



Academic Catalog

2026–2027 Draft for Institutional Review

TABLE OF CONTENTS

1. Institutional Information	3
2. Learning Environment and Student Support	4
3. Admission Policies	6
4. Transfer Credits, Prior Learning, and Credit by Examination	13
5. Student Conduct and Academic Integrity	18
6. Artificial Intelligence (AI) Use Policy	23
7. Tuition and Payment Information	24
8. Cancellation, Withdrawal, and Refund Policy	26
9. Enrollment Agreement	32
10. Academic Policies	34
11. Student Success and Institutional Support Services	44
12. Student Privacy and Educational Record Protection	50
13. Academic Programs	54
Bachelor of Applied Science in Business Administration	55
Associate of Applied Science in Business Administration.....	58
Master of Business Administration (MBA)	61
14. Institutional Administration and Faculty	63
15. Catalog Disclaimer	64

Institutional Information

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Registration and Accreditation Statements

Novaris International University (NIU) is currently in the process of obtaining state authorization as a postsecondary degree-granting institution in the State of Utah, United States.

The University has submitted the corresponding institutional application and academic program documentation to the appropriate state regulatory authorities.

Program offerings, tuition structure, academic policies, and institutional information described in this catalog are subject to modification, revision, and final approval by the applicable regulatory agencies.

NIU may begin official enrollment and degree issuance only upon receipt of the corresponding authorization or exemption, as applicable under state law.

This catalog is published for informational and institutional planning purposes.

Institutional Vision

Novaris International University (NIU) is committed to advancing accessible, globally connected, and innovation-driven higher education through flexible academic pathways designed for the modern learner.

The University seeks to develop academic environments that integrate technology, international collaboration, professional relevance, and ethical leadership in order to prepare students for success in an evolving global society.

Institutional Mission

Novaris International University provides career-oriented online education designed to empower students through academic excellence, digital innovation, and internationally focused learning experiences.

NIU promotes flexible and inclusive education models that support professional growth, lifelong learning, and global engagement across diverse communities.

Institutional Objectives

Academic Excellence

Promote rigorous academic standards through outcome-based education, qualified faculty, and continuous institutional improvement.

Global Education

Develop internationally oriented programs that encourage intercultural understanding, leadership, and professional mobility.

Digital Innovation

Integrate modern educational technologies and virtual learning methodologies to enhance student engagement and accessibility.

Professional Development

Provide practical and industry-relevant education aligned with current workforce and entrepreneurial demands.

Student-Centered Learning

Support flexible and personalized learning pathways that respond to the needs of diverse learners worldwide.

Lifelong Learning

Encourage continuous education through certificates, degree programs, executive education, and professional upskilling opportunities.

Learning Environment and Student Support

Novaris International University delivers fully online academic programs designed to provide flexible, accessible, and technology-driven higher education experiences for students across diverse international communities.

The University utilizes a digital learning model that allows students to access academic resources, virtual instruction, assessments, and student services remotely from any location with internet access.

Virtual Learning Environment

NIU utilizes Moodle LMS as its primary learning management system, providing students with a centralized and interactive academic environment.

Key features include:

- 24/7 access to course materials and learning resources
- Recorded lectures and multimedia educational content
- Online assignments, quizzes, and assessments
- Academic progress tracking
- Discussion forums and collaborative activities
- Mobile-friendly access from multiple devices

Live Online Instruction

The University supports synchronous and asynchronous learning methodologies through platforms such as Google Meet and Zoom.

Depending on the academic program and course structure, students may participate in:

- Live virtual classes
- Interactive seminars
- Academic advising sessions
- Faculty tutorials
- Recorded sessions for later review

Digital Library Resources

Students have access to digital academic resources and online reference materials intended to support research, coursework, and independent learning activities.

Student Support Services

Novaris International University provides online student support services designed to assist students throughout their academic journey.

Support services may include:

- Academic advising
- Technical assistance
- Enrollment support
- Administrative assistance
- Learning guidance
- Response to academic and technical inquiries

Support services are available through digital communication channels during established institutional service hours.

Flexible and International Learning Model

NIU promotes flexible online education pathways designed for students balancing professional, personal, and academic responsibilities.

Programs are primarily delivered in Spanish, with selected academic resources, institutional support services, and future academic initiatives available in Portuguese and English.

Admission Policies

Novaris International University (NIU) maintains admissions, enrollment, academic integrity, and student conduct policies designed to support a professional, inclusive, and high-quality online learning environment. These policies reflect the University's commitment to accessibility, academic excellence, ethical standards, and student success within a flexible international education model.

The University seeks to provide accessible and career-oriented higher education opportunities through fully online academic programs designed for students from diverse cultural, geographic, and professional backgrounds.

Admission Procedures and Criteria

Novaris International University has established admissions procedures and eligibility criteria consistent with its institutional mission and online education model.

The admissions process is intended to ensure that applicants possess the academic preparation, technical capability, and commitment necessary to successfully complete the programs offered by the University.

Admission requirements may vary depending on the academic level, institutional policies, and program structure applicable at the time of enrollment.

Non-Discrimination Policy

Novaris International University does not discriminate on the basis of race, color, national or ethnic origin, sex, age, disability, religion, or any other legally protected status in the administration of its admissions policies, educational programs, scholarships, or institutional activities.

The University is committed to maintaining an equitable, respectful, and inclusive academic environment that promotes equal educational opportunity and institutional integrity.

Open and International Access

As an online institution, NIU promotes accessible international education opportunities for students from diverse geographic regions and professional backgrounds.

Programs are primarily delivered in Spanish, with selected institutional services, learning resources, and future academic initiatives available in Portuguese and English.

Admission Criteria

Novaris International University's admissions criteria align with and support its mission to deliver quality online programs that prepare learners to thrive in a global market. Maintains an inclusive and accessible admissions model designed to support students seeking flexible online higher education opportunities.

Associate and bachelor's degree applicants must demonstrate completion of secondary education or its recognized equivalent and provide valid government-issued photo identification for institutional verification purposes, such as a passport, national identification card, or driver's license.

Graduate program applicants must submit academic documentation demonstrating completion of a bachelor's degree or recognized equivalent from an appropriately recognized institution and provide valid government-issued photo identification for identity verification purposes.

All applicants are expected to comply with institutional policies, academic regulations, and enrollment procedures established by the University.

In situations involving exceptional personal, professional, or accessibility-related circumstances, the University may evaluate admissions matters on an individual basis in support of equitable access to educational opportunities and institutional inclusion principles.

Admission Requirements for Associate and Bachelor Programs

Applicants to undergraduate programs may be required to submit the following documentation:

- Completed Application for Admission
- Application Fee (\$75)
- A Copy of Government-issued photo identification (passport, national identification card, or driver's license)
- Evidence of secondary education completion or recognized equivalent
- Additional supporting documentation if requested by the Admissions Office
- Evidence of Spanish language proficiency (programs only offered in Spanish)

The University may provisionally evaluate certain international academic documents pending final institutional review.

Admission Requirements for Graduate Programs

Applicants to graduate-level programs may be required to submit the following documentation:

- Completed Application for Admission
- A Copy of Government-issued photo identification (passport, national identification card, or driver's license)
- Application Fee (\$75)
- Official or unofficial transcripts demonstrating completion of a bachelor's degree or recognized equivalent
- Additional academic or professional documentation, depending on the program requirements

Additional institutional verification may be required prior to final enrollment approval.

Identity Verification

Novaris International University maintains identity verification procedures intended to protect academic integrity and ensure that enrolled students are the individuals participating in academic activities and assessments.

Identity verification methods may include:

- Government-issued photo identification
- Secure student login credentials
- Institutional email verification
- Learning platform authentication
- Online assessment monitoring tools when applicable

Students are responsible for maintaining the confidentiality and security of their institutional credentials and access information.

Students sharing common traits with other current or former students will be reviewed for suspicious activity. Common traits that can be reviewed include:

- Physical address
- IP addresses
- Telephone numbers
- Personal references
- Email addresses

Students who the University determines are in violation of this policy will be immediately withdrawn.

Language of Instruction

Programs at NIU are primarily delivered in Spanish.

Selected institutional services, support resources, and future academic initiatives may also be available in Portuguese and English.

Applicants whose primary language is not Spanish may be asked to demonstrate sufficient language proficiency to successfully participate in the academic program.

The University may evaluate language proficiency through previous academic studies, professional experience, interviews, or other appropriate documentation:

- A high school education (diploma) completed at recognized high school.
- An associate or bachelor's degree in Spanish completed at a higher education institution (or its international equivalent).

- Official documentation of a previous earned degree from an appropriately institution where Spanish is the principal language of instruction.
- A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an appropriately accredited institution where Spanish is the principal language of instruction.
- A minimum B-2 Spanish proficiency level on the Diploma de Español Como Lengua Extranjera (DELE: Diploma of Spanish as a Foreign Language) test or SIELE.
- 95 on the Duolingo Spanish Test
- A minimum B-2 Spanish proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through any other Spanish proficiency examination (if using a test not named above, please confirm potential acceptance with institution staff).

