

THE
NATIONAL
HISPANIC
UNIVERSITY



STUDENT
HANDBOOK

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HOW, WHO, WHAT & WHERE?

A Quick Reference Guide to NHU Departments & Services

Information On . . .	Office	Location (Refer to Campus Map on inside cover)	Extension
Academic Departments	Academic Affairs	Second Floor—South Wing	X2691
. . . Business Administration	Academic Affairs	Second Floor—South Wing	X2717/X2748
. . . Computer Science	Academic Affairs	Second Floor—South Wing	X2717
. . . General Education	Academic Affairs	Second Floor—South Wing	X2693
. . . Liberal Studies	Academic Affairs	Second Floor—South Wing	X2693
. . . Math & Science	Academic Affairs	Second Floor—South Wing	X2693
. . . Teacher Education	Academic Affairs	Second Floor—South Wing	X2752
. . . Trans./Interpret. Cert.	Academic Affairs	Second Floor—South Wing	X2765
Academic Calendar	Academic Affairs	Second Floor—South Wing	X2691
Adding/Dropping Classes	Office of the Registrar	First Floor—South Wing	X2772/x2770
Address Change	Office of the Registrar	First Floor—South Wing	X2772/x2770
Admissions	Outreach/Admissions	First Floor—South Wing	X2751 or X2772
Advising			
. . .Major	Academic Affairs	Second Floor—South Wing	(See specific Academic Dept.)
. . .Peer	Student Academic Assistance Center(SAAC)	Second Floor—South Wing	X2762
Books	Academic Affairs	Second Floor—South Wing	X2691
Career Information	Student Academic Assistance Center(SAAC)	Second Floor—South Wing	X2762
Change of Grade	Instructor/Office of the Registrar	First Floor—South Wing, Second Floor—South Wing	X2691/x2696
. . . Address	Office of the Registrar	First Floor—South Wing	X2772/x2770
. . .Major	Academic Departments/ Office of the Registrar	First Floor—South Wing	X2772/x2770 See specific Academic Dept.
. . . Name	Office of the Registrar	First Floor—South Wing	X2772/x2770
Class Schedules	Business Office	First Floor—South Wing	X2688
Commencement Information	Office of the Registrar	First Floor—South Wing	X2696
Copy Machines	Duplication	First Floor—South Wing	X2704
Counseling – Career & Personal	Student Academic Assistance Center(SAAC)	Second Floor—South Wing	X2762
Courses Taken at Other Schools	Office of the Registrar/ Academic Departments	First Floor—South Wing, Second Floor—South Wing	X2696/See specific Academic Dept.

Information On. . .	Office	Location (Refer to Campus Map on inside cover)	Extension
Diploma Distribution	Office of the Registrar	First Floor—South Wing	X2772
Education (See Teacher Credentialing/Education)	Teacher Education Office	Second Floor—South Wing	X2752
Employment Opportunities	Human Resources	Third Floor—South Wing	X2711
Director of Student Outreach & Support Services (SOSS)	Student Outreach & Support Services(SOSS)	First Floor—South Wing	X2696
Financial Aid	Office of Financial Aid & Scholarship	First Floor—South Wing	X2708/X2741
Freshman Resources	Student Academic Assistance Center(SAAC)	Second Floor—South Wing	X2762
Grade Appeal	Instructor/ Academic Departments	Second Floor—South Wing	X2691/See specific Academic Dept.
Grade Reports/Information	Office of the Registrar	First Floor—South Wing	X2772/X2696
Graduation Date, Deadline, . . . Requirements	Office of the Registrar Academic Departments	First Floor—South Wing Second Floor—South Wing	X2696 See specific Academic Dept.
Grievance Procedures	Provost	Second Floor—South Wing	X2691
Health Insurance	Business Office	First Floor—South Wing	X2688
Incomplete Grade	Instructor	Second Floor—South Wing	X2691
Independent Directed Study	Academic Departments/ Office of the Registrar	First Floor—South Wing, Second Floor—South Wing	See specific Academic Dept./x2696
International Students	Outreach/Admissions Office	First Floor—South Wing	X2751/X2772
Leave of Absence	Office of the Registrar	First Floor—South Wing	X2772/X2696
Letter Request/Verification	Office of the Registrar	First Floor—South Wing	X2772/X2770
Library Hours	Library	First Floor—South Wing	X2773
Loans/Verification	Office of Financial Aid & Scholarship	First Floor—South Wing	X2708/X2741
Maintenance	Facilities	First Floor—South Wing	X2704
Matriculation Requirements	Academic Departments	Second Floor—South Wing	See specific Academic Dept.
Name Change	Office of the Registrar	First Floor—South Wing	X2772/X2770
Photocopying	Duplication	First Floor—South Wing	X2704
Probation (Academic)	Office of the Registrar Academic Departments	First Floor—South Wing	X2696/ See specific Academic Dept.
Registration	Academic Departments/	First Floor—South Wing, Second Floor—South Wing	See specific

Information On . . .	Office	Location (Refer to Campus Map on inside cover)	Extension
	Office of the Registrar		Academic Dept. X2772/X2770
Resumption of Study	Admissions Office	First Floor—South Wing	X2772/X2770
Room/Facilities Rental	Business Office	Third Floor—South Wing	X2686
Schedule Changes	Office of the Registrar/ Academic Affairs	First Floor—South Wing, Second Floor—South Wing	X2772/X2770/ X2696/X2691
Scholarships	Office of Financial Aid & Scholarship	First Floor—South Wing	X2708
Sexual Harassment	Director of SSOS/Human Resources	First Floor—South Wing, Third Floor—South Wing	X2696/X2711
Student Concerns	Academic Departments/ Office of the Registrar	First Floor—South Wing, Second Floor—South Wing	X2696/ See specific Academic Dept.
Student Employment	Human Resources/ Office of Financial Aid & Scholarship	First Floor—South Wing, Third Floor—South Wing	X2711/X2708
Teacher Credentialing/ Education	Teacher Education Office	Second Floor—South Wing	X2752
Transcript Request	Office of the Registrar	First Floor—South Wing	X2770/X2696/X2772
Transfer Credits / Information Admissions/	Office of the Registrar	First Floor—South Wing	X2696
Tuition Payment Information	Business Office	First Floor—South Wing	X2688
Tuition Reimbursement	Business office	First Floor—South Wing	X2688
Tutoring Services	Student Academic Assistance Center(SAAC)/ Student Success Program (SSP)	Second Floor—South Wing	X2762/X2709/X2729
Unfair Treatment in Courses	Provost	Second Floor—South Wing	X2691
Verification of Enrollment & Attendance	Office of the Registrar	First Floor—South Wing	X2772/X2770/ X2696
Withdrawal from College	Academic Affairs/Office of the Registrar	First Floor—South Wing, Second Floor—South Wing	See specific Academic Dept./X2696
Work Study	Office of Financial Aid & Scholarship	First Floor—South Wing	X2708/X2741

ACADEMIC CALENDAR 2004-2005

SEMESTER SCHEDULE

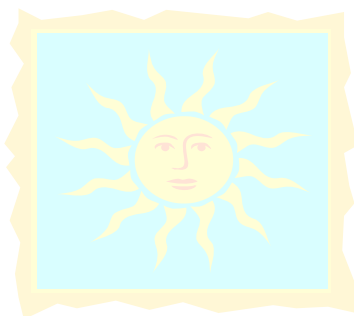
Registration for monthly modular classes starts immediately after that semester’s Schedule has been issued and remains open (for each succeeding month) until the second class session/meeting of that particular course.

Fall Session 2005

Aug 8	Begin Undergraduate Module 1
Aug 8	Begin Translation and Interpretation Fall Program
Aug 15	Begin Teacher Education Module 1
Sept 5	HOLIDAY – Labor Day—University Closed
Sept 23	End Teacher Education Module 1
Sept 26	Begin Teacher Education Module 2
Oct 14	End Undergraduate Module 1
Oct 17	Begin Undergraduate Module 2
Nov 4	End Teacher Education Module 2
Nov 7	Begin Teacher Education Module 3
Nov 11	HOLIDAY – Veteran's Day—University Closed
Nov 24	HOLIDAY – Thanksgiving—University Closed
Nov 25	HOLIDAY – Day after Thanksgiving—University Closed
Dec 6	End Translation and Interpretation Fall Program
Dec 16	End Teacher Education Module 3
Dec 23	End Undergraduate Module 2
Dec 26, 2005 – Jan 2, 2006	Academic Winter Break – University Closed

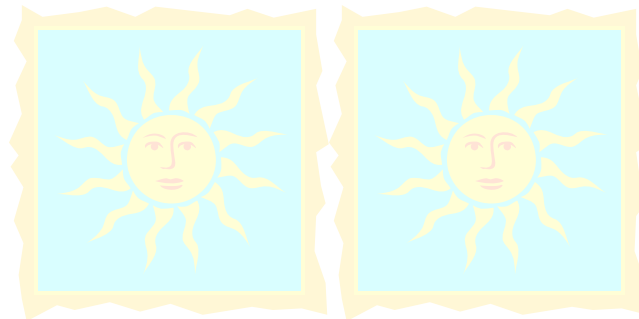
Spring Semester 2006

Jan 3	Begin Teacher Education Module 1
Jan 9	Begin Undergraduate Module 1
Jan 16	Martin Luther King’s Birthday—University Closed
Feb 10	End Teacher Education Module 1
Feb 13	Begin Teacher Education Module 2
Feb 20	President's Day—University Closed
Mar 17	End Undergraduate Module 1
Mar 20-24	Undergraduate Spring Break—University Open
Mar 24	End Teacher Education Module 2
Mar 27	Begin Undergraduate Module 2 & Teacher Education Module 3
Apr 14	Good Friday—University Closed
May 4	End Teacher Education Module 3
May 5	Cinco de Mayo—University Closed
May 29	Memorial Day—University Closed
June 2	End Undergraduate Module 2
June 14	End Translation and Interpretation Spring Program



Summer Semester 2005

May 9 First teacher education modular classes begin
 May 30 HOLIDAY - Memorial Day - University closed
 June 4 Graduation Day 2005
 June 6 First undergraduate modular classes begin
 June 17 First teacher education modular classes end
 June 20 Second teacher education modular classes begin
 July 4 HOLIDAY - Independence Day - University closed
 July 11 Translation and Interpretation summer program ends
 July 15 First undergraduate modular classes end
 July 18 Undergraduate summer intersession begins
 July 29 End summer intersession – undergraduate—
 Second teacher education modular classes end
 August 1 Teacher Education summer intersession begins
 August 12 Teacher Education summer intersession ends



I. INTRODUCTION

THE MISSION

The mission of the National Hispanic University is to enable Hispanics, other minorities, women, and others to acquire an undergraduate degree or certificate using a multicultural experience to obtain a professional career in business, education, or technology.

