



INSTITUTIONAL INTEGRITY POLICY

NUC University as a higher education institution and believer in the principles, ethics and values that should govern society, has a philosophy that the institution and all its employees and associates should carry out management of their educational work within the healthiest measures of good academic and administrative management. All NUC University personnel shall ensure faithful compliance with those rules, laws and standards issued by the different government agencies, accrediting agencies and others that govern it.

As part of this philosophy, the Board of Directors, through the designated officials enacts policies that will guide and govern the various procedures carried out for the achievement of the institutional objectives.

This policy establishes that NUC University shall ensure its integrity through the policies described below. The purpose of these is to strengthen the Institution through standards that promote consistency and compliance with fundamental aspects of our academic and administrative work. It also aims to encourage the creativity and initiative of each component as well as maximize the use of all the institution's resources. This should be achieved within the parameters of an agile organizational structure that promotes decision making, quality of services and an effective and positive action.

The following aspects are part of the Institutional Integrity Policy that is hereby established:

ACADEMIC INTEGRITY AND RELATED ASPECTS

It is hereby stated that the following matters will be unique at the institutional level and cannot be altered without proper agreement between the homologous officials of each Campus and with the approval of the Board of Trustees, if applicable, according to the complexity of the matter, as specified below:

Academic Programs and Curriculum Structure

All changes to academic programs, will be addressed through the Vice Presidency of Academic Development, with the approval of the Academic Board and recommended for its implementation by the Vice President of Academic Affairs. No new program or course will be considered that has not been duly justified through a feasibility study that indicates its market and economic feasibility. If the change to be carried out impacts any requirement of the regulatory agencies, NUC compliance, accreditation and licensing personnel should be notified in order that any regulatory process may be carried out, as applicable, prior to starting the program.

Syllabi

The syllabus represents the official study plan approved by the institution. It includes the expected learning outcomes, content, assessment plan, and learning strategies, among other elements. The course syllabus should be used in all sections where the course is offered, regardless of location or mode of instruction.

The syllabi, curricula, and all other information or related documents are the exclusive property of NUC University. All official syllabi will have the approval of the Vice President of Academic Affairs. Any syllabi not having this approval will not be valid and cannot be used.

An official record of syllabi of all courses offered by the institution shall be maintained in the Office of the Vice President of Academic Affairs, and at each campus.

The use of these syllabi is limited to academic aspects of NUC University and it is not authorized to use them outside the institution, nor to make changes without the proper authorization, except as previously authorized for accreditation and official related matters.

Relations and communications with accrediting and licensing agencies.

All communications to and from accrediting agencies, “Junta de Instituciones Post Secundarias” (JIP), US Department of Education and other agencies when related to our academic programs, shall be channeled through the Compliance Office or have the approval or signature of the President.

Curricular revisions

Each program will be reviewed in its entirety (including its feasibility thereof in the broad sense of enrollment trends, student achievement, employability, physical, fiscal & human resources, etc.) within a period of 3-5 years. The Vice President of Academic Affairs will be responsible for establish a plan for the achievement of this policy.

INSTITUTIONAL IMAGE

The institutional image is unique and its presentation and disclosure in the media should be uniform and reflect the principles of quality that the Institution has established. For this reason the use, presentation, and design of the NUC University name and logo will be uniform throughout the institution.

The symbolism of the institutions is part of their image and its integrity should be maintained. The Vice President of Marketing will maintain updated the Institutional Image Manual (Brand Book) that provides guidelines and regulations for the effective management and integrity of the symbols of the Institution. The Chancellors, Executive Directors and the Vice-President of Online Division shall maintain copies of these guidelines and regulations and enforce them.

For this, the following guidelines are offered:

The logo: The logo or logos and name of institution shall be used uniformly, according to institutional guidelines. The Vice President of Marketing will be the custodian of the stamps, shapes, logos and all types of signage where the name of the institution is used. This official will ensure the effective use of them. This will also apply to the use of the name and logo in publications, advertisements, business cards, letterhead, and electronic-media, among others.

Promotional material: The Department of Marketing will also have the logos available for copying in promoting material. Those Departments that use the logo in gifts and apparel, should request them from the Vice President of Marketing in order to ensure their integrity.

Name: The official and legal name of the institution is NUC University and should be presented as such. For operational purposes (promotion or marketing) the name to be used will be NUC University; NUC University – Online Division; NUC University – IBC Technical Division; NUC University – Florida Technical College; or The Digital Animation & Visual Effects (DAVE) School, as appropriate.

The forms: The forms used in the different student services, academic and administrative offices will be identical at all campuses. Each Department shall maintain a physical or digital file of the forms it uses. These forms should be institutional. Therefore, each Chancellor, Executive Director, Vice-President of Online Division, Academic Dean and Department Directors will ensure that such uniformity is maintained. The forms should have a numerical control if possible, an issue or revision date and an inventory of all the forms.

External and Internal Mail: Written communications, both internal and external, must maintain a professional and formal vocabulary. In addition, the use of unauthorized drawings and designs is prohibited. Communications may only have the official logo without any other adornment. NUC University has the absolute right to audit all staff communications as well as all the information that is generated on computers and files among other media. Global e-mail communications are authorized only through the President's Office.

No official is allowed to use a logo or any art other than the official ones. This policy applies to the use of the institutional name and logos in publications, writings, press releases in any media (newspapers, books, radio, television, electronic, or other means), diplomas, letterhead, business cards, promotional items, forms and any other means in which the NUC University logo is present for either internal or external use.

