   Management Application for Healthcare Informatics Nurse Leader III 1 credit
This course includes a concentrated study of the advanced nursing role within the healthcare information nurse leader specialty. This is the third course in the series of 4 specialized courses within the healthcare information nurse leader specialization. Students focus on advanced practice, pharmacotherapy, and evidenced-based management of complex problems within the context of the healthcare information nurse leader specialty and within the role of the masters prepared nurse. Students will examine the political, financial and regulatory issues related to health care and the healthcare information nurse leader specialty, as well as use clinical reasoning to determine therapeutic interventions, solve problems and improve care. Students will have opportunities to continue to gain experience in the healthcare information nurse leader specialty, to perform selected responsibilities of the role, and to develop competencies as an advanced care provider within the healthcare setting. 100 hours of clinical immersion experience is required. **Prerequisite: NUR 545**

NUR 551   Management Application for Executive Nurse Leader IV   1 credit
This course will focus on the advanced nursing practice role within the executive nurse leader nurse leader specialty to synthesize and apply theoretical concepts and evidence base practice to enhance patient care and improve the quality of healthcare. This is the fourth course in the series of 4 specialized courses within the executive nurse leader nurse leader specialization. Students build upon previous experience to deepen their understanding of the specialization and the role of the executive nurse leader nurse leader. Students will have opportunities to assume all or most of the executive nurse leader role in the clinical setting and should be able to practice independently employing knowledge, skills and abilities learned in the program. 100 hours of clinical immersion experience is required. **Prerequisite: NUR 542**

NUR 553 Management Application for Healthcare Informatics Nurse Leader IV   1 credit
This course will focus on the advanced nursing practice role within the healthcare information nurse leader nurse leader specialty to synthesize and apply theoretical concepts and evidence base practice to enhance patient care and improve the quality of healthcare. This is the fourth course in the series of 4 specialized courses within the healthcare information leader nurse leader specialization. Students build upon previous experience to deepen their understanding of the specialization and the role of the healthcare information nurse leader nurse leader. Students will have opportunities to assume all or most of the healthcare information nurse leader role in the clinical setting and should be able to practice independently employing knowledge, skills and abilities learned in the program. 100 hours of clinical immersion experience is required. **Prerequisite: NUR 546**

NURS 596   Capstone Evidence-Based Project Executive Nurse Leader   4 credits
As a culminating experience, this capstone course provides the opportunity for the student to synthesize information gained in the master's program and to demonstrate competencies consistent with program outcomes by developing an evidence-based practice project proposal that addresses a problem, issue, or concern in professional practice as related to the executive nurse leader role. Students identify a problem amenable to research-based intervention; search the literature; propose a solution; and develop a plan to implement the solution, identify the outcome(s) and evaluation process, and disseminate the findings. Problems identified are those that are appropriate to students' specialization in Executive Nurse Leader. Students will submit an electronic portfolio that contains key examples of work they have generated during their time in the program along with a self-reflection of that work. **Prerequisite: NUR 551**

NURS 598 Capstone Evidence-Based Project Healthcare Informatics Nurse Leader   4 credits
As a culminating experience, this capstone course provides the opportunity for the student to synthesize information gained in the master's program and to demonstrate competencies consistent with program outcomes by developing an evidence-based practice project proposal that addresses a problem, issue, or concern in professional practice as related to the healthcare information nurse leader role. Students identify a problem amenable to research-based intervention; search the literature; propose a solution; and develop a plan to implement the solution, identify the outcome(s) and evaluation process, and disseminate the findings. Problems identified are those that are appropriate to students' specialization in Healthcare Informatics Nurse Leader. Students will submit an electronic portfolio that contains key examples of work they have generated during their time in the program along with a self-reflection of that work. **Prerequisite: NUR 553**

4.3. SCHOOL OF HEALTH SCIENCES AND NURSING

4.3.1 Nursing Practice – Doctorate of Nursing Practice

The Doctorate of Nursing Practice (DNP) program is designed to prepare nurses to assume leadership roles incorporating advanced clinical expertise, quality improvement methods, patient safety and care technology, health care policy for advocacy, and health system changes. Through this program, the combination of theoretical and scientific underpinnings, evidence-based practice, information technology, and practicum experiences will facilitate the development of well-prepared nurse leaders. Graduates will be prepared to function in strategic leadership positions that will impact healthcare outcomes of individuals and populations. The merging of the practicum knowledge with organizational systems, healthcare policy, interprofessional collaboration, population health, and leadership experience will allow graduates to become a contributor in the transformation of healthcare.

