



NEXUS
UNIVERSITY

GRADUATE CATALOG 2020-2021 VOLUME 3

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



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

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

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

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

Published: September 1, 2020

Volume: 3

Academic Year: 2020-2021

Students are expected to become familiar with the policies and procedures outline in this catalog. Failure to read this document does not excuse students from the rules, policies, and procedures contained in it. Students may refer to the Student Handbook for additional information.

INSTITUTIONAL HISTORY

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

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

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

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

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

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

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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

Tel: 305-5751233 or 1800-7580100

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 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 convey complex concepts in writing to a diverse audience and communicate effectively leveraging new technologies such as social media, emails, word processing software.
- **Critical thinking:** Graduates are enabled to analyze and synthesize complex information to solve multidimensional problems.
- **Research and data interpretation:** Graduates will become skilled researchers able to seek, find, use information and able to 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 (CIE), Florida Department of Education (License #3985). The Commission for Independent Education has statutory responsibilities in matters relating to nonpublic, postsecondary, educational institutions. In keeping with the Florida Department of Education goal of producing a seamless educational system, some of these functions include consumer protection, program improvement, institutional policies and administration, data management, and the licensure of independent schools, and universities. The Florida Commission for Independent Education has licensed Nexus University as an educational facility approved to provide Bachelor, and Master's programs in the state of Florida.

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

1.10 STATEMENT OF LEGAL CONTROL

Nexus University is a for-profit organization that is fully owned by 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 Department of Education of Florida through the Commission for Independent Education (CIE).

1.11 BOARD of DIRECTORS and EXECUTIVE OFFICERS

Board of Directors

Erich Villasenor Moldanado

Rubén Covarrubias Giordano

Francisco Varela Noguera

Maria del Pilar Tagle Vergara

Bartolome Santiago Bianche Reyes

Gaston Orlando Gallegos Pincheira

Dr. Juan Jorge Giaconi Gandolfo

Kennet Grant Maclean Luengo

Mario Rodrigo Moraga Guerrer

Executive Directors-University Authorities

Ruben Covarrubias Giordano

President

rector@umayor.cl

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

Mario F. Herane

Executive Director

Mario.herane@nexusuniversity.com

Master of Business Administration - University of Florida, Gainesville

Master of Science in Finance - Florida International University, Miami

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

Dr. Janie Bailey

Director of Academic Affairs (Interim)

Director of School of Health Science and Nursing

jbailey@nexusuniversity.com

Ph.D. in Nursing Education – Capella University

Masters of Science in Nursing Education – Clarkson College

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

Bachelors of Science in Nursing from University of Memphis

Oswaldo J. Acevedo

Student Recruitment Coordinator

oacevedo@nexusuniversity.com

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

Bachelor of Arts: Psychology - Antillean Adventist University

Maria Luisa Alvarez

Student Services Coordinator

malvarez@nexusuniversity.com

Bachelors of Language– Universidad de la Habana

Hernan Chamut

Director of External Relations

hchamut@nexusuniversity.com

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

Dawn Lawson

Director of Enrollment

dlawson@nexusuniversity.com

Masters in Healthcare Administration/ Gerontology- University of Phoenix

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

Bachelors in Management- University of the West Indies

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

Jessica Suito

Director of Finance/Director of Operations

Jsuito@nexusuniversity.com

bursar@nexusuniversity.com

1.12 NEXUS UNIVERSITY COUNCILS

Executive Director Council

The Executive Director Council provides oversight and authority over the University. The Council is composed of direct reports of the Executive Director and meets monthly or as needed to create, maintain, and review all policies and procedures for Nexus University including but not limited to operations and student affairs areas, academic and admissions areas, program and curriculum development, marketing, and finance including budget. In addition, the Council will discuss operational issues and identify emerging threats, opportunities and change of industry policies and legislations that impact the University. The council will also consider any academic and operation issues that may be suggested by all councils that are consistent with the Mission of the Nexus University. Nexus University mission is the foundation upon which all decisions will be made in connection to policies and procedures in operations, student affairs, academics, admissions, program and curriculum development, marketing, faculty needs, and finance/budget. The Executive Director will chair and set the agenda for the Executive Council. Members of the Executive Council may submit items to be added to the agenda must be submit these items at least one week prior to the meeting. The agenda may include monthly standard items. The Executive Director will share the agenda with the members at least two days prior to the meeting. All members of the Executive Council will be voting members. In case of a tie vote, the Executive Director will have the tie breaking vote. All minutes will be taken at all meetings.