PHILOSOPHY

The philosophy of the National Hispanic University is well grounded in theories and principles of such scholars as Sabine Ulibarri, Juan Aragon and Tomas Arciniega; all leaders in multicultural education.

“Language is culture; it carries with it traditions, customs the very life of a people. You cannot separate one from the other. If one wants to destroy a people, take away their language and their culture will soon disappear. To love one is to love the other; to hate one is to hate the other.” (Ulibarri)

According to Ulibarri, every individual in our classroom and society is different. Teachers cannot assume that all students learn alike. To be effective, teachers must understand and respect differences in students not as deficiencies or handicaps but as resources which students bring to school.

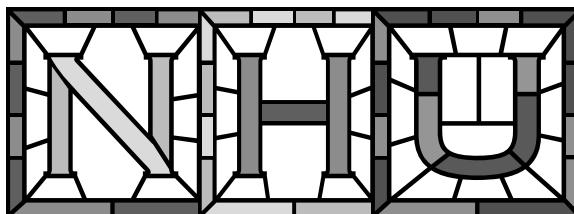
Aragon wrote about a “filtration” system that exists in our American society. He compares our American system to a large number of ethnic ponds with different types of fish (Italian, Polish, African, Hispanic, etc.) and a mainstream of Anglo fish that, runs above all of the ponds. Aragon contends that extended from each of the ponds to the mainstream is a giant filtration system. For fishes from each of the ponds to “get into the mainstream” they first must go through the “filter” and lose their language and culture. Next, the color of their skin must be light complected; otherwise, the fish must remain in their “pond” or barrio (ghetto). Aragon states that most of the European ethnic ponds are now empty. While some of the African, Hispanic and Asian “fish” have gone through the filtration system into the mainstream, most of these fishes have not been accepted due to their differences, thus separate ponds below the mainstream still exist in our society. Aragon emphasis that a true pluralistic society would welcome all different types of fish (people) and respect their differences without forcing them to have to pass through some filtration system. While all would communicate in a common language they would not be forced to lose their native language and culture nor be of a certain color. He feels that the diversity of fish would enrich our mainstream, make it more economically competitive and bring about better understanding between one another.

Arciniega, a more contemporary Scholar and currently President of California State University, Bakersfield, expresses similar view towards the importance of pluralism in our educational system from kindergarten through college. He uses the current demographic changes in our society which show the increasing number of minorities, immigrants and women which will constitute our future work force, to emphasize the importance of multicultural pluralism in our educational system.

ACADEMIC IDEOLOGY

A general academic ideology applied in the courses offered at The National Hispanic University includes:

- Oral presentations by all students.
- Written reports by students.
- A multicultural emphasis - ex: Discuss how a concept translates into the differing cultural experiences of the students. Not all students will have the same background for understanding a concept, especially if they come from another country.
- Application of technology- This can be accomplished through the Student Academic Assistance Center (SAAC) or the Computer Laboratory.
- Fostering of Learning Communities- At least 30 minutes of a 3-hour class will consist of collaborative learning (students working together).
- For humanities classes, discuss the values and realities of American society, and how things are accomplished in the US; discuss how the class helps students to fit into American society.
- A course syllabus containing the following items will be given to students at the first class meeting:
 - course objectives
 - course expected outcomes
 - different teaching strategies & methods
 - how grades will be determined
 - text and reference book list
 - policy on homework/late work
 - examination and quiz plans



II. REGISTRATION INFORMATION

REGISTRATION

Once a student has been officially admitted to the University he/she may now register for classes. Registration is the means by which a person officially becomes a student at the University. Students must **register per semester** for the entire semester. Registered students are further identified by department of the University, degree status, classification and major. Registration for continuing students takes place during the preceding semester of any given semester, and for new students following assessment, advising activities, and orientation. See the Schedule of Classes for specific dates and course information.

SCHEDULE OF CLASSES

The Schedule of Classes is available at the Business Office. The Schedule of Classes contains information about courses offered at the University. It includes course description, course codes, times and dates of class meetings, and classroom numbers where the class meets. In order to complete the Registration and/or Add/Drop Forms properly, please refer to the Schedule of Classes.

LATE REGISTRATION

Late registration is defined as registration that occurs after the start of the first day of class and requires a late registration fee. (See the Academic Calendar for specific dates). Students are not admitted to any course after the first week of classes without permission from their advisor.

REGISTRATION FOR INDIVIDUAL DIRECTED STUDY

Directed study courses are designed for special educational needs which are not met by the available curriculum. A contract is drawn up by the student and the faculty member containing a description of the course content, basic requirements, unit value, and schedule of meeting. The contract is signed by the student, faculty member and the Department Coordinator. The contract is filed at the Office of the Registrar at the time of registration.

The privilege of enrolling in directed study is ordinarily limited to students with a 3.0 grade point average or higher. A student may register for no more than one directed study course per semester, and not for more than 12 units of directed study toward the degree. Letter grades are recorded for directed study courses.

REGISTRATION FOR CHALLENGE EXAM (CREDIT BY EXAMINATION)

A student may challenge specific courses by passing the required examinations developed by the department. Students must meet certain requirements as described in the General Catalog.

CROSS ENROLLMENT AT SAN JOSE STATE UNIVERSITY

The National Hispanic University has a cross-enrollment agreement with San Jose State University (SJSU). Enrollment at SJSU is subject to space availability. Specific procedures for enrollment at SJSU can be obtained from the Office of the Registrar.

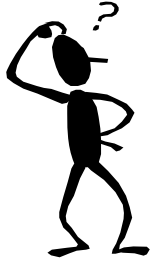
UNIT HOUR LIMITATION

The average unit course load per semester for a full-time student is 12-15 units. Any unit over 18 is considered an excess unit load. Students carrying more than 18 units in a semester must have authorization of their academic advisor.

A petition to take excess units will be considered only when presented by a student whose scholastic ability has been demonstrated to the satisfaction of the Provost. The usual requirement is a 3.0 grade point in the semester immediately preceding the submission of the petition.

CENSUS DATE

The Census date of the University represents a calendar date in each term when the general enrollment statistics of the University are established, and the particulars of these statistics are identified among University classes and student levels. The Census Date for each class occurs during the Census Week which is identified in the Academic Calendar for each semester. Following the Census Date in any semester, classes dropped will receive a “W” symbol representing the fact that the class was dropped after the Census Date; the only exceptions to be made are classes canceled by the Provost or a change from one section to another of the same course. A “W” is not a grade, has 0 grade points, and does not affect the student’s grade point average, though it does affect units attempted.



- 💡 ***Avoid late fees ---register early!!***
- 💡 ***Make sure that you meet all requirements before registering for directed study!!***
- 💡 ***Pick-up a Schedule of Classes and make sure you read it!!***
- 💡 ***When in doubt ask someone!!***



III. REGISTRATION PROCESS

REGISTRATION PROCESS

The following is process for student Registration:

- Step 1:** Pick up Registration Form in the Office of Admissions/Registrar;
- Step 2:** Meet with your advisor to choose classes; sign the Registration Form and have your advisor sign the Registration Form;
- Step 3:** If you are receiving or would like to receive any type(s) of Financial Aid and/or scholarships, you must go to the Office of Financial Aid & Scholarship to obtain a **Student Tuition Invoice** completed by the Financial Aid Officer. If you are not receiving Financial Aid an/or Scholarship assistance, skip Step 3 and go directly to Step 4;
- Step 4:** **Go to Business Office with completed Registration Form and Student Tuition Invoice (if applicable).** All forms must have student signature, advisor’s signature and proper information filled out in order to be accepted by the Business Office. **Installment Payment Plans are optional (please see Business Office Representative for details).**

Student is not officially enrolled until these steps have been completed.



Students **will receive credit** for a course, **ONLY** if they have **officially registered for it**. **It is the student’s responsibility to add/drop any class by completing the required forms.** Students who simply stop attending a class or tell the instructor they are dropping the course without filing the required form, will have an unauthorized withdrawal (**UW**) for the class, as indicated in the catalog. The “UW” may affect students’ satisfactory academic progress.

💡 ***Receive credit for your class—regist***

COURSE CANCELLATION AND CHANGES

NHU reserves the right to make changes in its schedules or policies without prior notice. We have done our best to ensure the accuracy of the information on this schedule; however, certain statements may need correction or change. If a room has been changed, that information will be posted outside the originally listed classroom. If a class is cancelled staff will make every effort to place students in another appropriate class.



💡 ***If you don’t appear in the instructor’s roster--- You must check with the Office of the Registrar!!***

💡 ***Avoid delays in the processing of your registration—make sure to complete all forms thoroughly using the right course codes!!***

IV. FEE SCHEDULE

The following is a schedule of tuition and fees for the 2006/2007 academic year:
Tuition and Mandatory Fees

Regular Enrollment

Tuition	(Undergraduate)	\$ 163.00 per unit
Tuition	(Teacher Credential Program)	\$ 254.00 per unit
Admission fee (non-refundable)		\$50
Registration and student body fee		\$100 per semester

Other School Fees

Late Registration Fee		\$20
Student Identification Card (<i>First ID card is free!</i>)		\$10 per ID
Returned Check Fee		\$25
Installment Payment Plan Fee		\$25
Regular Official Transcript order		\$4
Rush Official Transcript (per order)		\$8
Each Additional Regular Order Transcript (if ordered at the same time)		\$2
Graduation Fee Per Degree		\$50
Transcript Analysis Fee (This fee is waived if application fee is paid.)		\$50
Bachelor's Diploma Fee		\$50
Certificate Diploma Fee		\$25



☛ Make sure to visit the Financial Aid Office to find out about how to pay for your education!!