International Academic Documents

Applicants who completed prior education outside the United States must have their official transcripts evaluated by a current member of the National Association of Credential Evaluation Services (NACES) to demonstrate it is equivalent and meets the University’s admissions criteria.

The University reserves the right to request credential evaluations or additional verification documentation from internationally recognized evaluation services when applicable.

Provisional Enrollment

In certain cases, applicants may be provisionally enrolled pending receipt of final academic documentation or completion of institutional verification requirements.

Students admitted under provisional status must satisfy all outstanding admissions requirements within the timeframe established by the University (until the end of the first 8-week term).

Failure to provide required documentation may result in administrative withdrawal or cancellation of enrollment.

Notice of Acceptance or Denial

Applicants are notified of admissions decisions following institutional review of submitted documentation and completion of the admissions evaluation process.

The University reserves the right to deny admission when applicants do not meet institutional admissions requirements or fail to provide accurate and complete documentation.

Admission Procedure

The admissions process generally includes:

- Submission of an application for admission
- Review of academic and identification documentation

- Institutional evaluation by the Admissions Office
- Issuance of admissions decision
- Completion of enrollment documentation
- Academic registration and student orientation

Final enrollment is subject to institutional approval and completion of all required admissions procedures.

Readmission Policy

- For students who fail to make three consecutive monthly payments, they will be administratively withdrawn from the program.
 - The University encourages these students to contact the Finance Office to make alternative payment arrangements to be reinstated in their program.
- For students administratively or academically withdrawn, they may reapply to their program and be enrolled during the next available academic term, depending on their academic progress at the time of re-entry.
- The University reserves the right to evaluate prior academic performance, financial standing, and compliance with institutional policies when considering readmission requests.
- Students readmitted to the University may be subject to the Academic Catalog and institutional policies in effect at the time of readmission.

Technology Requirements

Students enrolled in online programs at Novaris International University are expected to maintain access to the technological resources necessary to participate in virtual learning activities and online academic services. Students must meet the technology requirements depending on the program they choose:

For Associate and Bachelor

Operating System

Minimum: Windows 10 or later or latest macOS version

- Processor

Minimum: Intel® Core™ i3 or higher, quad-core or higher Recommended: Intel® Core™ 5 10th generation or higher, quad-core or higher

- RAM

Minimum: 4 GB Recommended: 8 GB

Hard Drive

Minimum: 500 GB

Recommended: SSD or M.2 for improved read/write speeds

Minimum technology requirements may include:

- A laptop or desktop computer with internet access
- Updated web browser (Google Chrome, Microsoft Edge, Safari, or Mozilla Firefox)
- Stable internet connection suitable for video conferencing and online coursework
- Webcam and microphone capabilities for participation in live virtual sessions when required
- Access to PDF reading and office productivity software
- Active email account for institutional communications

Students may also access certain academic services and learning resources through compatible mobile devices.

Learning Platforms and Online Tools

Novaris International University utilizes digital educational platforms and communication technologies to support online learning and student engagement, including:

- Moodle LMS for course delivery and academic management
- Google Meet and/or Zoom for live virtual classes and academic meetings

- Digital academic resources and online library materials
- Recorded lectures and asynchronous learning activities
- Institutional email and online communication systems

Course materials and learning resources are generally available 24 hours a day, 7 days a week, subject to scheduled maintenance or technical interruptions.

Technical Support

Technical support services are available to assist students with access to institutional platforms, learning systems, and general technology-related issues associated with online learning activities.

Transfer Credits, Prior Learning, and Credit by Examination

Novaris International University recognizes that students may enter their academic programs with prior college-level learning, professional experience, industry training, certifications, or previously completed coursework. The University may evaluate such learning for possible academic credit when it is relevant, documented, verifiable, and equivalent to the learning outcomes of the program in which the student is enrolled.

The purpose of this policy is to support academic mobility, reduce unnecessary duplication of learning, and provide students with a fair opportunity to apply previously acquired knowledge toward their degree requirements, while maintaining academic quality and institutional standards.

All transfer credit, prior learning credit, and credit by examination decisions are subject to institutional review and approval. Acceptance of credit is not automatic.

Transfer Credit Evaluation

Students seeking transfer credit must submit official or verifiable academic records from prior institutions. These records may include transcripts, course descriptions, syllabi, credit-hour information, grading scales, or other documentation requested by the University.

The Academic Office or designated academic committee reviews submitted documentation to determine whether prior coursework is comparable in level, content, academic rigor, credit value, and learning outcomes to courses offered by Novaris International University.

Transfer credit may be granted when the prior coursework:

- Was completed at an appropriately recognized institution;
- Is relevant to the student's declared program of study;
- Matches the academic level of the receiving program;
- Meets minimum grade requirements established by the University;
- Does not duplicate previously awarded credit;
- Supports the learning outcomes of the student's academic program.

NIU reserves the right to deny transfer credit when documentation is incomplete, unverifiable, outdated, unrelated to the program, or not equivalent in academic level or content.

Undergraduate Transfer Credit

For undergraduate programs, transfer credit may be considered for courses completed at the postsecondary level with a minimum passing grade equivalent to "C" or higher, unless a higher grade is required by the specific program.

Undergraduate students must complete a minimum portion of their degree requirements directly through Novaris International University. Normally, students must complete at least **25% of the total required credit hours** of the undergraduate degree program at NIU.

Capstone courses, final projects, institutional assessment courses, and other designated program completion requirements must be completed through Novaris International University and may not be transferred.

Graduate Transfer Credit

For graduate programs, transfer credit may be considered for prior graduate-level coursework completed with a grade equivalent to “B” or higher.

Graduate transfer credit must be directly related to the student’s graduate program and comparable in academic level, depth, and outcomes to NIU graduate coursework.

Graduate students must complete at least **50% of the required credit hours** of the graduate degree program directly through Novaris International University.

Thesis, capstone, comprehensive examination, applied research project, final seminar, or other culminating academic requirements must be completed through NIU and may not be transferred.

Prior Learning Assessment

Novaris International University may evaluate college-level learning acquired outside the traditional classroom through professional experience, corporate training, industry certifications, continuing education, military or public service training, entrepreneurship, or other documented learning experiences.

Prior learning credit is awarded only when the student can demonstrate that the learning is equivalent to college-level academic outcomes and relevant to the program of study.

Evidence for prior learning assessment may include:

- Professional portfolios;
- Employment records or job descriptions;
- Industry certifications;
- Training certificates;
- Continuing education documentation;
- Professional licenses;
- Work products or project summaries;
- Letters from employers or supervisors;
- Competency demonstrations;
- Reflective learning statements;

- Interviews or academic assessments.

Prior learning credit is based on demonstrated learning, not merely on years of experience. Work experience alone does not guarantee academic credit.

Credit by Examination

Students may request credit by examination when they can demonstrate competency in a subject area through an approved standardized examination, institutional assessment, or recognized external examination.

Credit by examination may be considered when the examination is relevant to the student's program and demonstrates learning equivalent to the course requirements.

Examples of recognized sources that may be considered include:

- CLEP
- DSST/DANTES
- Excelsior College Examinations
- Sophia Learning
- StraighterLine
- Other ACE-recommended credit sources
- Other institutional or professional examinations approved by NIU

The University reserves the right to determine whether examination-based credit applies to a specific program requirement, elective requirement, or general education requirement.

ACE-Recommended Credit

Novaris International University may consider credit recommendations from the American Council on Education (ACE) when such recommendations are applicable to the student's program of study.

ACE-recommended credit is not automatically accepted. NIU reviews each recommendation based on:

- Credit level;
- Subject area;
- Recommended credit hours;
- Date of completion;
- Relevance to the student's program;
- Institutional degree requirements;
- Maximum transfer credit limits.

International Coursework and Credential Evaluation

Students who completed coursework outside the United States may be required to provide translated academic documents or credential evaluations.

The University may request an evaluation from a recognized credential evaluation service when necessary to determine U.S. academic equivalency, credit value, degree level, or institutional recognition.

Students are responsible for any costs associated with translation, notarization, legalization, apostille, or credential evaluation services unless otherwise stated by the University.

Limitations on Transfer and Prior Learning Credit

Transfer credit, prior learning credit, and credit by examination are subject to institutional limitations.

NIU may limit or deny credit in the following cases:

- The course or learning is not equivalent to NIU curriculum requirements;
- The course content is outdated or no longer academically relevant;
- Documentation is insufficient or unverifiable;
- The credit duplicates previously awarded credit;
- The credit does not apply to the student's declared program;
- The course was completed below the minimum grade requirement;
- The credit exceeds the maximum allowable transfer limit;
- The course is a capstone, thesis, practicum, internship, final project, or institutional requirement.

Residency Requirement

To earn a degree from Novaris International University, students must complete a minimum amount of coursework directly through the University.

The general residency requirements are:

- Undergraduate programs: minimum of 25% of total required credits completed at NIU.
- Graduate programs: minimum of 50% of total required credits completed at NIU.

The University may establish additional residency requirements for specific programs.

Transfer Credit Disclosure

The acceptance of credits earned at Novaris International University by another institution is determined solely by the receiving institution.