Academic Council

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

Student Affairs Council

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

The Director of Student Services, or his/her designee, will chair the Student Affairs Council.

Faculty Council

The purpose of the Nexus University Faculty Council is to serve the campus community by promoting rigorous academic standards. The Council serves as a forum for exchanging ideas, reviewing findings of end of course surveys and making recommendations on certain academic standards and faculty concerns. On academic standards affecting instruction across the curriculum or faculty concerns, the Council will submit its recommendation(s) to the Academic Council. The Council will adhere to the Faculty Council Bylaws. The Faculty Council will establish an atmosphere of mutual trust and understanding, be cognizant of faculty time during the meetings, and adhere to the prescribed agenda. The mission of Universidad Mayor is the foundation upon which all decisions will be made. The Faculty Council will be chaired by an elected faculty member and guided by the **Director of Academics or his/her designee**.

1.13 ADJUNCT FACULTY MEMBERS

Nexus University's adjunct faculty list is found in Appendix A. The adjunct faculty list is accurate as of the time of publication of the 2020-2021 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 2019-2020 academic year:

Master of Business Administration

with concentrations in:

- *Business Analytics*
- *Global Business*

Master of Science in Nursing:

with specialization in:

- *Healthcare Informatics Nurse Leader*
- *Executive Nurse Leader*

1.15 PHYSICAL FACILITIES

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

Study/conference Rooms

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

Health Assessment Labs

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

Student Lounge

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

1.16 HEALTH AND SAFETY REGULATIONS

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

1.17 ELECTRONIC LIBRARY

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

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

1.18 MY NEXUS/POPULI

My Nexus is designed specifically to meet the needs of our students. This portal provides information and support material and is a means of communication between the student community and the university. Students will find valuable and useful information including manuals, directories, news, benefits, and many other services. Students may also apply for your student ID through this portal. Visit us daily at My Nexus to stay up to date. Consistent viewing of MyNexus enhances students' educational experience.

1.19 TECHNICAL SERVICES

MyNexus/Populi

Email: support@populiweb.com

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

Unicheck

Email: support@unicheck.com

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

Honorlock

Email: support@honorlock.com

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

Hours: 24/7/365

Canvas

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

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

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

FALL SEMESTER: 8/31/2020 -12/20/2020			
SEMESTER	DATES	Add Drop End Date	GRADES DUE
Nursing Session I	08/31/2020-10/25/2020	09/06/2020	10/27/2020
Nursing Session II	10/26/2020-12/20/2020	11/01/2020	12/22/2020
Business Session I	08/31/2020-10/25/20 20	09/06/2020	10/27/2020
Business Session II	10/26/2020 -12/20/2020	11/01/2020	12/22/2020
RECESS: 12/21/2020-01/03/2021			
SPRING SEMESTER: 01/04/2021-04/25/2021			
SEMESTER	DATES	Add Drop End Date	GRADES DUE
Nursing Session I	01/04/2021-02/28/2021	01/10/2021	03/02/2021
Nursing Session II	03/01/2021-04/25/2021	03/07/2021	04/27/2021
Business Session I -	01/04/2021-02/28/2021	01/10/2021	03/02/2021
Business Session II	03/01/2021-04/25/2021	03/07/2021	04/27/2021
RECESS: 4/26/2021-05/02/2021			
SUMMER SEMESTER: 05/03/2021-08/22/2021			
SEMESTER	DATES	Add Drop End Date	GRADES DUE
Nursing Session I	05/03/2021-06/27/2021	05/09/2021	06/29/2021
Nursing Session II	06/28/2021-08/22/2021	07/04/2021	08/24/2021
Business I	05/03/2021-06/27/2021	05/09/2021	06/29/2021
Business II	06/28/2021-08/22/2021	07/04/2021	08/24/2021
RECESS: 08/23/2021-08/29/2021			

HOLIDAYS 2020 - 2021

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

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

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 student 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
- Receiving a quality education
- To learn in an environment free from discrimination, harassment, or any form of hazing.

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

Student at risk support

Students with course grades of C or a low GPA (CGPA is 2.0 or less) represents a risk to their academic standing. As a student at risk you should immediately contact the School Director for your program for advice and guidance to improve your academic performance.

Student Resources

Nexus University offers tutoring on request, based on availability of instructors. Students will have access to a computer lab located at the Miami campus. 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 students workshops that provide information about various topics and trends during the academic year. Orientation is one of the strategies that Nexus employs to equip our students for success. The workshop is offered to all new students and provide students with technical skills to navigate the Learning system and to find and use important resources. The workshop follows a similar pattern as the learning model that is used for the actual classes.