*Health Insurance Plan (mandatory for international students) -consult with the Business Office

Open University (See guidelines in the General Catalog.)



Tuition	(Undergraduate)	\$ 195.00 per unit
Tuition	(Teacher Credential Program)	\$ 287.00 per unit

NOTE: TUITION AND FEES ARE SUBJECT TO CHANGE.

V. CHANGES IN ENROLLMENT

The following is the process for adding or dropping classes:

ADDING/ DROPPING CLASSES

Step 1: Pick up Add/Drop Form in the Office of Admissions/Registrar;

Step 2: Meet with your advisor to add/drop classes; sign the Add/Drop Form and have your advisor sign Add/Drop Form ;

Step 3: If you are receiving any type of Financial Aid and/or Scholarship, you **must take the Add/ Drop Form to the Office of Financial Aid & Scholarship** to obtain a Student Tuition Invoice. Take all completed forms to the Business Office. If you are not receiving any scholarship or Financial Aid assistance, skip Step 3 and go directly to Step 4;



💡 ***Make sure to DROP your classes as soon as possible—to maximize your refund and avoid receiving a “W” or “UW” for the class!!***

Step 4: Go to Business Office with a **complete Add/Drop Form with student signature, advisor’s signature and all proper information filled out in order to be accepted by the Business Office.** If you are on an Installment payment plan, you need to tell Business Office Representative to revise your payment plan based on the change of units.

IMPORTANT INFORMATION FOR ADDING/DROPPING COURSES . . .

- **Students who simply absence themselves from a class or tell the instructor that they are dropping the course, without filling the required form, will have an unauthorized withdrawal (UW) posted to their record for that course.**
- Through the first full week of instruction any student may add any open course. **Add/Drop Forms must be signed by Advisor and Student.**
- **Courses dropped before the census date --** Courses dropped before the **Census Date** will not appear on the student’s permanent record. The final date for dropping courses with full or partial refund of tuition is the Census Date. Courses dropped before 5:30 p.m. on the Census Date will not appear on the student’s transcript. Courses dropped after 5:30p.m. on the Census Date are recorded as “W” (Withdrawal) on the student’s permanent academic record. A “W” does not affect the student’s grade point average.

For any program not following the Academic Calendar, the final date for dropping courses with refund is based on 20% of elapsed time in relation to the total number of class meetings scheduled for the course.

- **Courses dropped after the census date** -- Once the Census Date has passed, dropping courses can be done only for compelling reasons and requires the approval of the appropriate Department Coordinator/Advisor for each course dropped. Courses dropped after 5:30p.m. on the Census Date are recorded as “W” (Withdrawal) on the student’s permanent academic record. A “W” does not affect the student’s grade point average. *Note:* Students in the Saturday program need to withdraw or drop by the census date, the second-class meeting.
- **Final date for dropping courses – Last day to drop with a “W” will be on /or before the completion of 36 (thirty-six) hours of class.** Classes dropped after the 36 (thirty – six) hours of meeting will result in the instructor assigning a grade based on the work he or she completed to date.

WITHDRAWING FROM THE UNIVERSITY

Students planning to withdraw from the University are requested to make an appointment with the Department Coordinator prior to initiating withdrawal procedures.

A student who wishes to withdraw from the University must secure a Withdrawal Form from the Registrar and must obtain the signatures specified on the withdrawal form. The Provost is required to sign the form as well as the Business Office. The Business Office retains a copy of the signed withdrawal form and initiates the calculation and distribution of a refund, if any. The Business Office will then distribute copies to the student, the Office of Financial Aid & Scholarship and the Office of Registrar. Only when the completed form has been returned to the Registrar does the withdrawal become official.

UNOFFICIAL WITHDRAWAL

Student who simply absent themselves from class or tell the instructor that they are withdrawing from the University without filing the required form will have an unauthorized withdrawal (UW) posted to their records.



💡 *If you’re planning to leave the university for a specific period of time request a Leave of Absence---see the Registrar!!*

💡 *If you want to leave the university please complete a Withdrawal Form.*



VI. CLASS ATTENDANCE

CLASS ATTENDANCE

In accordance with the University's Attendance Policy, when a student has missed ten percent or more of the total clock hours for a course, the instructor is to notify the student and the Academic Standards Committee (via the Office of the Registrar) of the exact attendance record. An evaluation of the students' work to date should be included. It is the responsibility of the instructor to keep accurate records of students' attendance, work in class, required readings, assignments, periodic tests, final examinations, and other activities used to evaluate the learning situation.

Inconsistent attendance is a matter of serious concern because it jeopardizes students' participation in the learning process, and restricts the depth and scope of an individual's educational process. The academic progress of students is restricted because only complete attendance at all classes enables students to fully benefit from instructor's identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts, practical demonstration.

Class attendance and participation are considered important factors in determining the final grade and credit for any class, laboratory or internship.



- ☛ ***Absences can affect your final grade!!***
- ☛ ***Make sure you inform your instructor of expected absences!!***



VII. ACADEMIC INFORMATION

ACADEMIC ADVISING

The purpose of academic advising is to assist students to realize their educational goals through the development and implementation of a personal academic program. Academic advising encompasses both academic learning and personal and professional growth and development.

Students meet with an advisor at the time of admission into the University. Students meet at least once a semester with their advisors throughout their academic career at the NHU.

Academic advisors contribute to students' academic career by assisting them to:

- understand The NHU and its ideals, standards, policies and procedures, and resources for students;
- develop an academic plan that will direct them towards their educational goal;
- meet the challenge of being University students by establishing a clear relationship between the University's programs and students' needs.

ASSESSMENT

Assessment services are available to assist students in selecting appropriate college level courses. It is mandatory that all students with no prior college courses take the Accuplacer Math and English Placement Test, administered throughout the semester by the Student Academic Assistance Center. **Students must take the Accuplacer before Registering for classes.**

COURSE OFFERINGS

Schedules of Courses are made available to students well before the beginning of each semester. Students should seek academic advisement from their program advisor before registering in any course.

CHANGE OF MAJOR

Although students are encouraged to declare a major early on in their academic careers they may be admitted to the University under the "undeclared" major category. Students must declare a major by the end of their sophomore year. Students with a declared major who wish to change their major must see their academic advisor. Students must submit the Change of Major Form to the Office of the Registrar to change or declare a major.

UNITS OF CREDIT

An Academic Unit of Credit is a quantification of student academic learning. One semester unit represents how much time a typical student is expected to devote to learning in one week of full time undergraduate study. An alternate norm is one unit for three hours of study work per week (e.g. one hour of lecture and two of study or three of laboratory for 15 weeks a semester). One unit of credit represents 15 contact hours for one semester or term. A contact hour is equivalent to 50 minutes. Specific units assigned to laboratory courses are stated in the course descriptions. The number of units which constitute a major may vary among the programs.


GRADE REPORTS

Official grade reports are issued at the end of each semester to students who have met all financial obligations to the University. In accordance with privacy laws, grades cannot be given over the telephone.



GRADE OF INCOMPLETE

An “incomplete” may be negotiated with an instructor when a student has **legitimate reasons** beyond the control of the student not able to fulfill all the requirements of the course. Inability to complete all course requirements is not grounds for an Incomplete grade. **Students have one semester to clear an “I” grade.** The work to remove an “incomplete” incurred in the Summer Semester, for example, must be submitted to the instructor by the Fall Semester. The instructor must submit a **Request for Record Correction/Grade Change** form to the Registrar by the specified deadline. If an “I” grade is not cleared within one semester, the “incomplete” becomes an “F” as a permanent grade.

 ***Make sure to submit all your work to clear your “I”!!***

CHANGES OF GRADE

When grades are reported to the Office of the Registrar, they represent the instructor's final decision as to the student's achievement in this class. Once grades have been submitted to the Office of the Registrar, they will not be changed unless there has been an evident error or injustice and only after the student's Department Coordinator has received the faculty member's request giving the reason for the change. The change will become effective only after the Record Correction/Grade Change Form has been approved the Department Coordinator and the Provost (if applicable) and it is filed with the Registrar. Complaints by students on matters of grading policy should be directed to the Office of the Provost.

Grades will not be changed unless the instructor certifies in writing on the Request for Record Correction/Grade Change that an instructor's error has been made in computing a grade and presents documentation supporting the error made. If there are any questions regarding the recording of grades, please consult with the Provost or the Office of the Registrar.

No final grades, other than Incompletes, may be changed by the faculty based on work completed after the close of the module.

STUDENT ACADEMIC ASSISTANCE CENTER

The National Hispanic University's Student Academic Assistance Center (SAAC) supports the university's goal of providing a quality academic environment. With tutors and computer-assisted instructional software, the primary goal of the SAAC is to supplement classroom instruction. The SAAC provides academic support to students in all subject areas.



The SAAC Local Area Network (LAN) is integrated with the university network. Additionally, there are Pentium, multi-media computers available for multimedia instructions and usage. Educational software is accessible from each of the student work stations.

The SAAC is site for the new student orientation. It also provides an environment for student study groups.

OFFICIAL TRANSCRIPTS

Students who desire a transcript of their academic record must submit, in accordance with privacy laws, a written request or form to the Office of the Registrar. Such a request must be accompanied by a payment of transcript fees and should be made at least two weeks in advance of the date required. Students are advised that transcripts will not be issued during the days of registration or period of grade posting of any term unless exceptional and grave cause can be shown.

STUDENT SUCCESS PROGRAM

The Student Success Program (SSP), a federally funded Student Support Services (SSS) project, is committed to assist 160 undergraduate students who are low-income, first in their families to graduate from college, and those with disabilities through the transition of graduating from high school and entering college. TRiO Programs help students overcome class, social and cultural barriers to higher education. Nationally, students who participate in the Student Support Services program are more than twice as likely to remain in college than those students from similar backgrounds who do not participate in the program.

SSP participants will benefit from the following services: Personal and Academic Advising, Career Exploration, Study Groups, Volunteer Information, Discussion and Interest Groups, Workshops related to College Success, Graduate School Information, and Cultural Enrichment Activities. In addition to assisting students to graduate from college, the SSP helps motivate students to get involved and utilize the resources on campus and in the community by modeling leadership and the “Si Se Puede” (Translation: “It can be done”) philosophy at NHU.