The program's framework is based on the "*The Essentials of Doctoral Education for Advanced Nursing Practice*" (American Association of Colleges of Nursing (AACN - 2006) and prepares the student to focus on the "application of scientific underpinnings for practice, organizational and systems leadership for quality improvement and systems thinking, clinical scholarship and analytical methods for evidence-based practice, information and patient care technology for the improvement and transformation of health care, health care policy for advocacy in health care, and interprofessional collaboration and communication for improving population health outcomes" (AACN, 2006). The program provides an opportunity for upwards mobility for the MSN prepared nurse.

American Association of Colleges of Nursing (2006). *Doctoral Education for Advanced Nursing*
    Practice. Washington, DC.
    https://www.aacnnursing.org/Education-Resources/AACN-Essentials

4.3.2 PROGRAM OBJECTIVES (Program Learning Outcomes – PLO's)
Graduates of the DNP program will:
1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice. (Essential I)
2. Develop and evaluate care delivery approaches that meet current and future needs of patient populations based on scientific findings in nursing and other clinical sciences, as well as organizational, political, and economic sciences. (Essential II)
3. Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice. (Essential III)
4. Analyze and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology. (Essential IV)
5. Analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums. (Essential V)
6. Employ effective communication and collaborative skills when leading interprofessional and intraprofessional teams in the analysis of complex practice and organizational issues. (Essential VI)
7. Analyze scientific data related to individual, aggregate, and population health. (Essential VII)
8. Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues. (Essential VIII)

4.3.3 Admission Requirements for the Doctorate of Nursing Practice (DNP) include:

Admission Requirements:
1. Master of Science in Nursing from an accredited institution.
2. Current, active and unrestricted professional licensure in Florida.
3. Minimum Graduate cumulative grade point average (CGPA) of 3.0 (4.0 scale)

4. Applicants with earned credits from a foreign institution of higher education must have their credential and/or courses validated, translated and certified by a NACES approved agency and submit copies of original transcript and translation.
5. The Graduate Record Exam (GRE) is **NOT** required.
6. Professional CV or resume with evidence of the equivalent of 12 months of full-time nursing practice within the last two years.

Admission Process:
1. Complete the Nexus University application and submit with a nonrefundable application fee of $50.

2. Submit **Official Transcripts** from all higher education institutions.

Submit official transcripts to:
> Registrar
> Nexus University
> 111 NE 1st street, 3rd Floor
> Miami, FL 33131

3. Submit verification of current, active and unrestricted RN licensure in Florida.

The DNP program does not prepare graduates for licensure as an RN or APRN. Students enrolled in the DNP program are required to maintain a current, active and unrestricted professional nursing licensure throughout the program.

4.3.4 Degree Requirement

A student needs to complete the 36 graduate semester credits required in the program. In order to achieve the DNP competencies, the DNP program has a minimum of 1,000 hours of practice post-baccalaureate as part of a supervised academic program as required by the *Essentials of Doctoral Education for Advanced Nursing Practice* from the American Association of Colleges of Nursing (2006).

4.3.5 Curriculum Plan

The program of study is completed in 6 sequential semesters. Each semester contains two 8-week sessions and students take a maximum of 3 credit hours per 8-week session. Students will complete 250 practicum hours in each of the practicum courses for a total of 1000 practical hours. The program's instructional modality includes 100% online for theory course content and the practicum experiences will be in a healthcare facility. The core courses must be completed before the practicum courses can be started.