Extracurricular activities

The Department of Student Services is tasked with developing extra-curricular activities for our 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 305-575-1270 or academics@nexusuniversity.com

Student Financial Aid Advisement

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

Student Personal Advisement

Student who seek personal advisement are encouraged to contact the Coordinator of Student Services at 305-575-1233 or 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 equal to individuals without disabilities in all University activities including, but not limited to, employment, academia, services, benefits, social events, activities, and research on any of Nexus University's campus.

Nexus University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, including, but is not limited to: the Rehabilitation Act of 1973 , as amended through 1998, the Americans with Disabilities Act of 1990 , as amended,

the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act Amendments Act of 2008, the Florida Civil Rights Act of 1992 , and the Florida Educational Equity Act which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or the benefits of any program or activity operated by the University. It is further the policy of the University to enable individuals with disabilities to participate as independently as possible, facilitating enhancement of campus life and enrichment of the University community as a whole. People with disabilities must be full members of the educational community. Nexus University recognizes that traditional methods, programs, and services may not accommodate the needs of some individuals with disabilities. It is important to keep in mind that each person's situation is unique and must be evaluated on a case-by-case basis.

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

Procedures

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

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

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

A. Students

1. To request an accommodation under the ADA, students must file an application with the office serving students with disabilities on their campus.
 - a. To request an application, please send an email to the ADA Coordinator, Ms. Maria Luisa Alvarez, at malvarez@nexusuniversity.com
 - b. Requests for accommodations should be made far enough in advance to allow staff adequate time to coordinate needed services. Generally, it is best to request needed services before a semester begins or as soon as a disability becomes known.
 - c. Students must provide documentation of their disability and how it limits their participation in the university's services, programs, or activities. Documentation of the disability should be timely and from appropriate professionals licensed to diagnose the type of disability the student has. Medical documentation will be retained by only the office serving students with disabilities and will be kept confidential.
 - d. The office serving students with disabilities makes the determination of whether the student is eligible for accommodations under the ADA. The office serving students with disabilities and the student will then discuss what assistance is needed and, if requested, will provide information to relevant faculty members, information technology personnel, and/or the academic unit indicating the nature of the accommodation required. Common examples of reasonable academic adjustments include but are

not limited to extension of time for tests, private test settings, priority registration, etc.

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

fundamentally alter the nature of its academic program.

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

B. Complaint Procedure

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

C. Website Accessibility

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

Frequently Asked Questions:

Who is an Individual with a Disability?

Who Constitutes a Qualified Individual?

What are Essential Program Requirements?

What is a Program, Service, or Activity?

What are Reasonable Accommodations?

What about Physical Campus Access?

What about Accessibility in Campus Life?

Who is an Individual with a Disability?

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

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

Who Constitutes a Qualified Individual with a Disability

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

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

What are Essential Program Requirements?

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

professional position. If data entry were removed from the job requirements, the original intent of the position would cease to exist.

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

What is a Program, Service, or Activity?

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

What are Reasonable Accommodations?

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

What about Physical Campus Access?

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

What about Accessibility in Campus Life?

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

1.22 CAMPUS SAFETY

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

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

Location: 111 NE 1st Street, 3rd floor, Miami, FL 33132, 305-575-1233; 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. Monica Hernandez, Title IX Coordinator, Location: 111 NE 1st Street, 3rd floor, Miami, FL 33132, 305-575-1233; 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 to resolve or mediate the situation. Nexus University encourages the reporting of possible violations of Title IX policy by those subject to the violation or witnesses. Sometimes students are reluctant to make such reports or participate in a grievance proceeding because they themselves may be accused of a conduct violation, such as drinking. However, it is in the best interests for those subject to sexual misconduct or witnesses of possible violations to report to the Title IX Coordinator. Thus, a student who reports sexual misconduct by another will not be subject to conduct violations or disciplinary proceedings for her/his own personal consumption or possession of alcohol at or near the time of the incident, provided that the reporting student's actions did not place the health or safety of any other person at risk or violate additional University policies. Only those who are subject to the violation or a witness may receive amnesty, not the alleged Respondent.

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

C. Definitions

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

Complainant: The individual who has experienced alleged sexual misconduct.

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

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

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

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

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

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

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

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

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

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

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

Pregnant and Parenting Students. The university may not (a) apply any rule concerning parental, family, or marital status that treats persons differently on the basis of sex; (b) discriminate against or exclude any student from its education program or activity, including any class or extracurricular activity on the basis of pregnancy, childbirth, false pregnancy,

termination of pregnancy, or recovery therefrom; or (c) make pre-admission inquiries as to the marital status of an applicant for admission.