The Student Support Services program is funded under Title IV of the Higher Education Act of 1965 and is one of the original TRiO Programs. TRiO programs help low-income, first-generation, and disabled students graduate from college with a bachelor’s degree to pursue the career of their choice or graduate degrees



VIII. GRADUATION

FILING FOR GRADUATION AND DIPLOMAS

Students should have a course evaluation completed by their Academic Advisor upon completion of 90 units. Students applying for graduation should file the Petition to Graduate form with the Registrar upon completion of 115 units. This allows the University time to

assess the student's progress towards the degree by ensuring that the remaining degree requirements can be taken so the student can graduate on time. A Petition to Graduate must be filed by the student at the beginning of their senior year, if they are to be eligible for graduation at the end of that year.



☛ Don't forget to submit your petition to graduate on time to be eligible to participate in commencement exercises!

The student's diploma will list the degree and emphasis, if applicable. The official transcript will also list the major areas of emphasis, if applicable.

The graduation ceremony for graduates of each academic year is held in June.

Any waiver or substitution approved by a student's Department Coordinator shall be considered as an alteration of the graduation requirements for that student only, and does not constitute a general change in University or department graduation requirements.

Undergraduates who will have completed all but twelve or fewer units at the end of a spring semester may petition through their respective Coordinators for permission to participate in the Graduation Commencement Exercises that June. The petition forms are available from the Office of the Registrar. Students permitted to participate in the Commencement Exercises will receive their degree upon actual degree fulfillment and will be listed in the Commencement booklet (graduation list).

DIPLOMAS

Once the student has completed all course requirements the student must submit the Conferral of Degree Form to their advisor. Once the Office of the Registrar receives this form your diploma/certificate will be ordered. The official graduation date will reflect the completion of all academic requirements for the degree and not the last term of enrollment.

Diplomas will only be released to students who have paid the required graduation fee and have otherwise been cleared by the University.



IX. FINANCIAL AID & SCHOLARSHIP

FINANCIAL AID & SCHOLARSHIP

The goal of the Office of Financial Aid & Scholarship, at the National Hispanic University, is to deliver student aid efficiently and to ensure availability of aid for students who qualify, and without such assistance would be unable to pursue their educational goals at the NHU.

Eligibility for financial aid can include US citizenship/permanent residency status, academic merit, and financial need. Financial need is the difference between the cost of attending NHU and the Expected Family Contribution (EFC, the amount the student and student’s family are expected to contribute towards their education).

All students are encouraged to apply for every available form of aid.

TYPES OF FINANCIAL AVAILABLE TO STUDENTS

FEDERAL PROGRAMS

1. Federal Pell Grant Program

The Federal Pell Grant Program provides grants to help undergraduate and Teacher Credential students, with financial need, meet the costs of post-secondary education. To receive Pell Grants, students must complete the Free Application for Federal Student Aid (FAFSA) and demonstrate financial need. All Federal Pell Grants are gift aid awards and do not have to be repaid.



💡 You don’t think you qualify for financial aid??

**Find out!!
Schedule an appointment with a
Financial Aid Officer**

2. Federal Supplemental Educational Opportunity Grant Program (FSEOG)

FSEOG is a campus-based program that awards grants to undergraduate students to help pay for the costs of post-secondary education. To qualify, students must submit a completed FAFSA and demonstrate exceptional financial need. Award amounts are to be determined by the Financial Aid Office according to the National Hispanic University’s packaging policy and available funds. FSEOG is a gift aid award and does not have to be repaid.

3. Federal Work Study Program (FWS)

FWS is a campus-based program that provides job opportunities, both on and off campus, to financial aid eligible students as an aid to meeting the costs of post-secondary education. Students qualify by submitting a complete FAFSA and by being hired by a FWS employer. Award amount is based on need and determined according to the National Hispanic University’s packaging policy and available funds. FWS is a self-help aid, and does not need to be repaid.

4. Federal Stafford Loan Program

Federal Stafford Loans are low interest loans for students enrolled in a degree of certificate program to help pay for the costs of post-secondary education. To participate, the student must submit a completed FAFSA, and obtain a school certification and apply to a lender. The lender disburses funds to the NHU and the student’s account is credited. Both

subsidized and unsubsidized loans are available. Loan amounts are determined by need and student's year in school. Repayment may be deferred until six months after the student either graduates or drops below half-time (6 units per semester) enrollment.

STATE PROGRAMS

The Cal Grant Program is a state funded educational opportunity grant program, which assists students in paying for the costs of post-secondary education. To be eligible students must submit a completed FAFSA and a Grade Point Average Verification form by March 2 of the year before the award year. Students must be US Citizens or eligible non-citizen and California residents. Students must not be in default of a student loan and must be meeting satisfactory academic progress as defined by the University.



💡 Find out about all financial aid deadlines and submit your application on time!!

1. Cal Grant A (Entitlement and Competitive Awards)

Cal Grant A Entitlement Awards provide grant funds to help pay for tuition and fees to California residents attending qualifying institutions. Entitlement awards are guaranteed for students with at least a 3.0 grade point average and meet need qualifications. Those who do not qualify for entitlement awards will be considered for competitive awards. Competitive awards are issued to students from middle-low income families. Cal Grant A is a gift aid and does not have to be repaid.

2. Cal Grant B (Entitlement and Competitive Awards)

Cal Grant B Entitlement Awards provide grant funds assisting students with the costs of post-secondary education. Grants are awarded to California residents attending qualified institutions. Entitlement awards are guaranteed for students with at least a 2.0 grade point average and meet need qualifications. Those who do not qualify for entitlement awards will be considered for competitive awards. Competitive awards are awarded to students from low-income, disadvantaged backgrounds, and are used for access costs (room & board, transportation etc;). Cal Grant B is a gift aid and does not have to be repaid.

INSTITUTIONAL SCHOLARSHIPS

Several scholarship programs are available to qualified students attending the NHU. Scholarships are available each academic year, subject to satisfactory academic progress and the availability of funds. Eligibility is based both on financial need, academic merit as well as specified criteria set by respective donors.

1. The National Hispanic University Scholarship Fund

The NHU Scholarship provides qualified students assistance in paying for tuition, fees and textbooks. The NHU Scholarship Committee on the basis of financial need, merit and criteria set by the donor selects scholarship recipients and award amounts for each recipient.

2. Teacher Education Scholarship Programs:

There are Scholarships available for prospective teacher credential students. All Teacher Education Scholarship Programs are designed to help students pay for a portion of tuition and fees.

The NHU Scholarship Program application is available both on the NHU web-site as well as the Office of Financial Aid & Scholarship. All NHU Scholarship applicants are required to submit a completed FAFSA or submit the most current income information to determine level of eligibility.

The Office of Financial Aid & Scholarship Staff also researches other sources of funding for all students. Please come to the Office of Financial Aid & Scholarship for more information on available scholarships.

GENERAL INFORMATION

Deadlines: There are several different Financial Aid deadlines for students. Students should contact the Office of Financial Aid & Scholarship for any deadlines that pertain to them.

Any questions regarding financial aid, loans or scholarships may be directed to the Office of Financial Aid & Scholarship at the National Hispanic University: (408) 273-2708.



X. LIBRARY FACILITIES

L **IBRARY FACILITIES**

The Library is located on the first floor of Sobrato Hall. The Library contains books, periodicals, videos and DVDs, computers, study tables, and group study rooms. The Library staff is happy to help you with your class research.

The Library catalog and databases are accessible through the Internet at: <http://www.nhu.edu/library/>

The databases include thousands of full text articles on many subjects. Over 20,000 books are also readable entirely online and document delivery.

CIRCULATION OF MATERIAL

NHU students, faculty, and staff may borrow materials from the library. All users must obtain library cards by presenting current government issued identification and an NHU ID, with proof of current enrollment. Students must renew their registration every semester.

LOAN PERIODS

- Books: 2 weeks
- Audio Tapes: 2 weeks
- Video Cassettes: 1 week
- Periodicals: Non-circulating
- Reference Material: Non-circulating
- Reserve Items: 3 hours; in-library usage only



All materials: 1 renewal , in person or by telephone
 All material is returned to the Library circulation desk.

FINES

- Books: 0.15 per day, \$10 maximum.
- Audio Tapes: 0.15 per day, \$10 maximum.
- Video Cassettes: 0.50 per day, \$15 maximum.
- Reserve Items: Full-value maximum.

REPLACEMENT FEES

Lost items may be replaced by the borrower, upon approval of a librarian. If not replaced, the borrower will be charged the cost of replacing the item.

COMPUTER USE POLICY

The computers in the library are available on a first come first served basis. Priority is given to students who want to use the library catalog, do research, or do class assignments. Internet use can not interfere with others' studies or create a hostile environment. Students may not install software or change the computer's settings under any circumstances. Students may not use the library computers for anything related to a money-making business.

CIRCULATION DESK

Telephone 408-273-2773

XI. STUDENT GOVERNANCE

Students are encouraged to participate in the Student Government and various University Committees. Students are very important in our decision making process. Students have a right to run for one of the elected offices; volunteer to participate in various University Committees; and make their voice known through student representatives. Students interested in running for office or getting involved, please contact the Division of Student Outreach & Support Services to express your interest.

Student Elected Officers

- President:** represents the student body for the year she/he is elected
- Vice President:** represents the Student Government in absence of the president
- Secretary:** maintains records of student government meetings and activities
- Treasurer:** maintains an accounting of the Student Government budget and organizes fund-raisers
- Historian:** maintains all records of the SGA
- Public Relations:** initiates public relations events in cooperation with the NHU PR Office

Student

Representative at Large: is a representative elected to speak for students from the general student body.

NOTE: All candidates must be in good standing with a minimum of a 2.0 grade point average.