NIU does not guarantee that its credits, certificates, courses, or degrees will be accepted for transfer, employment, licensure, immigration, professional certification, or further study by any third party.

Students who intend to transfer credit to another institution or use their academic credential for professional or governmental recognition should contact the receiving institution, employer, licensing agency, or authority in advance to determine whether NIU coursework or credentials will be accepted.

Evaluation Decision

After review, the University may:

- Approve credit toward a specific course requirement;
- Approve credit as elective credit;
- Approve partial credit where applicable;
- Deny the request for credit;
- Request additional documentation;
- Require an examination, interview, or competency assessment.

All transfer credit decisions are recorded in the student's academic record.

Appeal of Transfer Credit Decision

Students who disagree with a transfer credit decision may submit a written appeal to the Academic Office within the timeframe established by the University.

The appeal must include the reason for reconsideration and any additional supporting documentation.

The University's final decision after appeal is binding.

Important Notice

Transfer credit, prior learning credit, and credit by examination are evaluated for academic purposes only and do not reduce the University's obligation to maintain academic standards, program integrity, and degree requirements.

Awarded credit may reduce the number of courses required for completion but may not necessarily reduce all tuition, fees, or institutional charges unless specifically stated in the student's enrollment agreement or financial plan.

Transfer Credits, Prior Learning, and Credit by Examination

Novaris International University (NIU) is committed to maintaining an academic environment founded on integrity, professionalism, mutual respect, ethical conduct, and responsible participation in online learning.

Students enrolled at the University are expected to conduct themselves in a manner consistent with the values, academic standards, and institutional policies established by NIU. Student behavior that compromises academic integrity, disrupts the educational environment, violates institutional regulations, or negatively affects other members of the University community may result in disciplinary action.

Because NIU operates within a fully online learning environment, students are additionally expected to demonstrate professionalism and ethical conduct in all virtual communications, online interactions, academic submissions, and use of institutional technologies.

Standards of Student Conduct

Students are expected to:

- Act honestly and ethically in all academic activities;
- Respect faculty, staff, classmates, and institutional personnel;
- Maintain professional behavior in online classrooms and communications;
- Use institutional technologies and resources responsibly;
- Comply with academic regulations and University policies;
- Protect the confidentiality of institutional accounts and login credentials;
- Participate respectfully in virtual discussions and collaborative activities;
- Refrain from behavior that interferes with teaching, learning, or institutional operations.

Academic Integrity Violations

Academic integrity is essential to the mission and educational standards of Novaris International University.

Academic misconduct includes, but is not limited to, the following behaviors:

Academic Dishonesty

Using unauthorized materials, information, devices, or assistance during examinations, assignments, projects, or other academic activities.

Plagiarism

Presenting another person's words, ideas, research, or work as one's own without proper acknowledgment or citation.

Self-Plagiarism or Duplicate Submission

Submitting substantially similar work for credit in multiple courses or academic activities without prior authorization from the instructor or the University.

Fabrication or Falsification

Inventing, altering, misrepresenting, or falsifying academic information, citations, records, research data, documentation, or institutional forms.

Unauthorized Collaboration

Receiving or providing unauthorized assistance on academic work intended to be completed individually.

Impersonation

Participating in academic activities under another person's identity or allowing another individual to participate under one's identity.

Improper Use of Artificial Intelligence Tools

Using generative artificial intelligence technologies, automated writing systems, or similar tools in a manner inconsistent with course instructions, academic integrity standards, or faculty expectations.

The University may permit limited or supervised use of AI technologies in certain academic activities when appropriately disclosed, cited, and authorized by faculty members.

Unauthorized Access

Accessing or attempting to access institutional systems, student records, academic accounts, examinations, or digital resources without authorization.

Misuse of Online Learning Systems

Because NIU operates within a digital learning environment, misuse of institutional technologies may constitute a violation of student conduct policies.

Prohibited conduct includes, but is not limited to:

- Sharing institutional login credentials;
- Recording classes without authorization;
- Disrupting live virtual sessions;
- Harassing participants through online platforms;
- Uploading malicious software or unauthorized materials;
- Attempting to interfere with institutional systems or course operations;
- Circumventing examination security procedures;

- Misusing institutional communication tools.

Professional and Respectful Conduct

Students are expected to maintain respectful and professional behavior in all interactions with faculty, classmates, staff, and institutional representatives.

The following conduct may be considered inappropriate:

- Threatening or abusive language;
- Harassment or discrimination;
- Repeated disruptive behavior;
- Intimidation or bullying;
- Inappropriate virtual classroom conduct;
- Offensive or discriminatory communications;
- Conduct damaging to the learning environment.

Reporting Student Conduct Concerns

Faculty members, staff, administrators, or students may report alleged violations of institutional policies or student conduct standards to the appropriate institutional office or designated University representative.

The University may review reports involving:

- Academic misconduct;
- Violations of institutional policies;
- Technology misuse;
- Disruptive behavior;
- Harassment or ethical concerns;
- Fraudulent documentation or misrepresentation.

The University attempts to review reports fairly, professionally, and confidentially to the extent reasonably possible.

Investigation and Review Process

When a possible violation is reported, the University may:

- Review available documentation and evidence;
- Request written statements;
- Conduct meetings or interviews;

- Evaluate academic records or system activity;
- Consult faculty or institutional personnel;
- Determine whether a policy violation occurred.

Students may be provided an opportunity to respond to allegations before final disciplinary decisions are issued, except where immediate institutional action is necessary to protect academic integrity, safety, or institutional operations.

Disciplinary Measures

Disciplinary actions are determined based on the severity, frequency, intent, and impact of the violation.

Possible disciplinary measures may include:

- **Educational Warning**
Written warning regarding inappropriate conduct or policy violations.
- **Academic Penalties**
Reduction of grades, assignment failure, examination failure, or course failure.
- **Probationary Status**
Temporary academic or disciplinary monitoring with specified behavioral or academic conditions.
- **Temporary Suspension**
Temporary removal from classes, programs, institutional systems, or University participation.
- **Administrative Withdrawal**
Removal from a course or academic program for policy violations or institutional noncompliance.
- **Permanent Dismissal**
Permanent separation from the University in cases involving serious misconduct, repeated violations, fraud, severe academic dishonesty, or conduct threatening institutional integrity or safety.

The University reserves the right to impose immediate interim restrictions when necessary.

Appeals Process

Students may submit a written appeal of certain disciplinary decisions within the timeframe established by institutional procedures.

Appeals should clearly state:

- The basis for the appeal;
- Any supporting documentation;
- Relevant information not previously considered.

The University's decision following review of the appeal may be final.

Readmission Following Disciplinary or Administrative Withdrawal

Students who have been administratively withdrawn, suspended, or dismissed may request consideration for readmission in accordance with institutional procedures and policies.

The University may require:

- A written explanation;
- Evidence of corrective actions;
- Resolution of financial obligations;
- Academic improvement plans;
- Additional institutional review.

Readmission is not guaranteed and is subject to institutional approval.

Institutional Authority

Novaris International University reserves the right to interpret, apply, modify, and enforce institutional policies and student conduct standards in accordance with its educational mission, operational requirements, and applicable regulations.

The University may update student conduct policies, procedures, and disciplinary standards at any time, with revised policies becoming effective upon publication or institutional notice.

Artificial Intelligence (AI) Use Policy

Novaris International University (NIU) supports the responsible and ethical use of artificial intelligence (“AI”) technologies as tools that may enhance learning, research, productivity, and academic development.

This policy applies to the use of AI tools in coursework, assessments, research, discussions, and other academic activities.

Permitted Use

Unless prohibited by the instructor, students may use AI tools for:

- Brainstorming and idea development
- Grammar and language support
- Research assistance
- Study support and tutoring
- Organizational or productivity purposes

Students remain fully responsible for the accuracy, originality, and integrity of all submitted work.

Prohibited Use

Students may not:

- Submit AI-generated work as their own when unauthorized
- Use AI during exams or restricted assessments
- Fabricate citations, sources, or academic information using AI
- Upload confidential or protected information into unauthorized AI platforms
- Use AI in ways that violate academic integrity or institutional policies

Disclosure and Transparency

Faculty members may require students to disclose the use of AI tools in assignments or academic activities.

Students should comply with all course-specific AI instructions and academic integrity requirements.

Violations

Improper use of AI may result in academic or disciplinary action under the University’s Academic Integrity and Student Conduct policies. The University reserves the right to update this policy as AI technologies and educational standards evolve.

Tuition and Payment Information

Novaris International University (NIU) is committed to maintaining an accessible, transparent, and flexible tuition structure designed to support students pursuing online higher education.

Tuition rates may vary depending on the academic program, credit load, and institutional policies in effect at the time of enrollment.

The University may offer flexible payment arrangements to support students balancing academic, personal, and professional responsibilities.