Doctorate of Nursing Practice
Curriculum Plan

Semester	8 Week Session	Course Number	Course Name	Credit
I	1	NUR 801	Theoretical Scientific Underpinnings	3
	2	NUR 802	Organizational Leadership and Advanced Nursing Practice	3
II	1	NUR 811	Analytical Methods for Evidence-Based Practice	3
	2	NUR 812	Research and Analytical Methods	3
III	1	NUR 821	Informational Systems and Patient Care Technology	3
	2	NUR 822	Population Health Concepts	3
IV	1	NUR 831	Healthcare Policy and Ethics	3
	2	NUR 832	Organizational Management and Finance in Healthcare	3
V	1	NUR 941	DNP Project Practicum I	3

	2	NUR 942	DNP Project Practicum II	3
VI	**1**	NUR 943	DNP Project Practicum III	3
	2	NUR 944	DNP Project Capstone Practicum	3
			TOTAL CREDIT HOURS	**36**

4.3.6 Course Descriptions

NUR 801   Theoretical Scientific Underpinnings   3 credit hours
This course integrates nursing science and related disciplines to provide a foundation for using theories and concepts in developing strategies to determine healthcare outcomes. In addition, this course will focus on the transition of the clinical scholar in understanding the essential knowledge and skills for the DNP role. **Prerequisite: Admission to the DNP program**

NUR 802   Organizational Leadership and Advanced Nursing Practice   3 credit hours
This course focuses on organizational leadership to improve systems of care and health outcomes. In addition, this course will examine leadership strategies for the advanced practice nurse with an emphasis on quality improvement in health outcomes and patient safety. **Prerequisite: NUR 801**

NUR 811   Analytical Methods for Evidence-Based Practice   3 credit hours
This course examines the translation and application of research into nursing and evidence-based practice. In addition, this course will focus on the appraisal and dissemination of data for best evidence and integration of new knowledge. **Prerequisite: NUR 802**

NUR 812   Research and Analytical Methods   3 credit hours
This course focuses on the research process and will facilitate students' understanding of how to apply scientific findings to nursing practice. Advanced analytical methods will also be presented to improve healthcare outcomes through the design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, and/or population trends. **Prerequisite: NUR 811**

NUR 821   Informational Systems and Patient Care Technology   3 credit hours
This course examines the advanced skills necessary for using data from various informational systems to evaluate and improve healthcare and patient outcomes. In addition, communication and dissemination of findings as well as leadership evaluation of ethical considerations related to informational systems will be presented. **Prerequisite: NUR 812**

NUR 822   Population Health Concepts   3 credit hours

This course presents leadership skills, including communication and collaboration, necessary to design, implement, and evaluate evidence-based healthcare practices for various populations. This course will also include strategies for interprofessional and intraprofessional teamwork necessary to create change in healthcare organizations that impact various populations. **Prerequisite: NUR 821**

NUR 831   Healthcare Policy and Ethics   3 credit hours

This course focuses on healthcare policy and ethics that provides a framework for facilitating and addressing healthcare needs. In addition, the course will focus on design and implementation of healthcare policies impacting social justice and equity in health care, as well as advocacy in
healthcare. **Prerequisite: NUR 822**

NUR 832   Organizational Management and Finance in Healthcare 3 credit hours

This course explores healthcare finance and organizational management within healthcare organizations. In addition, management principles, reimbursement methods, and factors influencing the financial environment will be presented with an emphasis on strategies to promote and sustain the financial viability of healthcare. **Prerequisite: NUR 831**

NUR 941   DNP Project Practicum I   3 credit hours

This practicum is the first of three sequential courses in the DNP program leading to the DNP Project Capstone Practicum and focuses on the systematic assessment of health care problems in complex situations. The student will identify a healthcare problem for a specific healthcare population for the beginning development of a DNP Project using an evidence-based approach. In addition, the student will consider diverse and culturally sensitive approaches in developing an awareness of the role of the nurse leader. A minimum of 250 practicum hours are required. **Prerequisite: NUR 832**

NUR 942   DNP Project Practicum II   3 credit hours

This practicum is the second of three sequential courses in the DNP program leading to the DNP Project Capstone Practicum. This practicum focuses on the design of evidence-based interventions to address the identified health care problem and focus on a change that impacts healthcare outcomes. Students explore the nurse leader's role in fostering effective relationships in systems of care including the micro, meso, or macro levels. A minimum of 250 practicum hours are required. **Prerequisite: NUR 941**

NUR 943   DNP Project Practicum III   3 credit hours

This practicum is the third of three sequential courses in the DNP program leading to the DNP Project Capstone Practicum. The focus of this practicum is on the planning, implementation, and relevant evaluation of evidence-based interventions to address the identified health care problem. Students explore the nurse leader's role in guiding and mentoring others in the selection of evidence-based interventions.
A minimum of 250 practicum hours are required. **Prerequisite: NUR 942**