💡 ***Let your voice be heard ---
participate in Student
Government!!***

XII. STUDENT OBLIGATIONS


STUDENT OBLIGATION

A student has an obligation to exhibit honesty and to respect the Ethical, Academic and Professional standards of NHU in carrying out his/her academic assignments. Without the application of this principle, a student may be found to have violated this obligation if he/she:

1. Refers during an academic evaluation to materials or sources or employs devices not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
4. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation process.
6. Utilized a substitute in any academic evaluation proceeding.
7. Practices any form of deceit in an academic evaluation proceeding.
8. Depends on the aid of another person, knowing such aid is expressly prohibited by the instructor in the research, preparation, creation, writing, performing or publication of work to be submitted for academic credit or evaluation.
9. Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing or publication of work to be submitted for academic credit or evaluation.
10. Presents as one's own, for academic evaluation, the ideas, representation of persons without customary and proper acknowledgment of sources.
11. Submits the work of another person, in a manner which represents the work to be one's own.
12. Knowingly permits one's work to be submitted by another person without the instructor's authorization.
13. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
14. Indulges, during a class (or examination session) in which one is a student in conduct which is so disruptive as to infringe upon the right of the instructor or fellow students.
15. Disrupts class--problems relating to classroom disruption will be handled immediately through the Office of Provost.
16. Fails to cooperate, if called upon, in the investigation or deposition of any allegation of dishonesty pertaining to a fellow student.

XIII. STUDENTS RIGHTS AND RESPONSIBILITIES

All students are urged to carefully read this discussion of The NHU student's rights, freedoms, and responsibilities. Failure to be familiar with them does not excuse a student from the obligation to comply with all the described regulations.

 ***Know your rights!***

STATEMENT OF STUDENT RIGHTS AND FREEDOMS

Among the freedoms guaranteed to the student are:

ACADEMIC FREEDOM

In the classroom, students are free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion. While students are protected against prejudiced or capricious academic evaluation, they are also responsible for fulfilling standards of academic performance for each course in which they are enrolled.

FREEDOM OF ASSOCIATION

Students are free to organize and to join association that have goals that are consonant with the University's Mission Statement. Such associations provide an opportunity for students to promote their common interests, to learn organizational skills, and to develop maturity through self management of their own group activity. Student organizations are expected to observe the same standards of conduct as individuals.

FREEDOM OF EXPRESSION

In a free society, the right to express oneself freely and the right to have access to divergent views are cornerstones of our social institutions. The time, place and manner of exercising these rights shall not interfere with University functions. This policy in no way constitutes prohibition on the right to express political views by any individual in the University community. The University recognizes, supports, and shall not abridge the constitutional rights of faculty, students, or staff to participate, either as individuals or as members of groups, in the political process of supporting candidates for public offices or any other political activity.

PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) grant students significant rights to access their educational records.

This act also protects the privacy of student records and requires the University to inform students of all their rights and safeguards. The following summarizes the various sections of the act and the right and safeguards provided.

Students may gain access to any written records directly concerning them by asking the official holding the records. A list of record holders and the contents of student files can be obtained from the Office of the Registrar. Where a record contains information on more than one student, the student requesting inspection must be informed only about the information pertaining to him or her. The student does not have the right to inspect such record personally since this would violate the privacy act of another student.

There are some records to which the student has no right of access. These are:

1. Financial records of parents;
2. Confidential letters and recommendations written prior to January 1, 1975;
3. Those confidential letters and recommendations for which a waiver of rights to access has been signed, provided the student has given the names of those writing letters (these are areas in which waivers may be signed-admission, employment, and honors); and doctor's and psychiatrist's records which, however, may be reviewed by the student's own physicians.

Students have the right to the interpretation and explanation of all reviewable records. Furthermore, the subject matter of the files can be challenged directly with the official holding them.

If students are not satisfied with the explanation or reach an impasse with the record holder, they have the right to appeal the case to the record holder's supervisor.

Students have the right to copies of their records. They may be charged for these services, but the amount cannot exceed the actual cost of producing them. The act entitles students to the privacy of their records. Only material classified as "directory" information can be released without student consent. This information includes directory name, school of enrollment, credit hour load (full time, part time), periods of enrollment, degree awarded, honors, major and minor fields, President's list, and date and place of birth. (if they give reasonable notice, students can have any or all of the information withheld).

The act does, however, allow persons serving in official capacities to have access to student records. These include:

1. University officials who have a legitimate interest, e.g., those performing their official duties;
2. Officials of other universities in which the student seeks enrollment, provided the student is given notice and the opportunity to review the records sought;
3. Government officials acting in their legitimate functions;
4. Those persons needing them in connection with a student's application for, or receipt of, financial aid;
5. Organizations conducting surveys, provided that the information will not reveal the student's name and will be destroyed when it is no longer needed;
6. Accrediting organizations; and
7. Those persons named in a judicial order.

Students may agree to have others review their files. To protect students, a record will be kept of those granted access, other than NHU officials. Such records will be maintained for each file reviewed.

Students Rights Under the Student Tuition Recovery Fund (Section 94342 of the Education Code)

All officially enrolled students of the University who prepaid tuition will be notified within 30 days of the institution's closure and receive instructions on how to apply for payment. The amount of the payment will include all student loan debt incurred by the student while attending the University.

NON-DISCRIMINATION POLICY

Complaints by students or employees on matters pertaining to the NHU non-discrimination policy should be directed to the Executive Director of Student Outreach & Support Services. The National Hispanic University does not discriminate on the basis of age, marital status, religion, citizenship, medical condition, veteran, status, sexual orientation, or any other characteristics protected by law in administration of its educational policies; admissions policies, scholarships and other school administered programs.

DISABLED STUDENTS RIGHTS

The National Hispanic University does not discriminate on the basis of handicap in admission or access to, or treatment or employment in its program and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination.

RACE, COLOR OR NATIONAL ORIGIN

The National Hispanic University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program of The National Hispanic University.

GENDER

The National Hispanic University does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of gender in education programs and activities operated by the National Hispanic University. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of The National Hispanic University may be referred to the Executive Director of Student Outreach & Support Services, or to the Regional Director of the Office of Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, California 94102, (415) 556-7000.

DRUG FREE CAMPUS

The National Hispanic University is a drug-free campus. The University does not allow the unlawful possession, use or distribution of illegal drugs and alcohol by the students on its property or as part of its activities. The University will punish students according to local, state and federal laws. University punishment includes student expulsion and referral for prosecution.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of The National Hispanic University to provide all persons with equal employment and educational opportunities regardless of race, color, ethnic group, identification, national origin, religion, sex, sexual orientation, marital status, age, or disability.

The University Affirmative Action Officer is the Executive Director of Student Outreach & Support Services Office/Compliance Officer for applicable laws, including Title VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Government code sections 1135-1139.5, and Section 504 of the Rehabilitation Act of 1973.

University grievance procedures will be followed for compliance with this policy. For information contact the Executive Director of Student Outreach & Support Services.

XIV. GRIEVANCE PROCEDURES

GRIEVANCE PROCEDURES

The following procedures reflect the institution's commitment to resolve grievances fairly and expeditiously. These procedures are intended to promote the voluntary resolution of the difficulties between employees (faculty and staff), students and the institution. The procedures may also be used to resolve any dispute between faculty, staff and students, except for matters expressly covered under other procedures. Finally, no person, in any way, shall be penalized for pursuing remedies established by the procedures.

INFORMAL GRIEVANCE PROCEDURE

Any employee of the University, whether faculty member, administrative, clerical, service and custodial staff, or student should first pursue a grievance through each appropriate administrative or organizational level to and including the President of the University.



The aggrieved individual should make known his/her grievance to the individual causing the grievance within fourteen (14) calendar days of the action/incident, or the last in a series of actions/incidents, being grieved. (The aggrieved should keep a written record of the date on which he/she initiated discussion of the grievance with the individual causing the grievance, and all subsequent conferences regarding the grievance with individuals in the administrative hierarchy.)

Grievances involving sexual or racial harassment may be initiated up to forty-five (45) calendar days after the incident or last incident in a series of incidents.

FORMAL GRIEVANCE PROCEDURE

A. Who may initiate a formal grievance?

Any employee or student of the University who has pursued a grievance through the administrative levels up to the President, concerning academic or non-academic matters.

B. What kinds of matters can be brought to a formal grievance?

A perceived lack of fair process according to the decision-making procedures of the University regarding promotion, salary, hiring, firing, etc.;

Any behavioral problems regarding religious, racial or sexual harassment;

Any alleged violation of public or private property rights;

Any alleged violation of civil law;

Prejudiced or capricious decision in the academic evaluation of a student's performance;

Any act or threat of intimidation or harassment;

Any act or threat of physical aggression;

Any arbitrary action or imposition of sanctions without proper regard to due process as specified in University procedures;

Any violation of student rights.

If students feel that they have been subjected to an unjust action or denied their rights by a member of the academic community, they have the right to file a formal grievance.

Grievance action may be initiated by a student against another student, an instructor, a manager, or a member of the classified staff.

C. How is formal grievance initiated?

The Grievant shall complete the form “Petition to Initiate a Formal Grievance” (See Appendix I of this handbook) and file it with the Provost within seven (7) calendar days after the date the employee or student is notified of the last administrative action in the case. Similarly, if the Provost/Vice President is requesting a Grievance Hearing, she or he must make the request within seven (7) calendar days after the date on which the employee or student is notified of the last administrative action in the case.

In cases of sexual or racial harassment the grievant may file the petition directly with one of the Grievance Officers and may initiate the formal grievance up to forty-five calendar days after the last action/incident.

D. How is the grievance officer to hear the grievance determined?

The Grievant shall select the Grievance Officer from the panel of Grievance Officers available indicated by the Provost. A Grievance Officer may abstain from taking a particular grievance because of conflict of interest. If the Grievant does not wish to select the Grievance Officer, the President will appoint one to hear the case.

E. What is the process?

1. Gathering of Documentation

Within (15) calendar days after the request is received by the Provost and not less than then (10) calendar days prior to any hearing, the Grievance Officer taking the case furnishes Grievant a statement of the reason for the disputed action and copies of all materials considered by the President and all other persons who have acted in the case.

When the Provost requests the Grievance Hearing, all materials on which the Provost bases the request for the hearing shall be furnished to the employee or student within fifteen (15) calendar days after the President’s request is received by the Office of Provost and at least ten (10) calendar days prior to any hearing.