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

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

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

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

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

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

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

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

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

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

Sexual Assault with an Object – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or

against that person's will; or not forcibly or against the person's will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

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

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

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

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

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

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

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

Sexual Violence: Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability

prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

For the purposes of this definition-

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

D. Procedures

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

If deemed necessary by the Title IX Coordinator, interim remedial measures to avoid contact between the Complainant and the alleged perpetrator (the "Respondent") may be taken prior to completion of the investigation to change academic and extracurricular activities including living, transportation, dining, and working situations. The Complainant will be referred to the Office of Student Services to make him/her aware of all available resources such as victim advocacy, academic support, counseling, disability services, and the right to report a crime to the Miami Police Department.

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

1. Informal Process

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

If satisfactory resolution is not reached after discussion with the Respondent, the Complainant should contact the Title IX Coordinator immediately regardless of whether the Respondent is a student or an employee. The university does not require a student to contact the Respondent

or the Respondent's supervisor if doing so is impracticable or unsafe, or if the student believes that the conduct cannot be effectively addressed through informal means.

2. Formal Process

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

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

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

The Investigator will then take the following steps:

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

- Either party may appeal the findings pursuant to Section 3.

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

The Complainant and the Respondent will not be allowed to use electronic devices during the meeting with the Investigator, subsequent investigation meetings, reviewing documents, and in any Hearings; except to reveal evidence to the Investigator that is on the electronic device. Interim Measures and Remedies for the Complainant. The Complainant may seek the assistance, in confidence, of the Director of Student Services. Additionally, depending on the specific nature of the problem, the Executive Director in conjunction with the Title IX Coordinator may direct remedies for the Complainant which may include, but are not limited to:

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

3. The Title IX Hearing Committee Procedures

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

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

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

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

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

4. Appeal to the Executive Appeals Committee

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

The ONLY grounds for appeal are as follows:

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

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

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

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

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

E. Criminal Process

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

your area. However, the university will continue to investigate the report in compliance with Title IX.

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

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

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

2 | Teaching and Learning Models

2. 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 both synchronous and asynchronous thus giving students the flexibility to choose. We believe students should receive effective support by administration, faculty and staff; a strong curriculum; access to relevant content; appropriate quantity and quality of structured instructional guidance from qualified instructors; and options for interactions with peers and instructors alike.

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

Academic Sessions and Terms

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

2.2 HYBRID FORMAT

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

2.3 DISTANCE EDUCATION

The University recognizes the need to facilitate students who are not able to access education in the traditional brick and mortar classrooms. It offers students to complete their degrees exclusively online through use of a Learning management system (CANVAS). This LMS allows students to receive notifications, submit paperwork, and interact with the learning materials from their computers.

Students participate in asynchronous online courses that is classes that have no required meeting times. Students log in and participate as their schedule permits. Some courses may have recorded sessions and students can access at their convenience.

2.4 PROJECTS/CLINICALS (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.

2.5 ACADEMIC STRUCTURE

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

Attendance Policy

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

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

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

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

- *Online Attendance:* An online student must participate in an activity in Canvas for at least two days for attendance. The activity may be one of or a combination of class discussions, assignment submission, 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) grade
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 Director 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, and any other documentation that would typically be required for other medically necessary absences.

Death of immediate family member

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

Jury Duty

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

Other extenuating circumstances

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

Online Discussion Expectations-Participation

The school week goes from Monday 12:01 am to Sunday 11:59 pm (EST). Students participate in class by posting in the Discussion forum at least four different days per week. An initial response to each discussion question must be made by Wednesday 11:59 pm followed by three substantial peer replies by Sunday 11:59 pm (EST) on three different days. All responses must be according to current APA Guidelines.

2.6 CONTENT AND MATERIALS

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

Course Numbering Structure

Nexus uses a course numbering system that has a (3) three letter prefix and three (3) numbers. The numbers generally identify the Course level (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 a “L” at the end of the numbers. Course levels are designated as follows:

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

2.7 COMMUNITY LEARNING

Students and faculty communicate with each other using the tools available in the LMS, including discussion threads and forums. These tools allow students to share their opinions and ideas and faculty to respond within forty-eight hours. The interaction between the students and the instructor provides a collaborative approach to learning and assists in the development and understanding of course content. While using these tools mutual respect for 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.