Tuition for Associate and Bachelor Programs

Programs	Total Program Costs	Annual Payments	Per Semester Credit Hour
Associate of Applied Science	US\$ 4,500.00	US\$ 2,250.00 (x2)	US\$ 75.00
Bachelor of Applied Science	US\$ 9,000.00	US\$ 2,250.00 (x4)	US\$ 75.00

Tuition for Master Programs

Programs	Total Program Costs	Annual Payments	Per Semester Credit Hour
MBA	US\$ 4,500.00	US\$ 2,500.00 (1st year, 12 months) US\$ 2,000.00 (2nd year, 4 months)	US\$ 125.00

Tuition Includes

Unless otherwise stated, tuition generally includes:

- Access to the Moodle LMS learning platform
- Participation in online courses and virtual learning activities
- Access to digital course materials and academic resources
- Academic and administrative support services
- Student portal access
- Online learning support and communication systems
- Graduation-related costs (i.e., diplomas and official transcripts).

Certain programs may require additional fees for specialized services, third-party software, external certifications, international document processing, or optional institutional services.

Payment Options

The University may offer various payment arrangements, including:

- Full program payment
- Per-term payment plans
- Monthly installment plans
- Customized payment agreements approved by the Finance Office

Payment schedules and due dates are established in the student's enrollment agreement or institutional payment plan.

Late or Missed Payments

Students are expected to maintain timely payment of tuition and institutional fees.

Failure to satisfy financial obligations may result in:

- Registration holds
- Restricted access to institutional systems
- Delayed academic services
- Administrative withdrawal
- Withholding of transcripts, diplomas, or official records, where permitted

The University may work with students experiencing temporary financial difficulties through approved payment arrangements when appropriate.

Books, Materials, and Technology

Most programs utilize digital learning materials and online educational resources.

Students are responsible for maintaining the minimum technology requirements necessary for participation in online learning activities, including reliable internet access and compatible devices.

Certain programs may require additional materials, subscriptions, software, or external resources depending on course requirements.

Tuition and Fee Changes

Novaris International University reserves the right to modify tuition rates, institutional fees, payment structures, and related financial policies at any time.

Updated tuition schedules and institutional fees become effective upon publication or institutional notice.

Cancellation, Withdrawal, and Refund Policy

Novaris International University (NIU) maintains cancellation and refund policies designed to ensure transparency, fairness, and clear communication regarding tuition obligations and student withdrawals from academic programs.

These policies apply to students enrolled in online academic programs offered by the University.

Student Right to Cancel

Students may cancel their enrollment within five (5) calendar days or three (3) business days, whichever provides greater protection to the student, after signing the Enrollment Agreement and receive a full refund of all tuition and institutional charges paid, excluding any non-refundable application fee, if applicable.

Cancellation requests may be submitted through:

- Email
- Student portal
- Written notification
- Other official institutional communication methods

The cancellation notice should include:

- Student full name
- Student identification number (if assigned)
- Program name
- Enrollment date
- Clear request to cancel enrollment

Withdrawal from the University

Students may voluntarily withdraw from the University at any time.

Withdrawal requests should preferably be submitted in writing and include:

- Student name
- Student identification number
- Program information
- Effective withdrawal date
- Reason for withdrawal (optional)

The official withdrawal date is generally the date the University receives the student's withdrawal notice or the last documented date of academic participation, as determined by the institution.

Refund Processing

Approved refunds are generally processed within thirty (30) business days from the date the University determines the refund amount owed.

Refunds are typically issued using the original payment method unless otherwise approved by the University.

Compliance with Applicable Refund Regulations

Novaris International University intends to administer its cancellation, withdrawal, and refund policies in a manner consistent with applicable state regulations and institutional standards.

In situations where applicable law requires a refund calculation more favorable to the student, the University will apply the calculation resulting in the greater refund to the student.

Tuition Earned and Refund Calculation

Because NIU operates on an accelerated 8-week academic term model, tuition is considered earned progressively throughout each academic term.

Refund eligibility is determined based on the student's official withdrawal date and the percentage of the academic term completed at the time of withdrawal.

Students who withdraw after completing a term are not eligible for refunds for completed terms.

The University will apply the refund calculation that provides the student the greater refund where required by applicable state or federal law.

Refund Schedule for 8-Week Terms

Withdrawal Period	Tuition Retained by NIU	Refund to Student

Withdrawal Period	Tuition Retained by NIU	Refund to Student
During Week 1	0%	100%
During Week 2	20%	80%
During Week 3	40%	60%
During Week 4	60%	40%
During Week 5	80%	20%
Weeks 6–8	100%	0%

Administrative Withdrawal

The University reserves the right to administratively withdraw students for reasons including, but not limited to:

- Nonpayment of tuition or fees
- Failure to participate academically
- Violations of institutional policies
- Academic integrity violations
- Misconduct or disciplinary reasons
- Failure to satisfy admissions or documentation requirements

Refund eligibility for administratively withdrawn students is determined according to the same refund schedule unless otherwise required by institutional policy or applicable regulations.

Non-Refundable Charges

Certain institutional charges may be non-refundable, including:

- Application fees
- Third-party processing fees
- External certification fees
- International document processing fees

- Optional institutional services already completed

The Enrollment Agreement may identify additional non-refundable charges where applicable.

Financial Obligations Upon Withdrawal

Students remain responsible for:

- Tuition earned prior to withdrawal
- Outstanding balances
- Previously incurred institutional charges
- Financial obligations established under payment agreements

Withdrawal from the University does not automatically eliminate outstanding financial obligations.

Institutional Changes and Policy Updates

Novaris International University reserves the right to revise tuition, cancellation, withdrawal, and refund policies at any time in accordance with institutional needs and applicable regulations.

Updated policies become effective upon publication or institutional notice.

Exclusions and Additional Costs

Unless otherwise stated by the University, most standard digital instructional materials used in online courses are included within tuition costs.

Certain programs or courses may require additional external materials, third-party software, professional memberships, certification examinations, or specialized resources not covered by standard tuition.

Students are responsible for maintaining the minimum technology requirements necessary for participation in online learning activities.

Sample Refund Calculation (Illustrative Examples)

The following examples are provided for informational purposes only to demonstrate how tuition adjustments and refund calculations may be applied under the University's withdrawal and refund policy.

Actual refund amounts may vary depending on:

- Program structure
- Payment plan

- Withdrawal date
- Outstanding balances
- Institutional charges
- Applicable enrollment agreements

Example 1: Undergraduate Program (Paid in Full)

If a student paid the full annual tuition in advance and officially withdraws during Week 3 of an academic term, the refund amount would be calculated according to the applicable refund schedule for the current term, while completed terms remain non-refundable.

Future unpaid or unused academic terms may be eligible for refund consideration based on the official withdrawal date.

Example 2: Undergraduate Program (Installment Plan)

If a student enrolled under a monthly payment arrangement withdraws during an academic term, the University calculates:

- Tuition earned through the withdrawal date;
- Amounts already paid by the student;
- Remaining balance owed or refundable amount.

Students may remain financially responsible for earned tuition and institutional charges accrued prior to withdrawal.

Example 3: Graduate Program (Paid in Full)

If a graduate student prepaid tuition and later withdraws during an active academic term, the University calculates refunds based on:

- Completed academic terms;
- Percentage of the current term completed;
- Applicable refund schedule;
- Institutional charges already earned.

Unused future terms may qualify for partial or full refund consideration depending on the timing of the withdrawal.

Example 4: Graduate Program (Installment Plan)

Students participating in installment plans remain responsible for tuition earned through the official withdrawal date, even if future scheduled payments have not yet been completed.

The University calculates any remaining balance or refund adjustment according to the institutional refund schedule and payment agreement.

Institutional Oversight

The Finance Office and institutional administration oversee implementation of tuition, cancellation, withdrawal, and refund policies to support consistency, transparency, and compliance with applicable institutional standards and regulations.

The University reserves the right to review and update refund procedures, schedules, and financial policies when necessary.

Enrollment Agreement

Students enrolled at Novaris International University (NIU) are required to complete an Enrollment Agreement outlining the academic program, tuition obligations, payment arrangements, institutional policies, and the rights and responsibilities of both the student and the University.

The Enrollment Agreement serves as the official understanding between the student and the institution regarding participation in the academic program and related educational services.

Students are encouraged to carefully review all enrollment documents, tuition disclosures, cancellation terms, refund policies, and institutional regulations prior to signing the Enrollment Agreement.

Financial Responsibilities

Students are responsible for satisfying tuition obligations, payment plans, and any applicable institutional charges associated with their enrollment.

Failure to maintain financial obligations may result in:

- Registration restrictions
- Administrative holds
- Suspension of institutional services
- Administrative withdrawal
- Delayed release of academic records or graduation documents, where permitted

Refund eligibility is determined according to the University's official cancellation, withdrawal, and refund policies.

Alternative Payment Arrangements

In certain circumstances, the University may consider alternative or customized payment arrangements to support students experiencing temporary financial difficulties.

Requests for special payment consideration are reviewed individually and may require approval by the Finance Office or designated institutional representatives.

Approval of alternative payment arrangements is not guaranteed and remains subject to institutional policies and administrative review.

Institutional Policies and Compliance

By signing the Enrollment Agreement, students acknowledge responsibility for complying with:

- Academic policies
- Student conduct standards
- Tuition and payment obligations
- Technology requirements
- Academic integrity expectations
- Institutional procedures and regulations

Students are responsible for reviewing the Academic Catalog and remaining informed regarding current institutional policies and updates.

