

# NOBEL UNIVERSITY

505 Shatto Place, Suite 300, Los Angeles, CA 90020 Phone: 213-382-1136 Fax: 213-382-1187  
6131 Orangethorpe Ave, Suite 116, Buena Park, CA 90620 Phone: 714-228-0307 Fax: 714-228-0308

## ADDENDUM TO POLICIES MANUAL 2022~2023

### **Nobel University POLICIES MANUAL 2022~2023**

➤ **Effective July 25, 2022**

#### **P28 Family Educational Rights and Privacy Act (FERPA)**

...authorized officials of State or Federal agencies may have access to student records for audit or evaluation of educational programs.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit written requests that identify the desired record(s) to the Registrar, Dean, head of the academic department, or other appropriate official. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request has been submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to university officials with legitimate education interests. An university official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting an university official or serving on an official committee, such as a disciplinary or grievance committee. An university official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the university discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Nobel

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University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **P35 Cash Reserves Policy**

- ... consideration and note the reasons for students not being able to graduate from the university.
- Student services should continue as normally as possible.

## **CASH RESERVES POLICY**

### Principle

It is the policy of Nobel University to maintain financial reserves adequate to ensure responsible fiscal management, advance University priorities, and mitigate current and future risk.

- Building reserves is an important component of long-term, strategic planning to meet the University's objectives; failing to plan to adequately maintain our buildings and infrastructure is unsustainable and poses an unacceptable risk to the University and its community.
- Reserves used to make up for unexpected revenue shortfalls or unforeseen costs should be accompanied by a near-term plan to increase revenue or reduce expenditures to replenish the reserve.
- While it is appropriate to use reserves to resolve timing problems, reserves should be used only to provide a bridge to a solution rather than as a means to delay addressing a structural issue.

### Guidelines

The Cash Reserve provides flexibility to take mission-related risks and to absorb or respond to temporary changes in environment or circumstances. Without adequate reserves the University can suffer cash flow stress and become distracted from appropriate long-term decision making. Any spending out of the Cash Reserve must be accompanied by a plan to replenish the reserve fund.

- Cash Reserve Target: a minimum of three months (25%) of the annual budget
- Target date to reach proposed reserve level: Variable – growth in Cash Reserve should be evaluated in conjunction with other University's financial needs

If the University's Cash Reserve falls below the minimum policy calculation, the President or his/her designee will submit a recommended plan to the Board of Directors to rebuild the reserve to the minimum level.

### Use of Reserves

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Use of the Cash Reserves requires three steps:

1. Identification of appropriate use of reserve funds.

The President and/or Chief Financial Officer will identify the need to access the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

2. Authority to use operating reserves

Upon approval of the President, the Chief Financial Officer will submit a request to use Cash Reserves to the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The goal is to replenish the funds used within twelve (12) months to restore the Cash Reserve Fund to the targeted amount. If the use of Cash Reserves will take longer than twelve (12) months to replenish, the request will be scrutinized more carefully. The Chief Financial Officer must receive prior approval from the Executive Committee of the Board of Directors if the Cash Reserves will take longer than twelve (12) months to replenish.

3. Reporting and monitoring

The Chief Financial Officer is responsible for ensuring that the Cash Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Cash Reserve funds, the Chief Financial Officer will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the Board of Directors of progress to restore the Fund to the target minimum amount.

## **P61 Student Achievement Information**

### **STUDENT ACHIEVEMENT INFORMATION**

The assessment of student achievement measures utilized by Nobel University includes retention rates, graduation rates, and job placement rates. NU's graduates do not take state or licensing examinations. The most recent reported measures show the followings:

#### **Retention Rate (from ACICS Campus Accountability Report)**

<u>Campus</u>	<u>Program</u>	<u>Year 2021</u>
<u>Main Campus</u>	<u>B.B.A.</u>	<u>98%</u>
	<u>M.B.A.</u>	<u>100%</u>
<u>Branch Campus</u>	<u>B.B.A.</u>	<u>79%</u>
	<u>M.B.A.</u>	<u>87%</u>

#### **Graduation Rate (from BPPE School Performance Fact Sheet)**

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## Main Campus

<u>Program</u>	<u>Year</u>	<u>Graduation Rate</u>
<u>M.B.A.</u>	<u>2019</u>	<u>68%</u>
	<u>2020</u>	<u>74%</u>
<u>B.B.A</u>	<u>2019</u>	<u>64%</u>
	<u>2020</u>	<u>54%</u>

## Branch Campus

<u>Program</u>	<u>Year</u>	<u>Graduation Rate</u>
<u>M.B.A.</u>	<u>2019</u>	<u>63%</u>
	<u>2020</u>	<u>50%</u>
<u>B.B.A</u>	<u>2019</u>	<u>67%</u>
	<u>2020</u>	<u>47%</u>

## **Job Placement Rate (from BPPE School Performance Fact Sheet)**

### Main Campus

<u>Program</u>	<u>Year</u>	<u>Job Placement Rate</u>
<u>M.B.A.</u>	<u>2019</u>	<u>N/A</u>
	<u>2020</u>	<u>N/A</u>
<u>B.B.A</u>	<u>2019</u>	<u>N/A</u>
	<u>2020</u>	<u>N/A</u>

### Branch Campus

<u>Program</u>	<u>Year</u>	<u>Job Placement Rate</u>
<u>M.B.A.</u>	<u>2019</u>	<u>N/A</u>
	<u>2020</u>	<u>N/A</u>
<u>B.B.A</u>	<u>2019</u>	<u>N/A</u>
	<u>2020</u>	<u>N/A</u>