2.9 QUALITY ASSURANCE (QA)

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

2.10 CLASS SIZE

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

2.11 CANVAS: STUDENT AND FACULTY PORTAL

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

2.12 AWARDING CREDIT HOURS

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

Course content and outcomes are determined by faculty and are delivered utilizing adult learning principles and aligned to the Carnegie unit guidelines. One Carnegie unit 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 essays, assignments, reading, watching instructional videos, engaging in simulation, clinical activities and time spent in the lab.

The credit requirement for each program level is:

Bachelor degree: 120 semester credits

Master degree: Minimum of 30 credits beyond the bachelors

2.13 ACADEMIC QUALITY AND OUTCOME ASSESSMENT

Content and Materials

The content for each course is selected by subject matter experts in their respective fields, under the direction of Nexus University Office of Academic Affairs. To maintain the quality, the curriculum is periodically reviewed and assessed utilizing various tools, including student surveys and faculty course reflection surveys. Nexus surveys the industry environment to ensure the relevance of course materials and the readiness 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, modifications may be made to the curriculum.

Student Learning Assessment

The learning outcome assessment is done by administering an end of course survey. Students are asked to rate the effectiveness of the instructor; the content of the class; success of each learning objective; impact on their preparedness to address the respective issues in their workplace and finally to make any suggestions that they think would help. All these surveys are analyzed by Nexus and findings are fed into discussions at the Academic Council meetings and shared with the Executive Director Council.

Student Experience

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

Monitoring

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

2.14 TECHNOLOGY REQUIREMENT

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

Hardware and Peripherals

You will 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 the material on the World Wide Web

- Using communication technologies (e.g. email, chat, typing, verbal communication skills, keyboard familiarity, etc.) to communicate with other students, faculty and staff of Nexus University, using the tools developed in the platform for such matters.
- Retrieving and submitting electronic documents
- Using standard software such as the Microsoft Office Suite (e.g. Word, Excel, PowerPoint, etc.)

The University encourages students to utilize the many resources available for learning to navigate the learning platform 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 their school director. Because some courses may be closed due to heavy student enrollment, students are encouraged to register early.

These are the general requirements for admission to a graduate program, **subject to program specific requirements**¹ and payment of tuition and any other fees

- A bachelor's degree (as required by program) from a regionally or nationally accredited institution recognized by the USDOE or an approved international university/college with at least a 2.0 cumulative grade point average (GPA) and meet specified program requirements in a discipline of study.
- International degrees must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). Class by class evaluation is not necessary unless students is trying to transfer courses into new program.
- Students who earned a baccalaureate in another language must have the transcript translated in English by a certified translator. Translated copy should be submitted along with original copy.
- Students residing in the US must provide proof of Florida residency status
- Application fee of \$25.00.
- Original transcripts (these must be sent directly to Nexus University and be appropriately signed and sealed.
- Students who earn their bachelors in a language other than English and have not earned at least 30 college credits in the US are required to sit and submit official TOEFL (Test of English as a Foreign Language) or IELTS (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

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

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

English Language Test Waiver

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

¹ Every program has its own unique admission requirements. Please refer to each program for its own admission requirements.

Transcript Evaluation

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

3.2 EXAMINATION OF ADMISSION FOLDER

All documents sent as part of the application for admission become the property of Nexus University. These documents will not be available to any person who is not involved in the admission process, except for the academic advisor. Copies of transcripts and other relevant academic information will be released to the academic advisor. After the applicant has enrolled at Nexus University, she or he may examine the contents of the admission folder in the presence of a University officer at a time and date arranged with the Registrar 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.

Attendance

Please refer to the attendance policy.

Class Discussion/Participation

Class discussions are part of the class requirement for each week that the student is online. Each class is expected to have two discussion questions unless otherwise structured. The initial post which must be a response to the discussion questions should be done by Wednesday 11:59 pm, followed by three (3) substantial peer replies by Sunday at 11:59 p.m. (EST) on three different days. Students will see the grade and comment of the instructor under the Grade tab. Responses must be according to current APA Guidelines unless otherwise stipulated by instructor.

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

Presenting oral or written work that does not belong to the student (except as the instructor specifically approves) is dishonest. Any direct statement taken from other sources must be accurately referenced. Sources of information and of ideas or opinions not belonging to the student must be clearly indicated. Instructors may prescribe limitations on the sources to be used as well as maximum

Projects and Reports

Unless otherwise directed, each student must do her or his own work, experiments, drawings and so forth, from her or his own observations. 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 letter grade that is below 3.0, 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 AP period is for four classes. 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. A student on academic probation who fails to earn at least a 3.0 grade point average by the end of the AP period is placed on academic disqualification.

Academic Dismissal (AD)

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-admittance. The date that AD starts, and ends will be noted on the student's permanent record.