Modifications and Institutional Authority

Novaris International University reserves the right to revise institutional policies, tuition schedules, academic requirements, and operational procedures when necessary.

Updated policies become effective upon publication, institutional notice, or implementation by the University.

Academic Policies

Rules and Regulations

The following rules and regulations outline the expectations of students admitted and enrolled at Novaris International University.

Academic Calendar and Holiday Schedule

Proposed Academic Calendar 2026–2027

(Tentative and subject to institutional approval)

Term	Classes Begin	Final Assessments	Term Ends
Fall Term I	September 7, 2026	October 26–30, 2026	October 30, 2026
Fall Term II	November 9, 2026	January 4–8, 2027	January 8, 2027
Spring Term I	January 18, 2027	March 15–19, 2027	March 19, 2027
Spring Term II	March 29, 2027	May 24–28, 2027	May 28, 2027
Summer Term	June 7, 2027	August 2–6, 2027	August 6, 2027

Academic Calendar Disclaimer

The academic calendar presented in this catalog is provided for informational and planning purposes only. All academic dates, term schedules, enrollment periods, holidays, and instructional timelines are tentative and subject to modification pending institutional development, operational needs, and applicable state authorization processes.

Novaris International University is currently in the process of institutional review and authorization. Official academic calendars and confirmed enrollment dates will be published by the Office of Academic Affairs upon final institutional approval and prior to the commencement of academic instruction.

The University reserves the right to revise academic schedules, term dates, instructional delivery timelines, and related academic policies as necessary to ensure compliance with applicable regulatory requirements and institutional standards.

Academic Structure and Term System

Novaris International University (NIU) operates on an accelerated academic calendar designed to provide flexible, accessible, and career-focused higher education for domestic and international students. The University utilizes a five-term academic structure, with each academic term consisting of eight (8) weeks of instruction delivered fully online through the institutional Learning Management System (LMS).

Students may begin enrollment during any available academic term, subject to admissions approval and program availability. This flexible enrollment structure allows students to progress through their degree programs efficiently while maintaining professional and personal commitments.

The University delivers instruction through asynchronous and synchronous online learning methods, including:

- Moodle Learning Management System (LMS)
- Recorded lectures and multimedia content
- Live virtual classes through Google Meet and/or Zoom
- Online discussion forums and collaborative activities
- Digital assignments and assessments
- Virtual academic support services
- Electronic library and research resources

Students maintain 24/7 access to course materials, instructional resources, recorded lectures, announcements, assignments, and academic support tools throughout each academic term.

Academic Terms and Instructional Weeks

Each academic term consists of:

- Eight (8) instructional weeks
- Accelerated online coursework
- Weekly assignments and assessments
- Faculty-guided discussions and participation requirements
- Final assessments or capstone evaluations, when applicable

Academic weeks begin on Monday and conclude on Sunday at 11:59 PM Mountain Time unless otherwise stated within the course syllabus.

The University reserves the right to modify academic schedules, holidays, instructional calendars, or term dates due to institutional, operational, or regulatory requirements.

Institutional Holidays

The University may observe the following holidays during the academic year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and Friday
- Christmas Eve
- Christmas Day

Administrative offices may operate on modified schedules during holidays and institutional recess periods.

Leave of Absence (LOA)

Students experiencing temporary personal, medical, military, or professional circumstances that significantly interfere with academic participation may request a formal Leave of Absence (LOA).

Students may request up to three (3) approved Leaves of Absence during their program enrollment, not to exceed sixteen (16) total weeks unless otherwise approved by the University.

Requests for Leave of Absence must:

- Be submitted in writing
- Include supporting documentation when applicable
- Explain the reason for the request
- Be submitted prior to the requested leave period whenever possible

Supporting documentation may include:

- Medical documentation
- Military orders
- Employer verification
- Family emergency documentation

- Legal or governmental notices

The Office of Academic Affairs reviews LOA requests and communicates decisions within a reasonable timeframe.

During an approved Leave of Absence:

- Students remain inactive academically
- Coursework access may be temporarily suspended
- Tuition obligations may continue according to enrollment agreements
- Students must return during the approved re-entry term

Failure to return following an approved LOA may result in administrative withdrawal.

Degree Program Changes

Students requesting a change of academic program must:

- Be in satisfactory academic standing
- Meet admissions requirements for the new program
- Submit all required documentation
- Satisfy financial obligations
- Receive approval from Academic Affairs

Previously earned transfer credits or prior learning credits may not automatically apply toward the new academic program due to curriculum differences.

Program changes generally become effective at the beginning of the next academic term.

The University reserves the right to limit the number of program changes permitted during enrollment.

Academic Grading System

Novaris International University utilizes a standardized letter-grade and Grade Point Average (GPA) system.

Undergraduate Grading Scale

Percentage	Letter Grade	Academic Standing	Quality Points
90–100	A	Excellent	4.0
80–89	B	Above Average	3.0
70–79	C	Average	2.0

Percentage	Letter Grade	Academic Standing	Quality Points
60–69	D	Below Average	1.0
Below 60	F	Failure	0.0
N/A	I	Incomplete	Not Calculated
N/A	W	Withdrawal	Not Calculated

Graduate Grading Scale

Percentage	Letter Grade	Academic Standing	Quality Points
90–100	A	Excellent	4.0
80–89	B	Above Average	3.0
70–79	C	Minimal Passing	2.0
60–69	D	Failure	0.0
Below 60	F	Failure	0.0
N/A	I	Incomplete	Not Calculated
N/A	W	Withdrawal	Not Calculated

Grade Calculation and Final Assessments

Each course syllabus clearly identifies:

- Assignment grading methodology
- Weight of assignments and participation
- Discussion requirements
- Final examination percentages
- Project or capstone requirements
- Attendance expectations

Course grades are calculated using weighted numerical averages.

The University may utilize:

- Quizzes
- Written assignments
- Case studies
- Research projects
- Presentations
- Participation activities
- Midterm assessments
- Final examinations
- Capstone projects

The University reserves the right to determine final grading methodologies within individual courses.

Rounding of Final Grades

Final course grades are rounded according to standard academic rounding rules:

- Decimal values of .50 or higher are rounded upward
- Decimal values below .50 are rounded downward

Examples:

- 89.50% = 90% (A)
- 79.49% = 79% (C)

Incomplete Grades

Students who experience extraordinary circumstances preventing completion of coursework within the academic term may request an Incomplete ("I") grade.

To qualify for an Incomplete:

- At least 50% of coursework must already be completed
- The student must be in satisfactory standing
- Documentation may be required
- Faculty approval is required

Approved Incomplete requests provide students with an additional fourteen (14) calendar days to complete remaining coursework unless otherwise approved.

Failure to complete coursework within the approved extension period may result in a failing grade.

Grade Reports and Academic Records

Students may access academic records, grades, unofficial transcripts, and course evaluations through the student portal.

Official academic transcripts are issued by the Registrar's Office in accordance with institutional policies and applicable regulations.

The University reserves the right to withhold transcripts, diplomas, or enrollment verification for unresolved financial obligations.

Grade Appeals

Students who believe a final course grade was issued in error may submit a formal grade appeal.

Grade appeals must:

- Be submitted in writing
- Include supporting documentation
- Clearly explain the basis of the appeal
- Be submitted within fourteen (14) calendar days of the course end date

The Chief Academic Officer or designated academic committee reviews all appeals and issues final determinations.

The decision of the University regarding grade appeals is final.

Repeating Courses

Students may repeat courses in accordance with institutional academic policies.

When a course is repeated:

- All attempts remain on the official transcript
- Only the highest eligible grade may be calculated into GPA
- Tuition charges apply to repeated courses
- Repeated courses may affect academic progress timelines

The University reserves the right to limit excessive course repetition.

Attendance and Academic Participation

Because NIU operates in a fully online environment, academic participation is measured through meaningful academic engagement rather than physical attendance.

Students are expected to:

- Log into courses regularly
- Submit assignments on time
- Participate in discussions
- Complete assessments
- Engage with faculty and classmates
- Meet syllabus participation requirements

During Week One of each academic term, students must establish attendance by:

- Accessing the course, AND
- Completing an academic activity or assignment

Failure to establish attendance may result in administrative withdrawal.

Attendance is measured independently for each course.

Satisfactory Academic Progress (SAP)

Students must maintain Satisfactory Academic Progress (SAP) throughout enrollment to remain eligible for continued enrollment and graduation.

SAP standards evaluate:

- Grade Point Average (GPA)
- Course completion rate
- Maximum timeframe for degree completion

Undergraduate SAP Standards

Minimum GPA Requirements

Credit Hours Attempted	Minimum GPA	Minimum Completion Rate
0–24	1.5	50%
25–47	1.8	60%
48+	2.0	66.67%

Maximum timeframe for undergraduate completion is 150% of the published program length.

Graduate SAP Standards

Minimum GPA Requirements

Credit Hours Attempted	Minimum GPA	Minimum Completion Rate
0–17	2.5	50%
18–31	2.8	60%
32+	3.0	66.67%

Maximum timeframe for graduate completion is 150% of the published program length.