2. Interviews

The Grievance Officer will review all available documentation as set out above, and then interview the Grievant. In a separate interview, the Grievance Officer will interview the opposing side. At this point and later, the Grievance Officer may consult with the other Grievance Officers on the subject case.

3. The Hearing

The Grievance Officer will then conduct a hearing at which both parties will be present and the Grievance Officer may decide whether to act as a mediator or arbitrator. More than one hearing may be necessary.

a) Mediation

The Grievance officer should try mediation first in settling the relatively less serious issues. Through mediation the concerned parties reach a mutually acceptable solution to the case. The Grievance Officer then writes a report of the outcome and submits it to the Provost.

In more difficult situations, mediation can be used in narrowing the issues and defining clearly the substance of the complaint. The Grievance Officer acting as the mediator will then write a report of the outcome and make recommendations where necessary to be given to the Provost and Grievant.

b) Arbitration

The Grievance Officer should act as an arbitrator on substantial issues such as promotion, firing, etc. The arbitrator's decision will be presented in the form of Findings and Recommendations to the Provost and Grievant, and although not binding, can be persuasive since it expresses the finding of an experienced neutral.

All evidence which the Grievant wishes to present should be brought forth during the formal hearing. The evidence may be presented in the form of oral testimony, written statements, or dated and signed documents. Hearsay evidence will generally not be acceptable. The Grievant and the persons whose action in grieved have an opportunity to review the evidence presented by both sides as summarized in the Grievance Officer's Report to the President.

The hearing is administrative in nature and, because of this, an attorney is not allowed to be present for either side. If the Grievant has obtained counsel, that person may wait outside the hearing room if necessary.

If the Grievant demands legal counsel, then the matter will have to be settled outside the University in a Court of Law.

There should be complete minutes of the hearing. A cassette will be acceptable if requested by the employee, student or University, and at the expense of the requesting party, a full stenographic record of such proceeding can be arranged. Such minutes/tape shall be treated as confidential unless the employee or student institutes litigation against the University or unless the employee, student, or President makes any public statement concerning the proceeding or the subject matter thereof, the other party is free to respond using data from the minutes as deemed necessary.

4. Report of the Grievance Officer: Findings and Recommendations

The Grievance Officer shall make to the Provost and President a written report including his recommendation for disposition of the case, with a copy to the Grievant, within (7) calendar days after the hearing.

5. Grievant's Response

The Grievant may respond in writing to the report of the Grievance Officer's report. Such response should be submitted to the Provost and President with a copy to the Grievance Officer within ten (10) calendar days after the date of the Grievance Officer's to the President and employee or student.

6. Final Decision

The President's decision in the matter shall be final in all respects except when there is a dismissal of a faculty member involved. In this instance, the President shall submit the entire file to the Board of Trustees for final decision, but there shall be no hearing before the Board.

SELECTION OF GRIEVANCE OFFICERS

A slate of potential Grievance Officers will be appointed by the President or the Provost of the University. The candidates should be acquainted with the University and its procedures yet without a vested interest in the outcome of any specific case. Candidates should have mediation skills or be willing to receive training.

This slate of officers will be sent to the President's Council for their recommendation and then presented to faculty and students. If there is a strong opposition to any of the candidates, that person's name will be removed from the slate. The President's Council will make the final selection of Grievance Officers.

The University should have at least three Grievance Officers available. These Officers will be neutrals trained in arbitration, mediation and fair process, and have an understanding of higher education and the University. These people may be chosen from retired or semi-retired faculty and/or administrators and will be appointed for a term of two (2) years.



Any given grievance will be handled by only one of these Officers, chosen by the Grievant; however, they may consult with each other whenever they wish.

REVIEW

The Grievance Officers will conduct an annual review of the nature of the petitions brought before them and suggest changes or improvements in the University procedures where needed to help in dispute prevention.

Additional inquiries may be directed to: The Accrediting Council for Independent Colleges and Schools (ACICS) 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241.

XV. STUDENT DISCIPLINE POLICY

EXPULSION, SUSPENSION AND PROBATION OF STUDENTS

E Students who are involved in conduct that falls within the categories listed below are subject to disciplinary action which may consist of being expelled, suspended, placed on probation, or given a lesser sanction.

1. A lack of honesty, such as cheating, fraud and plagiarism, in any academic pursuit.
2. Improper use of the University documents, records or identification: includes forgery, alteration or destruction of such documents, and knowingly furnishing false information.
3. Theft of, or damage to, private (including University) property.
4. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on University property.
5. Use, possession or distribution of illegal drugs on University property.
6. Conduct, such as disorderly, conduct, lewd or obscene behavior, that is contrary to University decorum.
7. Misrepresentation of oneself or of an organization to be an agent of the university.
8. Obstruction or disruption of the campus educational process, or the university function.
9. Physical abuse of the person or property of any member of the campus community.
10. Unauthorized entry into, unauthorized use of, or misuse of campus property.

DISPOSITION OF FEES

A student may be placed on probation, suspended, or expelled for one or more of the activities enumerated above. No fees or tuition paid by such student for the semester or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student due to the suspension.

DISCIPLINARY PROCEDURES AND DUE PROCESS



The University provides due process for students against whom allegations have been made. When disciplinary charges have been filed against a student, the status of the student is not altered nor is his/her right to be on campus and attend classes altered. The only circumstances under which a student may be summarily suspended from the University are when the President or his designee determines that:

- (1) the physical safety or emotional well-being of the accused student is in jeopardy;
- (2) teaching, research, administration, or disciplinary procedures or other University activities area obstructed or disrupted; or
- (3) the physical abuse of a person on University-owned or controlled property or at a University-sponsored or supervised function or other conduct which threatens or endangers the health or safety of any person has occurred.

XVI. APPENDICES

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APPENDIX A: ACADEMIC PERFORMANCE POLICIES

ACADEMIC PERFORMANCE POLICIES & PROBATION POLICIES

Academic probation policies apply to all students enrolled in a degree program. Academic probation constitutes a serious warning that the student's academic record is unsatisfactory and that failure to improve the record will lead to dismissal from the University.

The following categories of students will be placed on academic probation;

1. Any student who fails to achieve a C (2.0) average for a semester or whose cumulative grade point average falls below a C (2.0);
2. Any upper division student whose cumulative grade point average in his or her major falls below a C (2.0);
3. Any credential student whose semester or cumulative grade point average falls below a B (3.0);
4. Any student who fails to successfully complete at least half of the units attempted during a semester;
5. Any student who has not completed the required number of minimum units in the time allocated.

☛ If you need tutoring services visit the Student Academic Assistance Center!!

A student on probation is not allowed to take more than 12 units of credit per semester until he/she reaches satisfactory academic progress. The Department's Coordinator may impose additional requirements and limitations with regard to a student participation in The NHU recognized extracurricular activities.

ACADEMIC DISQUALIFICATION

Academic disqualification constitutes termination of a student's relationship with the University for unsatisfactory academic performance. A disqualified student may not register in any of the University's courses and is denied all privileges of student status.

Any student who receives a notice of disqualification may petition for a hearing. The Provost, upon recommendation by the student's Department Coordinator, will make the decision on a disqualification. Students may file a written appeal to the President of the university who will make the final determination on all appeals.

A disqualified student who wishes to return to the University must follow the Admission procedures for non-regular students as stated in the "Admission to the University" section of the catalog.

The following categories of students are subject to disqualification:

1. Any student whose cumulative grade point average falls below 1.25 at the quarter point of the maximum program length or below 1.5 at the midpoint of the maximum program length;
2. Any undergraduate student who, after being placed on probation, fails to achieve a C (2.0) average for the work undertaken during the probationary semester or who fails to achieve a cumulative grade point average of C (2.0) within two semesters after being placed on probation;
3. Any teaching credential student who, after being placed on probation, fails to achieve a B (3.0) average for the work undertaken during the probationary semester or who fails to achieve a cumulative grade point average of B (3.0) within two semesters after being placed on probation;
4. Any upper division student who fails to achieve a C (2.0) average in his/her major during the probationary semester or who fails to achieve in his or her major a cumulative grade point average of C (2.0) within two semesters after being placed on probation;
5. Any student who fails to complete the degree program in the maximum time allowed for completion of the program, or who fails to make satisfactory academic progress.

MONITORING TIME LIMIT

The maximum time for the completion of a degree or certificate program is the period of time in which the student attempts 1.5 times the standard program length for normally progressing students of the same enrollment status: full-time or part-time. The full-time Bachelor's degree student must complete the entire 4 (four) academic year program in no more than 6 (six) years. For the part-time student, the maximum time for the completion of a degree or certificate program is double that of a full-time student. For other programs it is 1.5 times the standard program length for normally progressing students.

A student's academic performance is evaluated several times during his enrollment to determine satisfactory academic progress. The review is performed by the Office of the Registrar in conjunction with the Financial Aid Office and appropriate Department Coordinators.

Students who fail to comply with the minimum number of units successfully completed are subject to disqualification. For more details see the "Academic Performance Policies" section of the catalog.



APPENDIX B: STUDENTS' RIGHT TO KNOW LAW

“STUDENTS' RIGHT TO KNOW” LAW

Federal legislation requires universities to inform students of any criminal acts of violence which have occurred on campus during a three to five year period.

The National Hispanic University (NHU) has a sound security system from 8:30 a.m. through 10:00 p.m. when the campus is locked up.

Francisco Fuentes is in charge of the University security and has two security officers that perform security duties on campus.

Crime Reports

The NHU is fortunate in that no serious crime or violence has occurred in its twentthree (22) year history. Within the last seven years the most serious crime has been campus burglaries where computer equipment has been stolen. Other crimes such as auto vandalism and graffiti on campus walls have occurred and measures have been taken to prevent these from recurring, i.e., twenty-four alarm system, security officer patrolling the premise; every effort has been made to ensure that students, staff and faculty at The National Hispanic University are in a safe environment.

If you have any questions or concerns please contact the Office of Human Resources.

APPENDIX C: FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Section I – Responsibilities of Education Institutions

The Family Educational Rights and Privacy Act of 1974- called the Buckley Amendment provides for cutting off US Office of Education (OE) funding to institutions that do not comply with the standards prescribed in the Act.

Essence of the Act

Students attending a post-secondary institution must be permitted to inspect and review their own education records, to the exclusion of their parents (except in those cases where the parent pays to the University any part of the student's expenses).