Re-admission after Suspension for Unsatisfactory Progress

Student who are academically dismissed are required to:

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

Progress Records

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

3.5 CHANGING FROM ONE SPECIALIZATION TO ANOTHER

A student who wishes to transfer from one specialization to another must submit a written request to the 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 Prior Learning Assessment

Transfer of Credits

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

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

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 criteria are applied to the evaluation of all transfer credit:

- Nexus University accepts college transfer credits from nationally and regionally accredited educational institutions in the United States. In addition, Nexus University will accept college transfer credits from educational institutions approved by the Florida Department of Education's CIE, and other states' departments of higher education. An accredited institution is one that is regionally or nationally accredited or approved by a state's department of higher education.
- The minimum acceptable grade for transfer of prior college level coursework is a letter "C" or its equivalent.
- The transfer credits must fit into your degree plan.
- Courses must carry at least three semester hours of credit; courses will be transferred as semester credit hours.
- 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 Institution and should notify of their desire to have their previous courses considered for transfer credit by Nexus University to Admissions admissions@nexusuniversity.com
- It's up to the Nexus University's discretion for accepting transfer credits.
- Official transcripts must be submitted for review for credit transfer.

Credit by Examination

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

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

External Examinations

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

Nexus University may award credits based on the minimum scores recommended by Educational Testing Service (ETS) or the American Council on Education (ACE). 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 awarded.
- The Program Director will evaluate the official transcript for transfer credit.
- The Program Director will notify the Admissions and Registrar of the decision.

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

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

Appeals for Transfer Credits

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

- The student must petition the Director of Academic Affairs in writing within 10 days of the ruling on the credit transfer request.

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

3.8 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.

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 courses and specialized field requirements 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 (CGPA) of 3.00 for the degree program.
- Students must be in good financial standing with the Institution at the time of graduation.

Master of Science in Nursing Degree

- Successful completion of the program requirements for the issuance of the degree.
- All information required for admission and the transfer of credits has been accepted by Nexus University.
- Successful completion of the required number of credits per program.
- A minimum cumulative grade point average (CGPA) of 3.00 for the degree program.
- Students must be in good financial standing with the Institution 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 posted to the University academic calendar. The Office of the Registrar may send notices to students who have completed a minimum of 30 graduate credits towards their program requirements; however, it is the student's responsibility to review the deadlines and submit the Petition to Graduate form by the

established deadlines. Students may submit their petition to graduate within 6 credits of completing their programs if a commencement is pending. If not, student must submit petition after completing all required credits for the program. A list of potential graduates for master’s degrees is submitted for faculty approval during their scheduled meetings. If a student petitions the Office of the Registrar but does not complete the degree requirements on schedule, the student must submit a new petition indicating a new completion date.

A 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 9 credits at most 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 celebrates graduation in formal ceremonies in May. It is Nexus University policy that only those students who have fulfilled all academic and non-academic obligations to the University may participate in commencement. Diplomas will be available for pickup by the student in the Office of the Registrar or may be mailed to the student at his or her request.

3.11 GRADUATE GRADING SYSTEM

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

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

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

Passing Grade

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

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

Incomplete Grades

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

A student who wishes to apply for a grade of “I” must secure and complete, with the instructor, the Application for Incomplete Grade form. This form is available from the Registrar office. The course instructor will identify the deadline date for completion of the work, the conditions

under which the grade of “I” will be removed and the consequences for failure to meet those conditions. The instructor, the student, and the program director must sign and approve the Application for Incomplete Grade form and the provisions for completion. The completed Application for Incomplete Grade form must be submitted to the Office of the Registrar no later than the date grades are due for that term.

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

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

Graduate Honor Level

Graduation with Distinction: 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 will be canceled. Any student affected by a cancellation will be notified via campus e-mail prior to the first-class meeting. Transfer to another course may be done. Refunds due to course cancellation are made in full as per current reimbursement policy.

3.16 REPEATING COURSES

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

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

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

iii) 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.

iv) The student is attempting to reenter a new version of a program that has new academic requirements.

3.17 STUDENT COURSE LOAD

To be considered full time, a graduate student must pursue at least 9 hours of credit each semester.

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

A 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 School Director and Academic Advisor consider: the rationale for the request; and achievement in courses completed at Nexus University. The student will be notified of the decision no later than 7 days before the start of the semester.

3.18 DROP/ADD POLICY

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

Military

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

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

Students scheduled to be deployed for active military duty are advised to contact their campus

Financial Representative regarding the status of their account and/or financial aid.