SAP Warning and Academic Withdrawal

Students failing to meet SAP requirements may be placed on:

- Academic Warning
- Academic Probation
- SAP Withdrawal

Students on SAP Warning are provided a limited evaluation period to improve academic standing.

Failure to regain satisfactory progress may result in administrative withdrawal from the University.

SAP Appeals

Students may appeal SAP withdrawal decisions due to extraordinary circumstances, including:

- Serious illness
- Medical emergencies
- Death of immediate family members
- Military obligations
- Natural disasters
- Employment loss
- Documented hardship situations

Appeals must include:

- Written explanation
- Supporting documentation

- Academic recovery plan

Approved appeals may result in placement on an Academic Improvement Plan.

Academic Improvement Plan

Students approved for reinstatement following SAP appeal may be placed on a formal Academic Improvement Plan designed to assist academic recovery.

The plan may include:

- Academic advising
- Reduced course load
- Mandatory tutoring
- Academic progress monitoring
- Faculty mentoring
- Scheduled evaluations

Failure to comply with Academic Improvement Plan requirements may result in dismissal.

Graduation Requirements

To qualify for graduation, students must:

Undergraduate Programs

- Successfully complete all required courses
- Complete required credit hours
- Maintain minimum cumulative GPA of 2.0
- Satisfy all financial obligations
- Meet institutional academic standards

Graduate Programs

- Successfully complete all required courses
- Complete all graduate-level credit requirements
- Maintain minimum cumulative GPA of 3.0
- Satisfy all financial obligations
- Meet all academic and institutional requirements

Graduation Audit and Degree Conferral

Prior to graduation, the Registrar's Office conducts a formal degree audit reviewing:

- Academic credits
- Transfer credits
- GPA calculations
- Financial standing
- Program completion requirements

Degrees are conferred only after all requirements are verified and approved.

Diplomas and Academic Credentials

Official diplomas are issued following degree conferral and completion of graduation clearance procedures.

Diplomas may include:

- Degree title
- Student legal name
- Date of conferral
- Institutional signatures
- Institutional seal

Replacement diplomas, transcripts, and credential verification services may require additional fees.

The University reserves the right to withhold diplomas or official transcripts due to unresolved financial obligations or administrative holds.

Student Success and Institutional Support Services

Student Success and Academic Support Framework

Novaris International University (NIU) is committed to providing a comprehensive student-centered support system designed to promote academic achievement, student retention, professional development, and successful degree completion. Because NIU operates primarily through a flexible online learning environment, institutional support services are designed to ensure students receive timely guidance, academic assistance, technical support, and administrative services throughout every stage of their educational experience.

The University recognizes that students may balance professional careers, family responsibilities, and personal obligations while pursuing higher education. Accordingly, NIU provides structured support services intended to enhance student engagement, academic persistence, and long-term educational success.

Support services may include:

- Academic advising
- Student success coaching
- Online library and research resources
- Technical support services
- Faculty guidance and mentoring
- Student records and registrar services
- Career-oriented academic planning
- Administrative assistance
- Complaint resolution processes
- Student wellness and referral services

All institutional support services are provided in accordance with University policies, operational procedures, and applicable federal and state regulations.

Academic Advising and Student Guidance Services

Upon enrollment, students may be assigned a Student Success Advisor or Academic Advisor to assist them throughout their academic journey at NIU. Advisors serve as institutional representatives who help students navigate academic policies, enrollment procedures, program progression, and institutional resources.

The University encourages proactive communication between students and advisors to support academic planning and timely degree completion.

Student Success Advisors may assist students with:

- Understanding institutional policies and procedures
- Program orientation and onboarding
- Academic scheduling and course sequencing
- Degree planning and progression monitoring
- General academic guidance
- Referrals to faculty or academic departments
- Student success strategies and goal setting
- Administrative processes and documentation guidance
- Academic intervention referrals for at-risk students
- Support service coordination
- Graduation planning assistance

While advisors provide institutional guidance and support, students remain ultimately responsible for understanding and complying with all University policies, academic requirements, course expectations, and graduation standards.

Students are encouraged to maintain regular communication with advisors and notify the University promptly regarding academic difficulties, personal circumstances affecting enrollment, or concerns requiring institutional assistance.

Digital Library and Research Resources

Novaris International University provides students with access to digital academic and research resources to support coursework, independent study, and scholarly development.

Students may access institutional learning resources through the University's online systems and Learning Management System (LMS), including:

- Electronic textbooks and learning materials
- Academic journals and scholarly databases
- Research articles and publications

- Multimedia instructional content
- Case studies and professional resources
- Citation and writing support materials
- Online tutorials and academic guides

Library resources may be available twenty-four (24) hours per day, seven (7) days per week, except during scheduled maintenance periods or technical interruptions.

Students are responsible for complying with copyright laws, licensing agreements, and acceptable use standards when utilizing institutional digital resources.

Unauthorized distribution, duplication, or misuse of institutional academic resources may result in disciplinary action.

Student Rights and Institutional Responsibilities

Novaris International University is committed to maintaining a respectful, inclusive, professional, and academically supportive learning environment for all members of the institutional community.

The University prohibits unlawful discrimination, harassment, intimidation, retaliation, or misconduct on the basis of legally protected characteristics, including but not limited to:

- Race
- Color
- National origin
- Religion
- Sex
- Age
- Disability
- Citizenship status
- Marital status
- Veteran status
- Other protected classifications under applicable law

The University seeks to provide all students with equitable access to educational opportunities, institutional services, academic resources, and administrative support.

NIU reserves the right to establish institutional policies and operational procedures necessary to maintain academic quality, institutional integrity, student safety, and compliance with applicable laws and regulations.

Student Responsibilities and Academic Accountability

Students enrolled at Novaris International University are expected to conduct themselves professionally and responsibly throughout their enrollment period.

Students are responsible for:

- Reading and complying with all University policies and procedures
- Monitoring official University communications and email accounts
- Maintaining accurate contact and enrollment information
- Completing all required coursework and academic activities
- Meeting attendance and participation requirements
- Submitting assignments and assessments on time
- Maintaining satisfactory academic progress
- Paying tuition and applicable institutional fees
- Respecting institutional technology and learning systems
- Maintaining academic honesty and integrity
- Communicating promptly regarding academic or administrative concerns
- Following grievance and appeal procedures appropriately

Technical issues, internet interruptions, device failures, scheduling conflicts, employment obligations, or personal oversight generally do not exempt students from academic deadlines unless otherwise approved by the University under documented exceptional circumstances.

Students are expected to actively participate in their educational experience and demonstrate personal accountability throughout their academic programs.

Student Concerns, Complaints, and Grievance Resolution

Novaris International University encourages the timely and respectful resolution of student concerns and institutional disputes. The University maintains formal procedures for reviewing complaints, grievances, and institutional concerns related to academic or administrative matters.

The University distinguishes between:

Complaint

An informal concern or dissatisfaction related to institutional services, interactions, academic processes, or operational matters.

Grievance

A formal allegation that a University policy, procedure, or action has negatively affected a student's rights, academic standing, or educational experience.

Students are encouraged to attempt informal resolution whenever appropriate before initiating formal grievance procedures.

Informal Resolution Procedures

Students are encouraged to address concerns directly with the appropriate individual or department whenever possible.

Informal resolution may include communication with:

- Faculty members
- Student Advisors
- Academic departments
- Administrative personnel
- Technical support representatives
- Student services offices

If a concern cannot be resolved informally, students may escalate the matter through formal institutional grievance procedures.

The University encourages students to maintain documentation of all communications and actions related to complaint resolution efforts.

Formal Grievance Procedures

Students seeking formal review of a grievance must submit a written complaint to the designated institutional office or academic authority.

Formal grievances should include:

- Student name and identification number
- Description of the concern or alleged policy violation

- Relevant dates and supporting details
- Supporting documentation when applicable
- Previous resolution attempts
- Requested resolution or corrective action

Upon receipt of a formal grievance, the University may:

- Review submitted documentation
- Conduct internal investigations
- Request additional information
- Interview involved parties
- Consult institutional records or policies
- Issue written findings or determinations

The University seeks to resolve formal grievances within a reasonable timeframe; however, complex cases may require additional review periods.

Institutional decisions regarding formal grievances may include corrective actions, policy clarification, administrative remedies, or dismissal of unsupported claims.

Appeals of Institutional Decisions

Students who believe procedural errors occurred during grievance review or who possess significant new information may submit a written appeal.

Appeals must generally:

- Be submitted within the institutional deadline
- Clearly explain the basis for appeal
- Include supporting evidence when applicable
- Identify alleged procedural or factual errors

Appeals are reviewed by designated institutional officials or committees, and decisions issued following appeal review are generally considered final.

Institutional Complaint Information

Students who remain dissatisfied after exhausting institutional grievance procedures may contact the appropriate regulatory or oversight agency when applicable under governing state authorization requirements. Students may contact the Utah Division of Consumer Protection, Utah Department of Commerce, regarding unresolved complaints after exhausting institutional grievance procedures.

The University reserves the right to update institutional complaint procedures, reporting channels, or regulatory disclosures in accordance with operational or legal requirements.