University may not release information about students nor permit inspection of their records without their permission unless such action is covered by certain exceptions listed in the statute.



To comply with the Act, the University has adopted the following policies:

The National Hispanic University will:

- a. inform students of their rights in the student handbook which is distributed annually;
- b. permit students after admittance to the University to inspect their education records;
- c. provide a list of types and location of education records with the titles and addresses of the officials responsible for those records;
- d. inform students that no personally identifiable information from education records will be released without prior written consent when required;
- e. maintain records requests for disclosure of personally identifiable information and permit students to review those records;
- f. provide students with an opportunity to seek amendment or correction of education records.

Section II – Implementing the Policies

- A. The student handbook distributed each year, carries a statement of the University policy concerning the Family Educational Rights and Privacy Act of 1974. In effect, the Amendment gives student the right to:
 1. inspect and review information contained in education records;
 2. challenge the contents of their education records;
 3. have a hearing if the result of the challenge is unsatisfactory;

4. submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory;
5. prevent disclosure, with certain exceptions, of personally identifiable information;
6. secure a copy of the institutional policy in detail;
7. file complaints with the Department of Education concerning alleged failures by the University to comply with the Act.

B. The National Hispanic University has designated as Directory Information the following:

Student's name, address, telephone number, date and place of birth; major fields of study; dates of attendance; degrees and awards received; most recent educational institution attended.

C. The following directives have been given to staff members in the Office of the Registrar:

1. only professional staff will comply with a request to see education records;
2. a student may ask for an explanation and interpretation of the record;
3. if no financial obligation exists, a student may request for a fee of \$4 an official transcript of records from the Office of the Registrar.

D. Limitations exist on student's rights to inspect and review their education records. The University does not permit students to review the following:

1. financial information given by their parents;
2. confidential letters/recommendations associated with admissions, employment, or honors, to which students have waived rights of inspection;
3. students may waive in writing any or all of their rights under the Act;
4. once students have requested access to their education records, such records will not be destroyed until review has been provided. (The University may not destroy "explanations" placed in the records by students and records of disclosures and request for disclosures).

Section III – Procedures For Compliance

To fulfill the basic requirement of the Act, the NHU will make every attempt to safeguard disclosure of personally identifiable information about students; will provide opportunity to the students to challenge the contents of education records; and will maintain adequate records of requests and disclosures in the following manner:

A. Concerning written consent:

1. The University will obtain written consent from students before disclosing any personally identifiable information from their education records. The written consent will be signed and dated by the student and will:
 - a. specify the records to be released;
 - b. state the purpose of the disclosure;
 - c. identify the party to whom the disclosure may be made and indicate that the disclose may not in turn release the information to a third party without the student's consent.

2. The University will disclose education records without written consent to:
 - a. students who request information from their own records;
 - b. authorized representatives of Federal and State supported programs;
 - c. state and local officials to whom disclosure is required by State Statute adopted prior to November 19, 1974.

3. The University may disclose education records without written consent to the following:
 - a. personnel with legitimate educational interest, that is, the President, Provost/Vice President, the staff of the offices of the Provost, Admissions, Registrar, Director of Student Outreach & Support Services;
 - b. persons providing financial aid or determining financial aid decisions;
 - c. organizations conducting studies to develop predictive tests, to administer student aid programs, or to improve instruction;
 - d. accrediting organizations carrying out their functions;
 - e. a parent of a student when that parent pays to the University any part of the student expenses;
 - f. persons in compliance with a judicial order or a lawfully issued subpoena after the first making a reasonable attempt to notify the student;
 - g. persons in an emergency to protect the health or safety of the student or other persons.

4. The University may also release without written consent those records identified as Directory information unless the student has requested otherwise written notification to the Office of the Registrar by the date set by that office at the beginning of each year.

5. The University may release without written consent those items identified as Directory Information on any student not currently enrolled.

6. The University will inform any party to whom personally identifiable information is released that recipients are not permitted to disclose the information to others without consent of the student.

7. The University considers all students as “dependent” if their parents pay to the University any part of their expenses.

- B. Concerning challenge of records:
 1. A student who wishes to challenge the contents of education records may request a hearing. The official who receives the request will decide within a reasonable period of time whether or not corrective action will be taken. The student will be notified of the decision and if it is in agreement with the student’s request, the record will be amended.
 2. A student not provided full relief will be informed by the appropriate official of rights to a formal hearing and will be informed of the date, place, and time of the hearing.
 3. A student must make a request in writing for a formal hearing.
 4. The student will be afforded a full opportunity to present evidence relevant to the issue raised.

5. The hearing will be conducted by a committee none of whose members shall give a direct interest in the outcome of the hearing. The committee is selected in the manner provided by the University policy.
6. Decisions of the hearing panel will be final.
7. The Right of the challenge cannot be used to question substantive educational judgments which are correctly recorded, for example, a grade in a course because it felt that a higher grade should have been assigned.
8. The University will maintain records of requests and disclosures of personally identifiable information, including the names and addresses of persons who requested the information and their legitimate interest in it.

ADDENDA

A. Types of education records maintained at NHU and where they are located:

1. During the time a student is seeking admission to the University the following education records* are maintained in the Office of Admissions/ Registrar:
 - a. application form and correspondence related to it
 - b. recommendation forms
 - c. any related materials, such as transcripts, test scores, etc.

*N.B. Not included in the term “education records” are records relating to a student which are created or by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, to be used solely in connection with the provision of treatment to the student, and not disclosed to any one other than individuals providing such treatment. These may be personally reviewed by a physician or other appropriate professional of the student’s choice.

2. Upon receipt of all required admission documents, the Office of Admissions creates a permanent student file. The student’s permanent file is kept at the Office of the Registrar where it is maintained. The following records will be added:
 - a. copies of the letters/forms from the Provost relating to academic requirements such as petitions, request, etc.
 - b. copies of letters/forms from a department personnel relating to department requirements, etc.
 - c. other pertinent educational material.

B. Persons responsible for the maintenance of educational records:

Director of Admissions	National Hispanic University, San Jose, Ca. 95127
Registrar	National Hispanic University, San Jose, Ca. 95127
Assistant to the Registrar	National Hispanic University, San Jose, Ca. 95127
Academic Coordinators	National Hispanic University, San Jose, Ca. 95127
Director of Student Outreach & Support Services	National Hispanic University, San Jose, Ca. 95127

C. Placement Files

Alumni have a choice of an open or confidential file. Those who wish to establish a confidential file may do so. Such a file will be destroyed at any time upon request of the owner.

APPENDIX D: POLICY REGARDING STUDENT DEMONSTRATIONS

POLICY REGARDING STUDENT DEMONSTRATIONS

The University has as one of its distinguishing characteristics an atmosphere conducive to genuine understanding and mutual respect among all members of the University community-administration, faculty and students. Open and honest communication is an essential contributing factor if such an atmosphere is to remain a reality. After all other means of communication have been tried and found wanting, demonstrations will be permitted so long as they are orderly and the rights of others are respected. However, the University does believe that other means of expression or communication than demonstrations are more meaningful and, therefore, more productive in the solution of common problems. In the last analysis, any problem in the University community is a common problem, therefore, one to be approached in a way agreeable to all sectors of the University community insofar as possible.

Demonstrations or protests which in any way infringe upon the rights of others or which disrupt the normal educational process of the University cannot be tolerated. If the University administration determines that a demonstration or protest is disruptive and/or is in violation of the rights of others, the following steps will be taken:

- A. The demonstrators will be verbally warned of their violation of regulations and told that they must cease their activity or be subject to disciplinary action.
- B. If the group must be warned a second time, it shall be understood that all members of the group shall be subject to disciplinary action and that the student leaders who encourage the continuance of the demonstration shall be subject to suspension from the University.
- C. If the disturbance continues, the municipal authorities will be notified, and the University will, in addition to the above, sign disturbance complaints against each member of the group.

It shall also be understood that the demonstrators will be financially responsible for any personal injury or destruction of property which may occur during the disturbance.



APPENDIX E: POLICIES REGARDING SALES, ETC

POLICIES REGARDING SALES TO AND SOLICITATION OF PERSONS ON CAMPUS AND THE DISTRIBUTION OF LITERATURE

The following are policies regarding the solicitation of students and distribution of literature The National Hispanic University. The implementation of the policies is the responsibility of the Executive Director of Student Services & Outreach Support.

- A. Solicitation on the University campus by non-university personnel and by individual students not representing University affiliated or sponsored groups:
 - 1. Solicitors, sales persons, peddlers, and canvassers seeking student contact are not to operate on the University campus or in any of its building or facilities (except as outlined in item 4 below), without the personal and specific invitation of an individual student for a private conference.
 - 2. Student may not arrange sales conferences for other students.
 - 3. Free samples of products may be distributed in designated areas by sales personnel only upon the written approval of the Executive Director of Student Services & Outreach Support.
 - 4. Request for on-campus solicitations or sales of newspapers, magazines, or periodicals published off-campus will be considered by the Executive Director of Student Services & Outreach Support.
- B. Solicitations by the University campus by University affiliated or sponsored groups:
 - 1. University affiliated or sponsored groups may be authorized to conduct sales on campus in areas designated by the Executive Director of Student Services & Outreach Support or his/her designated representatives.
- C. Advertising and Publicity:
 - 1. University facilities and property may not be used for commercial advertising by non-university groups or individual students.
 - 2. All posters and banners to be displayed on the campus, on other than academic departmental bulletin boards, must be approved by the Executive Director of Student Services & Outreach Support or his/her designated representatives and are subject to the stipulations established by that office.
- D. Mailing lists owned by the University shall not be used for any purpose other than the University purposes for which they were established, unless approval has been given in advance by the President or the Executive Director of Student Services & Outreach Support. It shall be the policy of the university not to provide lists of names and addresses of students for business purposes.

APPENDIX F: POLICY ON CONTROLLED SUBSTANCES

POLICY FOR NARCOTICS AND OTHER CONTROLLED SUBSTANCES

California State law prohibits a number of controlled substances. This list is too long to include herein. Among the substances are cocaine, heroin, hashish, and drugs obtained through forgoing or altering prescriptions for such drugs as Quaalude, Valium, etc. The prohibition also includes the possession, use, manufacture and selling of such substances. It is further unlawful to possess an opium pipe or any device used for injecting or smoking controlled substances.