- If documentation is provided at the time of deployment, the campus may place the student in the military forbearance status. The military forbearance status ensures students do not

continue to incur tuition charges and that current tuition charges are placed on hold for payment until the student returns from deployment.

3.19 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 Registrar. The student has a responsibility to notify the University of the intent to withdraw and indicate the date of the withdrawal. When a student withdraws from Nexus University, written notice should be given by completing the Withdrawal form stating the reason for the withdrawal. The withdrawal date is nullified if the student participates in class online or on campus after the date on the form. If a student withdraws after the add/drop period ends but prior to 50% of the course duration a grade of W will be assigned. If a student withdraws after 50% of the course the grade that is earned at that time will be assigned and noted on the transcript.

Administrative Withdrawal

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

Withdrawal Due to Military Service

As a courtesy Nexus will hold to the principle of Florida Statute 1004.07, that any student enrolled in a postsecondary course or courses at a state university shall not incur academic or financial penalties by 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

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

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

5. A student who is withdrawn after the Drop/Add period for inappropriate behavior as per Student Code of conduct will receive a Pro-Rated refund computed, based on the number of days completed to the total course days.
6. Withdrawal, course drop, or cancellation after being enrolled for at least three weeks of a session is not eligible for refund.
7. Termination Date: The refund due to the student is calculated using the date that written notice is received from the student in the case of student withdrawal or course drop; or that written notice is sent via certified mail to the student in the case of cancellation of the student enrollment by Nexus University; or the last date of attendance by the student can also be used as the termination date.
8. Application fee is non-refundable.
9. Refunds will be processed within 30 days of termination of student enrollment or receipt of withdrawal or course drop notice from student.

3.21 LEAVE OF ABSENCE

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

3.22 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-entry paperwork and submit to the Registrar. and wait to be re-enrolled by the Registrar. Students will commence class whenever required class is available, preferably in the next academic period. Re-entry students may have a gap in their schedule. The prior academic standing of the student who re-enters will remain in effect upon resuming their studies.

3.23 RE-ADMISSION

Students will be required to complete re-admission paperwork and pay the current application fee. The prior academic standing of the student who re-enters will remain in effect upon resuming their studies.

3.24 GRADE APPEAL

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

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.).

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

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

Failure to follow this timeline provides enough 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

Late Assignment Policy

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

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

The response to 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.

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

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

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

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

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

3.26 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, Sixth Edition (APA, 6th Ed.)

Recycled Assignment

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

“This paper was submitted in (Course #) with Instructor (Name) on Date (mth/year)”.

3.27 STUDENT CODE OF CONDUCT

The Nexus University code of conduct defines rights and responsibilities of students while in attendance.

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

Nexus University is committed to providing safe physical and virtual environment for all students. Weapons are not allowed on the campus at any time. The university 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 full participation in the life of the University.
- Conduct that constitutes sexual harassment or and abuse
- Refusing to comply with directions of school officials, instructors, administrators or staff.

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

These sanctions may include:

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

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

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

Prohibition Against “Hazing”

Hazing includes but is not limited to any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating as a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical

health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating University rules governing hazing is prohibited.

3.28 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:

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

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

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

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

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

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

4 | 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 a 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. Students will learn about data mining, statistical modeling and media analytics. The students will gain a solid understanding of the key tools to solve supply chain management issues

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. The students will gain a solid understanding of how global logistics has an immediate impact of global supply chain management.

4.1.2 PROGRAM OBJECTIVES

The MBA program enables students to contribute to the business profession and fosters independent learning. Upon completion of this program, students will be able to:

1. The MBA students through the application of analytical skills will solve business issues
2. The MBA students will create strategies through the application of research that will enable an organization to achieve its mission and vision in a dynamic business environment.
3. The MBA students through the application of leadership skills will encourage innovation and organizational change in a dynamic business environment
4. The MBA students will evaluate the impact that a changing external environment will have upon the organizations' available options within a dynamic global business environment
5. The MBA students through the practical application of interdisciplinary skills address business issues found throughout the MBA program: Organizational Behavior, Human Resource Management, Management Information Systems and Technology, Marketing Management, Financial Management, Accounting for Decision Making, Applied Business Research and Statistics, Operations Management, Managerial Economics, and Strategic Planning and Implementation.

4.1.3 ADMISSIONS REQUIREMENT

1. A bachelor's degree from a regionally or nationally 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 are 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.
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 US 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 and submit with fee.
2. Submit Official Transcripts from all higher education institutions.

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 can complete the MBA program in 14 months.