NUR 944   DNP Project Capstone Practicum   3 credit hours
This DNP project capstone practicum focuses on the synthesis of the leadership role for improving practice and outcomes in healthcare delivery. During the project capstone practicum, the student will finalize the project by integrating the leadership skills and focusing on the identified healthcare problem through the translation of knowledge and evidence for the advancement of nursing practice. The student will present a defense of the scholarly project. A minimum of 250 practicum hours are required. **Prerequisite: NUR 943**

5 | Financial Information

5. FINANCIAL INFORMATION

5.1 PAYMENT OPTIONS

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

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
The following online payment options are available:

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

The University participates in the following program:

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

Internal Scholarships
The University will accept internal scholarships as form of payment. Students and staff may be eligible for these scholarships. There are three types of internal scholarships available.

Career Scholarships

The University offers 3 career scholarships equivalent to USD $3,500 each to eligible students. Scholarships will be disbursed in equal amounts proportionally and per sessions until program completion. Career scholarships will be awarded to eligible students on a first come first served basis.

Distinction Scholarship

The University will offer a Distinction Scholarship equivalent to USD $6,500 to 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.

Merit Scholarship

The University will offer a Merit Scholarship equivalent to USD $4,500 to 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.

External Scholarships

The University will accept external scholarships as a 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 articulation 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 2021–2022 is listed in Table 2.

Table 2: Tuition for 2020-2021

Tuition	Graduate	Graduate	Graduate
	MBA	MSN	DNP
Per Credits	$334.00	$500.00	$600.00

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

5.3 FEES AND OTHER COSTS

Fees (All fees are in U.S. dollars)				
Fees	**Amount**		**Fees**	**Amount**
Application Fee	$25.00		Return Check Fee**	$40.00
Technology Fee	$100.00/Per Semester		Late Add Fee	$25.00
Graduation Fee	$50.00		Books***	$1,600.00
Transcript Fee*	$15.00 (Each Copy)		Additional Cost****	$500
DNP Application Fee	$50.00			

     * 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, the LMS (Canvas), online library, plagiarism checker, proctoring services, 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 a hard copy. The fee is 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 for which the student will be informed. However, the transcript fee will not be refunded. Once the administrative hold is removed from the account, the official transcript will be issued.

Graduation fee
Graduation fee is payable at the time the student completes the Application for Graduation which prompts the Academic Department to conduct a degree audit. Once this process is completed, the student is confirmed eligible or ineligible for graduation. The original diploma and official transcript will be mailed to eligible students. The fee does not cover any of the cost

for participating in commencement activities. Please note that a second diploma cannot be provided, however, additional transcripts may be requested 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 . This request will be approved or not approved by the Academic Department. If a course is approved after the Drop/Add period, students who wish to add a new class after the Add/Drop period are required to pay the additional fee of $25.00. However, Late Add is not allowed after three weeks from the start of the session.

Refund Policy

The university will ensure that prospective and enrolled students have the information concerning the refund of tuition paid in the event of dismissal or resignation from the program of study. The tuition refund policy shall be made available by publication in the program information brochure and the Student 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 (five 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.
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 Drop/Add 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
- Doctor of PhD. 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

Deloach, Dr. Tiffanie Steward
- Ph.D. in Organization and Management from Capella University
- MS in HR Management from Lincoln University
- MS in Finance from Lincoln University
- BA in Communication from Cheyney University

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

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

Maia, Theresa
- Doctor of Organization and Management from Capella University
- Master of Science in Human Resources Management and Labor Relations from New York Institute of Technology
- Bachelor of Art, Behavioral Science from Lynn University

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

Mora del Valle, Claudia
- Ph.D. in Sociology, Northeastern University, Boston
- Master of Arts in Sociology, Northeastern University

Reed, Dr. Metichico
- PhD in Nursing and Administration from William Carey University
- Master of Science in Nursing from Walden University
- Master of Science in Nursing Education from Western Governor University
- Bachelor of Science in Nursing from Western Governor University

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

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

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

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

Location: 111 NE 1st Street, 3rd floor
           Miami, FL 33132
Phone: 1-800-758-0100
Email: **info@nexusuniversity.com**
Website: **nexusuniversity.com**