An adequate individual image is part of the institutional image that every official should project. This image should be appropriate for an environment such as that of NUC University where we are continually surrounded by colleagues, students, prospective students and visitors. Thus the professional image must be reflected beginning with the appropriate attire.

The rules and procedures previously described will help maintain the integrity and essence that distinguishes NUC University at all times.

STUDENT SERVICES

The following policies governing student services and student life are institutional and their content, application, interpretation, presentation and disclosure will be made uniformly, reflecting the principles of quality established by the institution and none of the campuses may amend any of them unilaterally. In case it is necessary to amend the student services policies from time to time, the changes should be carried out through the established channels of authority.

Compliance with the following policies, among others that may be applicable, is aimed at safeguarding fair and impartial processes.

- Financial Aid Policy
- Registration Policy
- Admissions policies including Admission Committee
- Graduation Policy
- Academic Progress Policy
- Payments Policy
- Student Regulations Manual

CONFIDENTIALITY

By their nature, all administrative, academic and student information shall be treated with strict confidentiality.

Under the regulations, laws and policies of the institution, student information, will only be disclosed to the student himself or to whom the student officially authorizes. Data validation and identification will be required at the time of the request. The Office of the Registrar is responsible for safeguarding student records, in accordance with the applicable laws, mainly FERPA and any other applicable regulations. Therefore, the request of a student's document or record by a Court order, or subpoena, will be handled directly and exclusively by the registrar or a registrar's officer.

OWNERSHIP OF INFORMATION

In addition to the confidentiality involved with regard to student information, the Institution will watch out for the ownership of all the information developed at NUC University. As a result, all information and any document or analysis that is generated by any employee within their normal job duties with the institution shall be the exclusive property of NUC University. This policy includes syllabi, exams, computerized programs, manuals and any other documents on paper or any database, performed by an employee as part of their duties. Furthermore, NUC University has a Copyright Policy that all employees must sign as evidence of knowledge and commitment to its full compliance.

DUTIES AND RESPONSIBILITIES

The responsibilities of each NUC University employee are defined in the document of duties and responsibilities assigned to the position as part of the contractual process to ensure the proper functioning of the institution. NUC University has the authority to restructure, modify and change the employees' functions from time to time according to the needs of the institution. The Vice-President of Human Resources will be responsible for directing the evaluation, analysis and approval process of employee job functions/duties.

ADMINISTRATIVE ASPECTS

All administrative aspects of the Institution shall be governed by uniform policies of processes and approvals. These will be promulgated by the President through the Department of Human Resources of the Institution. Any aspect that is related to the following will be considered institutional and as such requires prior approval from the administrative offices of the Institution.

HUMAN RESOURCES

Everything related to the authorization of positions, contracts, evaluation of potential personnel, classification, development, compensation, benefits, payment methods, clothing, attire and uniforms, records, performance evaluation program, terminations and retirement should be managed through the Human Resources Department. In the case of transactions involving change of type of contract and payment, these will be approved by the President and the Vice President of Human Resources.

The official records of all administrative employees and faculty will remain in the Human Resources Central Office.

Code of Conduct and Compendium of Institutional Policies

All employees shall be governed by the Code of Conduct and Compendium of Institutional Policies and by departmental procedures manuals, regulations and applicable norms. Faculty is also governed by the Faculty Manual covering academic and administrative matters related to the teaching and learning process. These documents provide the policies, rules and procedures governing human resources and are a fundamental part of the contractual process. These documents may be revised only by the President approval and by the executives of functional areas. Ex. Supervisor, Finance, Human Resources Vice President, as applicable.

Contracts

Any contract or agreement must have the approval and signature of the President or the Senior Vice-president of Finance. Contractual recruitment processes for new positions have to be approved by the Human Resources Department.

Purchasing products or services

The Purchasing Department has established processes that safeguard the integrity and sound management. The Purchasing Department Director shall promulgate a purchasing policy including levels of approval or authorization, selection of providers, reimbursement of expenses incurred by employees in their duties, among others. All NUC purchases, including levels of authority for approval or requisitions and transactions shall be conducted pursuant to the rules, processes, regulations and applicable policies. This official will be responsible for the effective implementation of procurement processes, requisitions, products receipts, services and reimbursement of expenses to ensure a smooth operation, which has quality products and services, and to ensure the lowest cost possible within the best terms for the institution.

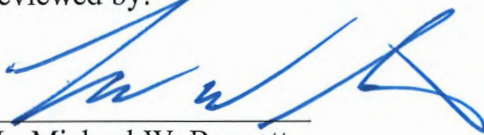
Privacy policy and use of communication and information media

NUC University has a policy for communication and information media to establish procedures and standards and policies for the use and effective management of information, by any communication media. Each officer will be responsible for safeguarding, managing and processing the information to which they hold access and which may be generated as part of their duties. Faithful compliance with this policy is expected.

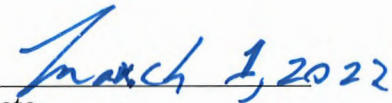
CODE OF CONDUCT AND COMPENDIUM OF POLICIES

NUC University has a Code of Conduct and Compendium of Policies applicable to all officials employed by the Institution. All Executive Committee members, Directors, Coordinators and any other employee whose complexity in their job duties allows them to have access to confidential and sensitive information, in addition to requiring from them an impeccable conduct, also must faithfully and fully comply with this code. On the contrary, noncompliance with the code will result in a response with the greatest rigor and penalties. Both, the Code of Conduct and the Compendium of Policies, apply to scenarios outside the workplace.

Reviewed by:



Mr. Michael W. Bennett
President



Date