** Courses in the MBA program are each eight-weeks in length, and students are 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 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

** All graduate level Business Administration courses listed above must be successfully completed before concentration courses are undertaken.*

Business Analytics Specialization

(6 credit hours)

Semester	8 Weeks Session	Course #	Course Name	Credits
III	2	MBA 533	Business Intelligence Analytics	3
		MBA 534	Advanced Business Analytics	3
IV	1	MBA 541	Supply Chain Management	3

Global Business Specialization

Semester	8 Weeks Session	Course #	Course Name	Credits
III	2	GBA 533	Global Trade	3
		GBA 534	Global Marketing Management	3
IV	1	GBA 541	Global Supply Chain Management	3

4.1.6 MBA COURSE DESCRIPTIONS

MBA Core Courses

MAN 511 (3.0 credit hours) **Organizational Behavior**

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

HRM 512 (3.0 credit hours) **Human Resource Management**

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.

MKT 513 (3.0 credit hours) **Marketing Management**

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.

ISM 514 (3.0 credit hours) **Management Information Systems and Technology**

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.

STR 521 (3.0 credit hours) **Strategic Planning and Implementation**

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

ECO 522 (3.0 credit hours) **Managerial Economics**

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

MAN 523 (3.0 Credit Hours) **Operations Management**

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.

STA 524 (3.0 credit hours) Applied Business Research & Statistics

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.

ACC 531 (3.0 credit hours) Accounting for Decision Making

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.

FIN 532 (3.0 credit hours) Financial Management

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.

Advanced Areas of Study Option- Business Analytics

MBA 533 (3.0 credit hours) Business Intelligence Analytics

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 (3.0 credit hours) Advanced Business Analytics

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 (3.0 credit hours) Supply Chain Management

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.

Advanced Areas of Study Option- Global Business

GBA 533 (3.0 credit hours) Global Trade

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 (3.0 credit hours) Global Marketing Management

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 (3.0 credit hours) Global Supply Chain Management

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.

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 Nurse Leader . 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)

Graduates of the MSN program will:

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 baccalaureate in another language must have the transcript translated in English by a certified translator. Translated copy should be submitted along with original copy.
7. 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 US 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 and submit with fee.
2. Submit Official Transcripts from all higher education institutions.
3. Submit verification of current, active and unrestricted professional nursing licensure.

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 Informatic & 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 Nurse Leader Specialty

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 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
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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 Information 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 Information 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 Information 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 Information 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 Information 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 Information 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**

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.

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

The university only accepts online payments for tuition and fees. Students should make their payments at the MyNexus financial dashboard

(<https://nexusu.populiweb.com/router/contacts/people/21672613/financial>). For customized payment accommodations, the student may contact the Bursar's office at:

bursar@nexusuniversity.com

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 options; however, if student is part of a Tuition Reimbursement Program, External Scholarships or any other program, previously approved by the Bursar's office. The University will charge a \$40.00 fee for return checks.
- Cash is not available as payment options.

The university participates in the following program:

Employer Tuition Assistance

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

Internal Scholarships

The University offers 3 career scholarships equivalent to USD \$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.

The University will offer a Distinction Scholarship equivalent to USD \$6,500 to the students that finalized an undergraduate program at Nexus University and were part of the Executive Director's List (3.80 to 4.0 GPA) every semester until the completion of the program.

The University will offer a Distinction Scholarship equivalent to USD \$4,500 to the students that finalized an undergraduate program at Nexus University and were part of the Dean's List (3.50 to 3.79 GPA) every semester until the completion of the program.

External Scholarships

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

Business Partnerships

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

Articulation Agreements

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

5.2 TUITION

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

Table 2: Tuition for 2020-2021

Tuition	Graduate	
	MBA	MSN
Per Credits	\$334.00	\$500.00

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

5.3 FEES AND OTHER COSTS

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

* First transcript is provided free of charge.

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

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

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

Application Fee

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

Technology Fees

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

Transcript Fee

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

Graduation fee

Graduation fee is payable at the time the student completes the program and submits an application for degree conferment 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.

Late Add Fee

Student must send a request to add a class after the Drop/Add period to the Registrar at: registrar@nexusuniversity.com. This request will be approved or not approved by the Academic Department. If a course is approved after the Drop/Add period, students who wish

to add a new class after the Drop/Add period are required to pay the additional fee of \$25.00. However, Late Add is not allowed after three weeks of the start of the session.

Appendix A

Brown, Dr. Ludella

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

Canas, Dr. Carlos

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

Cerilo, Dr. Perlita

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

Chou, Jose

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

Day, Claritza

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

Deloach, Dr. Tiffanie Steward

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