

NOBEL UNIVERSITY



DISTANCE EDUCATION PROGRAM STUDENT HANDBOOK

2025~2026

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INTRODUCTION TO THE DISTANCE EDUCATION PROGRAM STUDENT HANDBOOK

Welcome to Nobel University (NU). For those of you who have been here for some time now, we trust that you have had fulfilling experiences learning at our institution. For those of you who are just beginning your learning experience at NU, we hope you enjoy your time with us.

This handbook contains policies and procedures governing student issues in distance education program at NU. It is designed to be a guide for the student in the day-to-day activities of our school.

The purpose of this handbook is to assure policies are executed in a uniform manner with no bias. It is the responsibility of each and every member of the student to administer these policies in a consistent and impartial manner.

Policy statements are subject to modification and further development. Members of students are encouraged to suggest improvements when or if issues ever arise.

It is the responsibility of every student to read and abide by the rules and regulations spelled out in this handbook and the school catalog. Any suggestions, discrepancies, or inconsistencies in this handbook or the school catalog should be pointed out to the Administration who, in turn, will take the necessary steps to evaluate the issues at hand and take proper action to address them.

ACADEMIC POLICIES AND PROCEDURE

CLASS ATTENDANCE

Regular attendance is required for every student. In this regard, course attendance is monitored, and attendance is defined as completing an academic event within a seven consecutive day period. Students who do not complete an academic event for three weeks will fail the course and receive “F” grade.

ONLINE PARTICIPATION POLICY

Successful online learning requires active participation in the discussion area of the online classroom. Students must contribute to the class discussion in a substantive way. The quality of the postings is the most important aspect of discussion, and only substantive participation will be counted as active participation. This is measured by recording the posting date on which a student makes a substantive classroom posting.

Substantive participation includes responses to discussion questions as well as discourse with other students related to the subject matter. Substantive responses must be based upon the course content, theory, and/or or personal experience, not mere opinion. Substantive responses should also include appropriate documentation/citation. For example, a simple “I agree” will not qualify as a substantive posting. The participation point value in the learning experience is defined within the grading criteria for each assignment (which is located on assignment pages in each course), and/or as directed by the instructor.

Submission of assignments, posting questions to the professor or classmates and/or sending emails to students and/or faculty outside of classroom threads does not count as participation.

Students are expected to read all discussion area postings. The quality of the student responses will be graded. Students will earn weekly participation grades based on the quality and frequency of their comments to others in the discussion assignment(s) based on the established grading rubric in the course.

Everyone’s comments are important. The diversity of experience among members of the class will enhance learning. All students will be treated equitably within the classroom. The classroom is a place of expression and discussion.

1. Communications must be respectful. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. Disrespectful students are subject to discipline or dismissal from the online learning platform for this course. All activities in the classroom will follow standards set in this Student Handbook.
2. For absence due to prolonged serious illness or personal emergency, the student is expected to contact the instructor as soon as possible. For absence due to technical problems, the student is expected to follow the steps outlined below:

- Contact your instructor and technical support the same day you are experiencing technical difficulties and work out a plan with your instructor to make up missed assignments.
- Contact your Academic Counselor and advise them of your technical difficulties within 48 hours.
- If your technical difficulties will not be fixed for a prolonged period, it is the student's responsibility to find another source for internet service such as a public library or a friend's computer.
- Failure to notify the instructor will be considered a missed deadline. All assigned work must be completed regardless of the reason for absence. Please be advised in the unforeseen event that you would need to formally withdraw from the course this must be done by contacting your Academic Counselor

ADDING AND DROPPING COURSES

Students can add or drop a course normally by the end of first week of a semester. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

- All add/drop forms are subject to approval of the Academic Dean and Financial Aid Officer (if applicable).
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the Registrar's office.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the Add/Drop Period.

GRADE REPORTS

Grade reports are available on-line. Grades cannot be released by telephone. Grade reports will be mailed to the address on file if a written, signed request is made to the Academic Counselor. Students who need to notify the University of a Change of Address can obtain the appropriate form from the Academic Counselor or submit the change through the student portal.

REPEATING COURSES

Students may repeat only the courses in which D, D-, F, or W grade was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F (failure), W (withdrawn), R (repeat) and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully

completed. The student must repeat any required course in which a grade of F or W is received.

A W grade is not replaced when a student repeats the course but remains part of the student's permanent record. To receive an incomplete (I), the student must petition by the last week of the term for an extension to complete the required coursework.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Nobel University may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Academic Counselor. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

Nobel University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable

information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Nobel University officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Nobel University has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her,

the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator - not the name of any other student, including a victim or witness - without the prior written consent of the other student(s)).

- a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
 13. Directory information (see Section IV below).
 14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and Nobel University will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Nobel University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Nobel University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Nobel University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at Nobel University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to their Academic Counselor, Nobel University, 505 Shatto PL. Suite 300, LA CA 90020. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above- designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the University Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Nobel University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, Nobel University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Nobel University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Nobel University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, Nobel University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Nobel University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, Nobel University will:
 8. maintain the statement with the contested part of the record for as long as the record is maintained; and
 9. disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Nobel University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office United States Department of Education
400 Maryland Avenue, S.W. Washington, DC 20202-4605

ACADEMIC INTEGRITY POLICY

PROCEDURE FOR INFRACTIONS INVOLVING ONLINE COURSES

If the faculty member suspects a violation of the Academic Integrity Policy, they will first contact with the student to discuss the incident. The incident report and supporting documentation, such as the student's assignment and information on the sources in question will be used to determine the severity or level of the violation. The number of previous violations committed will also be taken into consideration.

Upon receiving confirmation on the level of the incident, the faculty member will notify the student and complete the assignment grading. Depending on the level of the incident, further actions may be taken by the Chief Academic Officer or Chief Operating Officer.

CONDUCT AND BEHAVIOR POLICIES

CODE OF CONDUCT (ONLINE)

As an online student, there are additional rules and expectations regarding proper internet etiquette in place in order to protect all students. Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use. Please review the following rules and expectations carefully:

1. **Students are responsible for good behavior** on the network. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
2. **We take integrity and authenticity of student work** very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses and other disciplinary action.
3. **Security is a high priority**, especially when the system involves many users. If you

identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.

4. **It is illegal to create harmful computer viruses.**
5. **Email is not private.** Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
6. **Beware of emails from anyone, particularly adults you don't know,** asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher of any message you receive that is inappropriate or makes you feel uncomfortable.
7. **Email with your online classmates should be course-related.** It is prohibited to send unwelcome email to your online classmates.
8. **Email addresses that use profanity or may be construed as offensive, shall not be permitted for correspondence.** Administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused participation in courses.
9. **Protect your password. Keep it secret from anyone.**
10. **Administrators will cooperate fully** in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from course(s), as well as other disciplinary or legal action.

STUDENT SERVICES

STUDENT ORIENTATION

All students taking online courses for the first time through Nobel University are encouraged to take an orientation to online learning prior to the beginning of their course(s). The orientation reviews the expectations, policies and associated procedures with taking online courses.

You will be given a user name and password prior to starting your orientation. When you are ready to begin your orientation, you will login into the orientation course through your computer and internet connection. The orientation contains several exercises that you will go through to make sure that you are knowledgeable and comfortable working before the class begins. It is absolutely necessary to make sure you are ready to begin working in class when your first session begins. You will not have the time to orient yourself once classes are underway.