Confidentiality of Complaints and Institutional Records

Information related to complaints, grievances, appeals, investigations, and disciplinary proceedings is handled confidentially to the extent reasonably possible and consistent with institutional review obligations, legal requirements, and due process considerations.

The University maintains records of formal complaints and institutional resolutions for compliance, operational review, and quality assurance purposes.

Student Privacy and Educational Record Protection

Novaris International University is committed to protecting the confidentiality, integrity, and security of students' personal information and educational records.

The University maintains policies governing the collection, use, storage, disclosure, and protection of student information in accordance with applicable privacy laws and institutional standards.

For institutional purposes, the following definitions apply:

Personal Information

Information capable of identifying an individual student, including name, address, date of birth, identification documents, contact information, enrollment records, and academic history.

Confidential Information

Information not publicly available and protected from unauthorized disclosure or access.

Educational Records

Records directly related to a student and maintained by the University or authorized institutional representatives.

Collection and Use of Student Information

The University may collect personal information through:

- Admissions applications

- Enrollment processes
- Academic records
- Student communications
- Financial transactions
- Learning management systems
- Institutional surveys
- Online student portals
- Student support interactions

Collected information may be used for institutional purposes including:

- Processing admissions decisions
- Enrollment management
- Academic record maintenance
- Student support services
- Regulatory compliance
- Institutional reporting
- Financial administration
- Graduation processing
- Educational communications
- Internal operational improvement

The University limits access to student information to authorized personnel with legitimate educational or operational interests.

Information Security and Data Protection

Novaris International University utilizes administrative, technical, and operational safeguards intended to protect student information from unauthorized access, disclosure, misuse, alteration, or destruction.

Institutional security measures may include:

- Secure electronic data storage systems

- Password-protected institutional platforms
- Access authorization controls
- Authentication procedures
- Internal security monitoring
- Periodic system reviews
- Staff confidentiality training
- Controlled access to physical records

Although the University implements reasonable security safeguards, no electronic system or transmission method can guarantee absolute security.

Students are responsible for protecting personal login credentials and reporting suspected unauthorized account access immediately.

Disclosure of Student Information

Student information may be disclosed only under circumstances permitted by institutional policy or applicable law, including:

- Student-authorized disclosures
- Compliance with legal obligations
- Educational or operational necessity
- Institutional service providers performing authorized functions
- Accrediting, regulatory, or governmental reviews
- Health or safety emergencies
- Judicial orders or lawful subpoenas

The University may also disclose limited directory information unless students formally request confidentiality restrictions according to institutional procedures.

Student Rights Regarding Educational Records

Students may have rights regarding access to and correction of educational records maintained by the University.

These rights may include:

- Inspecting eligible educational records

- Requesting correction of inaccurate information
- Requesting restrictions on certain disclosures when permitted
- Filing concerns regarding institutional record practices
- Receiving information regarding institutional privacy procedures

Requests regarding educational records must generally be submitted in writing to the appropriate University office.

The University reserves the right to verify student identity before releasing records or processing requests.

Retention and Disposal of Institutional Records

Student records and institutional documents are retained in accordance with operational, legal, academic, and regulatory requirements.

When records are no longer required, the University may securely destroy or permanently delete records using appropriate disposal methods.

Retention periods may vary depending on record type, institutional obligations, and applicable laws.

Data Security Incident Procedures

In the event of a significant data security incident affecting institutional systems or protected information, the University may take actions including:

- Internal security investigation
- Temporary system restrictions
- Corrective security measures
- Notification of affected individuals when required
- Cooperation with applicable authorities or regulatory agencies

The University reserves the right to modify security procedures, technologies, and incident response practices to improve institutional data protection and operational security.

Academic Programs

Novaris International University (NIU) offers flexible online academic programs designed to support professional development, career advancement, and practical business knowledge in today's global workforce environment. Programs are structured to provide students with applied learning experiences through online instruction, academic projects, digital resources, and faculty-guided coursework.

The University's programs are intended for educational and professional development purposes and may not satisfy specific licensure or certification requirements in all jurisdictions. Students are responsible for verifying whether credits, certificates, or degrees earned at NIU will be recognized by employers, licensing boards, government agencies, or other educational institutions.

Transferability of academic credits is determined solely by the receiving institution or organization and is not guaranteed by the University.

Novaris International University operates as an independent educational institution. Institutional authorization does not imply or guarantee accreditation. Unless otherwise officially stated, the University is not accredited by an accrediting agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

The University reserves the right to modify academic programs, course offerings, schedules, tuition, policies, or institutional procedures in accordance with operational, academic, or regulatory requirements.

Bachelor of Applied Science in Business Administration

Program Description:

The Bachelor of Applied Science in Business Administration at Novaris International University (NIU) is designed to prepare students with the knowledge, technical competencies, and leadership skills necessary to manage modern organizations in dynamic national and international environments. The program provides students with practical and theoretical foundations in administration, finance, accounting, marketing, human resources, operations, entrepreneurship, and strategic management.

Students develop competencies in decision-making, organizational leadership, business communication, digital business technologies, and operational analysis while strengthening ethical, analytical, and problem-solving abilities required in today's competitive marketplace. The curriculum emphasizes applied learning, business innovation, critical thinking, and professional development in both private and public sector organizations.

This program is delivered in Spanish and is intended for students seeking professional advancement opportunities in administration, entrepreneurship, business operations, and organizational management.

Program Credit Hours: 120 semester credit hours

Program Outcomes

Upon successful completion of the program, graduates will be able to:

- Apply business administration principles to support organizational planning, operations, and strategic decision-making.
- Analyze financial, accounting, and economic information to support business performance and sustainability.
- Utilize modern technological and digital tools in administrative and business environments.
- Demonstrate leadership, communication, and teamwork skills in multicultural and professional settings.
- Develop strategic marketing and sales plans aligned with organizational objectives and market conditions.
- Apply human resource management principles to improve workforce performance and organizational effectiveness.
- Evaluate operational and logistical processes to improve productivity, quality control, and organizational efficiency.
- Interpret legal, ethical, and regulatory standards applicable to business environments.
- Utilize quantitative and analytical methods to solve administrative and operational problems.
- Design business solutions using innovation, entrepreneurship, and critical thinking strategies.
- Demonstrate professional ethics, social responsibility, and integrity in managerial decision-making.
- Apply strategic management concepts to support organizational growth and competitive advantage.

- Integrate communication, analytical reasoning, and digital competencies in business-related activities.
- Conduct basic business research and present professional reports using academic and business standards.
- Demonstrate readiness for entry-level and supervisory roles in business administration and related fields.

Course Code	Course Title	Course Type	Credits
BUS101	Introduction to Business Administration	Core/Required	3
COM101	Communication and Academic Writing	General Education	2
MAT101	College Mathematics	General Education	3
ECO101	Introduction to Economics	General Education	3
ACC101	Principles of Accounting	Core/Required	3
TEC101	Information Technology Fundamentals	General Education	2
MGT101	Principles of Management	Core/Required	3
ETH101	Professional Ethics	General Education	1
FIN201	Principles of Finance	Core/Required	3
STA201	Applied Statistics	General Education	3
MKT201	Principles of Marketing	Core/Required	2
HRM201	Human Resource Management	Core/Required	3
LAW201	Labor and Tax Law	Core/Required	4
ECO201	Macroeconomics	General Education	3
OPS201	Operations Management	Core/Required	3
COM201	Organizational Communication	General Education	2
ACC301	Managerial Accounting	Core/Required	3
SCM301	Logistics and Supply Chain Management	Core/Required	3
MKT301	Digital Marketing Strategies	Core/Required	3
ENT301	Entrepreneurship	Core/Required	2
FIN301	Financial Analysis	Core/Required	3
QMT301	Quality Management	Core/Required	3
BUS302	Business Analytics	Core/Required	3
RES301	Business Research Methods	Core/Required	3
MGT401	Strategic Management	Core/Required	3
SCM401	Inventory and Distribution Management	Core/Required	3
FIN401	Investment and Capital Markets	Core/Required	3
MKT401	Strategic Marketing	Core/Required	3
BUS401	International Business	Core/Required	3

Course Code	Course Title	Course Type	Credits
LDR401	Negotiation and Leadership	Core/Required	3
ACC401	Auditing and Internal Control	Core/Required	3
BUS403	Project Formulation and Evaluation	Core/Required	3
BUS404	Corporate Strategy and Innovation	Core/Required	3
BUS405	Business Sustainability and Global Markets	Core/Required	3
FIN402	Financial Products and Services	Core/Required	3
MKT402	Sales Management and Commercial Strategies	Core/Required	3
PRA491	Professional Practice / Internship	Internship/Practicum	6
SEM491	Capstone Seminar	Capstone	2
PRJ492	Final Applied Business Project	Capstone	3
EXM493	Comprehensive Capstone Examination	Capstone	1
			120

Associate of Applied Science in Business Administration

Program Description:

The Associate of Applied Science in Business Administration at Novaris International University is designed to prepare students with foundational knowledge, practical administrative competencies, and applied business skills necessary for entry-level and support-level positions in modern organizations and entrepreneurial environments.