Each NHU student is individually and personally expected to know and comply with the California State Law.

In order to provide an environment of these laws and compatible with an academic community, the university has established rules prohibiting possession or use of any of these illegal substances on the campus. It is further against university policy to have these drugs at any off-campus university sponsored event.

This policy will be enforced through the normal university and residence disciplinary channels. A single violation of this policy may result in immediate dismissal from the university. A second violation will result in dismissal.

POLICY ON MARIJUANA

California State Law prohibits any person from possession of marijuana. (possession of less than an ounce is a misdemeanor and over once ounce is a felony.)

Each NHU student is individually and personally expected to know and comply with the California State law.

In order to provide an environment of these laws and compatible with an academic community, the university has established rules prohibiting possession or use of any of these illegal substances on the campus. It is further against university policy to have these drugs at any off-campus university sponsored event. In so doing the university is not taking a stand on the relevant effects of marijuana. However, heavy use of this drug can prevent individuals from performing at their highest academic potential; and a person who becomes aware of such a pattern of heavy use should encourage the individual to seek counseling or advise some appropriate person (e.g. friend, advisor, or Executive Director of Student Services & Outreach Support) of the student's need for counseling.

This policy will be enforced through the normal university disciplinary channels. A second violation of this policy will result in dismissal from the university.

APPENDIX G: POLICY ON SEXUAL HARASSMENT

POLICY ON SEXUAL HARASSMENT

The University adheres to the principle that its students, faculty and staff have a right to be free of sexual harassment by any member of the academic community.

Sexual harassment includes such behavior as:

1. attempting to coerce an unwilling person into a sexual relationship (physical assault, or subtle pressure for sexual activity, whether or not accompanied by implied or overt threats concerning one's job, opportunities, grades, letter of recommendation, etc.)
2. subjecting a person to unwanted sexual attention (inappropriate touching of another's body, etc.)
3. penalizing a person who refuses sexual advances (denying them opportunities for advancement; lowering their grades, etc.)
4. creating a sexually intimidating, hostile, or offensive working or educational environment (use of language or gesture to harass sexually: e.g. sexual activities, sexist and sexual jokes, staring at another's body, any retaliatory conduct against an individual who has complained of sexual harassment, etc.)

Particular allegations of sexual harassment will be evaluated in light of accepted standards of mature behavior.

Individuals who believe they have been sexually harassed should first seek to make clear to the offender in writing, their displeasure regarding the behavior and their desire that it cease, seeking assistance, if they wish, from one of the following: if the harassed one is a faculty member, from the Provost/Vice President; if a staff member, from the Human Resources Director; and if a student, from the Director of Student Services & Outreach Support. If the unacceptable behavior continues, the persons who feel they have been harassed may seek redress through the institution's formal grievance procedures, initiating the process by going directly to one of the three Grievance Officers. For a description of the Grievance procedure, see Section XIII-Grievance Procedures.

If the individual chooses, he/she may omit the steps indicated in the previous paragraph and go directly to a Grievance Officer.

A student found guilty of sexual harassment is subject to dismissal from the University. A member of the faculty or staff found guilty of harassment is subject to termination of employment. Complaints regarding sexual harassment will be responded to promptly and equitably. Confidentiality will be maintained in so far as possible to protect the right to privacy of both persons and so that the integrity of the respondent is not compromised in the event of an unfounded complaint. This policy expressly prohibits retaliation against any individual who in good faith asserts a complaint of sexual harassment.

APPENDIX H: REFUND POLICY

REFUND POLICY

THE REFUND POLICY WAS BEING REVISED AT TIME OF PRINTING. PLEASE SEE THE BURSAR OFFICE FOR CURRENT REFUND POLICY.

In accordance with federal regulations, refunds to financial aid recipients are first applied to repayment of aid disbursed as follows:

1. unsubsidized federal Stafford loan
2. subsidized federal staff loan
3. federal PLUS loan
4. federal Pell grant program
5. federal supplemental educational opportunity grant (FSEOG)
6. state student financial assistance
7. institutional financial assistance
8. student

RIGHT TO INFORMATION

Students have the right to a full explanation of The NHU financial aid programs, policies, and procedures. Complete information is contained in The NHU Financial Aid policies and procedures manual and the other regulations available in the Financial Aid office.

“Charges and/or refunds can be appealed within 30 days of notification of refunds or charges if you believe that individual circumstances warrant exception to this policy”. Appeals should be directed to:

Dr. David Lopez, President
14271 Story Road
San Jose, CA 95127

APPENDIX I: PETITION TO INITIATE A GRIEVANCE

PETITION TO INITIATE A FORMAL GRIEVANCE PROCEEDING

This petition must be submitted to the Provost/Vice President within seven (7) days after the date the employee or student is notified of the President’s decision.

In the case of alleged sexual or racial harassment the petition may be filed directly with a Grievance Officer up to forty-five (45) calendar days after the incident, or the last incident in the series of incidents, being grieved.

Name of Person Initiating Petition: _____

Address: _____ Telephone: _____

Status: (circle one) Faculty Staff Student

Name of Person Whose Action Is Being Grieved: _____

Address* _____

Status: (circle one) Faculty Staff Student

Date(s) of action(s) being grieved: _____

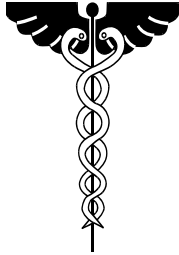
Description of Action(s):

History of the effort to obtain satisfaction/reversal of the action to date:

*To be filled in by Coordinator after submission of Petition.

APPENDIX J: MEDICAL INFORMATION SHEET

MEDICAL INFORMATION SHEET



General Information and Referral Services

California Care Network: *The California Care Network is designed to help you find state-licensed health, social services, mental health, alcohol and other drug, disability and elder care services and facilities for a loved one, a friend, or yourself. Some services have eligibility requirements. Please contact the service provider for more information. Use the links at the left to find the type of service or facility you seek. Each of the navigation items will link you to descriptions of those services and facilities. If you know what type of information you need, use the Search for a Facility link. For more resources, use the links to state departments.*

<http://www.calcarenet.ca.gov>

General information for Santa Clara County services: www.sccgov.org

County Hospitals/Health Care Centers

Santa Clara Valley
Health & Hospital System
(888) 334-1000 Full Service Primary Care: Pediatrics, OB/GYN, Adult Medicine
Free 24 Hr. Telephone Medical Advice
Full-service medical care for all patients regardless of ability to pay

Valley Health Center at Chaboya
2410 Senter Rd., San Jose

Valley Health Center at Silver Creek
1620 E. Capitol Ave., San Jose

VMC Urgent Care Clinic at Bascom
751 S. Bascom Ave., San Jose

Valley Health Center at San Martin
90 Highland Ave., San Martin

Valley Health Center at Bascom
751 S. Bascom Ave., San Jose

Valley Health Center at East Valley
1993 McKee Rd., San Jose

Valley Health Center at Fair Oaks
660 Fair Oaks Ave., Sunnyvale

Valley Health Center at Lenzen
976 Lenzen Ave., San Jose

Other Health Centers

**Santa Clara County Mental Health Dept.
Access-Program Information & Referrals
(800) 704-0900**

**Santa Clara Count Dept. of Drug &
Alcohol Services Information &
Referral (800) 488-9919**

**Gardner Health Center
195 E. Virginia St., San Jose
Dental.....998-8812
Medical Dept.....998-8925
Mental Health.....287-6200**

**Comprecare Health Center
3030 Alum Rock Ave., San Jose
Medical.....259-8400
OB/GYN.....926-1033
Dental.....254-5185**

**Las Colinas Medical Center
2820 Alum Rock Ave., San Jose
729-2900**

Family Resource Centers

Asian Pacific Family Resource Center
625 Wool Creek Dr. 299-1500

Gilroy Family Resource Center
8833 Monterey Rd. 846-5000

Nuestra Casa
1998 Alum Rock Ave. 251-7663

Ujirani Family Resource Center
687 N. King Rd. 251-5142

Health Insurance

Healthy Families: *The Healthy Families Program is low cost insurance that provides health, dental and vision coverage to children and women.*

1-800-880-5305 or www.healthyfamilies.ca.gov/

--Santa Clara Family Health Plan: There are several enrollment sites throughout Santa Clara County.
1-800-260-2055 or www.scfhp.com

California Major Risk Medical Insurance Program (MRMIP) : *MRMIP is administered by the Managed Risk Medical Board and developed to provide health insurance for Californians who are unable to obtain coverage on the open market.*

1-800-289-6574 or www.mrmib.ca.gov/MRMIB/MRMIP.html

Blue Cross of Northern California: *Health plans for individuals and families who are not participating in group coverage through an employer.*

Individual and Family-Under 65, 1 (800) 777-6000

All Senior Plans-Over 65, 1 (800) 765-2585

1-800-333-0912 or www.bluecrossca.com/

Kaiser Foundation Health Plan, Inc.: *Health plans for individuals and families who are not participating in group coverage through an employer.*

Individual Enrollment 1-800- 489-9918

1-800-556-7677 or www.kaiserpermanente.org/locations/california/

Health Net: *Health plans for individuals and families who are not participating in group coverage through an employer.*

1-800-909-3447, ext. 3 or www.healthnet.com

****The Office of the Registrar updates the above periodically. Please see the Registrar for questions or additional information.****



APPENDIX K: POSTING POLICY

POSTING POLICY

Approved :January 28, 2005

1. The general NHU policy regarding posting materials on campus property prohibits messages that are libelous, slanderous, obscene, or belligerent. In addition, the general policy also prohibits posting materials that constitute sexual harassment or harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, or sexual orientation.
2. The responsibility for approval and oversight of posted materials lies with the department or unit supervisor sponsoring the posting or event.
3. The responsibility for approval and oversight of posted materials from groups or individuals from outside the university community lies with the Vice President of Finance and Administration or his/her designee.
4. Violation of any of the provisions of this policy will result in the removal of the posted material and possible University sanctions for the responsible group or individual.