The program emphasizes practical and career-oriented learning in areas including administration, accounting fundamentals, marketing, finance, customer service, logistics, human resources, and business operations. Students develop analytical, organizational, technological, and communication skills necessary to operate effectively within business environments while supporting operational efficiency, teamwork, and organizational objectives.

The curriculum is structured to provide students with hands-on and applied learning experiences through online coursework, case studies, digital business tools, collaborative activities, and practical business applications aligned with contemporary industry needs.

Graduates of the program are expected to demonstrate professional responsibility, ethical decision-making, critical thinking, and the ability to support administrative and operational functions within private organizations, small businesses, entrepreneurial ventures, and service-oriented institutions.

Program Credit Hours: 63 semester credit hours

Program Outcomes

Upon successful completion of the Associate of Applied Science in Business Administration program, graduates will be able to:

- Apply foundational business administration principles to support organizational operations and administrative processes.
- Utilize technological and digital business tools in professional and organizational environments.
- Apply basic accounting, budgeting, and financial analysis concepts to support business decision-making.
- Support human resource and organizational management activities consistent with institutional goals and workplace standards.
- Develop introductory marketing and sales strategies using traditional and digital business approaches.
- Apply logistics, operations, and quality management concepts to improve organizational efficiency and workflow processes.

- Demonstrate effective communication, teamwork, leadership, and interpersonal skills within professional settings.
- Utilize mathematical, analytical, and critical thinking skills to solve business-related problems ethically and effectively.
- Interpret business regulations, ethical responsibilities, and professional standards applicable to organizational environments.
- Demonstrate readiness for entry-level administrative, operational, customer service, and business support roles.

Course Code	Course Title	Course Type	Credits
BUS101	Introduction to Business Administration	Core/Required	3
COM101	Communication and Academic Writing	General Education	2
MAT101	College Mathematics	General Education	3
ECO101	Introduction to Economics	General Education	3
ACC101	Principles of Accounting	Core/Required	3
TEC101	Information Technology Fundamentals	General Education	2
MGT101	Principles of Management	Core/Required	3
ETH101	Professional Ethics	General Education	1
FIN201	Principles of Finance	Core/Required	3
STA201	Applied Statistics	General Education	3
MKT201	Principles of Marketing	Core/Required	2
HRM201	Human Resource Management	Core/Required	3
LAW201	Labor and Tax Law	Core/Required	4
ECO201	Macroeconomics	General Education	3
OPS201	Operations Management	Core/Required	3
COM201	Organizational Communication	General Education	2
ACC301	Managerial Accounting	Core/Required	3
SCM301	Logistics and Supply Chain Management	Core/Required	3
MKT301	Digital Marketing Strategies	Core/Required	3
ENT301	Entrepreneurship	Core/Required	2
FIN301	Financial Analysis	Core/Required	3
QMT301	Quality Management	Core/Required	3
PRJ291	Applied Business Project	Capstone	3
			63

*Certain programs may include additional institutional credits, support courses, or academic components without additional tuition charges

Master of Business Administration

Program Description:

The Master of Business Administration (MBA) at Novaris International University prepares professionals to lead organizations in dynamic, competitive, and technology-driven environments. The program develops advanced managerial competencies in strategic planning, financial decision-making, organizational leadership, innovation, operations management, digital transformation, and international business development.

Students acquire analytical and practical skills to evaluate complex business scenarios, optimize organizational performance, and implement sustainable growth strategies in public, private, entrepreneurial, and multinational settings. The curriculum integrates modern management methodologies, business analytics, financial intelligence, marketing innovation, operational efficiency, and leadership development with a strong focus on Latin American and global business realities.

The MBA program emphasizes applied learning, strategic problem solving, ethical leadership, and executive decision-making. Through case studies, research activities, collaborative projects, and professional applications, students strengthen their ability to manage teams, improve organizational competitiveness, and adapt to evolving economic and technological environments.

Graduates of the program will be prepared to assume leadership, consulting, managerial, and entrepreneurial roles while contributing to organizational innovation, operational excellence, and long-term sustainability across diverse industries and markets.

Program Credit Hours: 36 semester credit hours

Program Outcomes

Graduates of the Master of Business Administration program will be able to:

- Analyze organizational environments using financial, operational, managerial, and market-based data to support strategic decision-making processes.
- Design and implement business management strategies aligned with organizational objectives, economic conditions, and competitive market demands.
- Apply advanced leadership and organizational behavior principles to manage teams, resolve conflicts, and promote institutional growth.
- Evaluate financial performance, investment opportunities, and business risks using analytical and managerial finance tools.
- Develop operational and supply chain strategies that improve productivity, efficiency, and quality management within organizations.
- Integrate digital transformation, business analytics, and emerging technologies into organizational planning and innovation processes.

- Formulate strategic marketing and commercial development plans that strengthen customer engagement, market positioning, and business sustainability.
- Design entrepreneurial and innovation-oriented initiatives that promote competitiveness and organizational adaptability in changing environments.
- Apply ethical, legal, and socially responsible business practices in managerial and executive decision-making.
- Conduct applied business research and present strategic solutions to organizational challenges using critical thinking and professional communication skills.
- Evaluate international business trends, global economic conditions, and cross-cultural management strategies affecting organizational operations.
- Develop comprehensive business projects and executive proposals integrating finance, operations, marketing, leadership, and strategic management principles.

COURSE NUMBER	COURSE TITLE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS
MBA501	Business Economics and Global Markets	Core/Required	3
MBA502	Accounting and Financial Reporting for Managers	Core/Required	3
MBA503	Marketing Management and Digital Strategies	Core/Required	3
MBA504	Financial Analysis and Executive Decision Making	Core/Required	3
MBA505	Data Analytics for Business Intelligence	Core/Required	3
MBA506	Operations and Supply Chain Management	Core/Required	3
MBA507	Digital Economy and Innovation Management	Core/Required	3
MBA508	Leadership and Human Talent Development	Core/Required	3
MBA509	Strategic Management and Corporate Planning	Core/Required	3
MBA510	Entrepreneurship and Business Innovation	Core/Required	3
MBA511	International Business and Competitive Strategy	Core/Required	3
MBA512	Capstone Business Project	Capstone	3
			36

Institutional Leadership

Ownership Structure

Novaris International University operates under CASMED International Education Group, an international education organization with administrative operations in the United States and Latin America. The institution is organized under a registered business structure in the State of Utah and operates (*pending of authorization) as degree granting postsecondary school, institution focused on flexible, career-oriented, and globally accessible education.

- **Jimmy Arteaga Castaneda MD, Ph.D**

Founder

Jimmy Arteaga Castaneda serves as Founder and President of Novaris International University and CASMED International Education Group. His professional background includes higher education development, international academic partnerships, digital education systems, healthcare education, and institutional innovation initiatives across Latin America and the United States. His work has focused on expanding access to online education, international certification programs, continuing education initiatives, and technology-driven academic platforms for global learners.

- **Flavia Pereira Costa MD, MSc.**

Vice President

Flavia Pereira Costa serves as Provost of Novaris International University and Vice President of CASMED International Education Group. She is a physician with professional experience in healthcare management, medical education, academic development, and international educational initiatives.

Executive Leadership

- **President & Chancellor:** Jimmy Arteaga Castaneda
- **Provost:** Flavia Pereira Costa
- **Registrar:** Aquiles Sotelo
- **Dean of Graduate Studies:** Juan Alberto Ureta
- **Dean of Undergraduate Studies:** Hisami Kiyon
- **Admissions Coordinator:** Enrique Romero Castaneda
- **Chief Marketing Officer:** Mel Pereira Costa

Faculty

DISCIPLINE	FACULTY MEMBER	HIGHEST DEGREE EARNED
Business Administration	Carlos Eduardo Ramírez Salas	Master of Business Administration
Business Administration	Andrea Patricia Mendoza Flores	Master of Business Administration
Business Administration	Luis Fernando Villanueva Rojas	Master of Strategic Management
Marketing and Digital Business	María Fernanda Castro León	Master of Digital Marketing
Accounting and Finance	Ricardo Alonso Paredes Huamán	Master of Accounting and Financial Management
Operations and Logistics	José Manuel Vargas Núñez	Master of Supply Chain Management
Entrepreneurship and Innovation	Daniela Sofía Cabrera Torres	Master of Innovation and Entrepreneurship
Information Technology	Miguel Ángel Salcedo Ruiz	Master of Information Technology
Business Analytics	Diego Alejandro Cárdenas Silva	Master of Business Analytics
Leadership and Human Talent	Patricia Elena Gutiérrez Campos	Master of Human Resource Management
Economics	Fernando Javier Loayza Medina	Master of Economics
Graduate Programs	Alberto Enrique Navarro Ponce	PhD in Business Administration

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Novaris International University is currently in the process of institutional review and state authorization. Program availability, enrollment approval, and degree-granting authority remain subject to applicable state authorization or exemption requirements.

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Students are responsible for remaining informed regarding current institutional policies, academic requirements, and official University communications.

The University reserves the right to interpret and enforce all institutional policies and procedures in accordance with its educational mission and applicable laws and regulations.