

Student HANDBOOK

2026

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CAMPUS PROFILE

Keiser University - Latin American Campus
San Marcos, Nicaragua

Established:
August 1993 – June 2000 ***University of Mobile - Latin American Campus***
July 2000 – ***Ave Maria College of the Americas***
Fall 2007 – ***Ave Maria University - Latin American Campus***
July 2013 – ***Keiser University - Latin American Campus***

Background: Located on fourteen acres of the renovated site of La Antigua Escuela Normal de Señoritas de San Marcos, Carazo, Nicaragua.

Access: This campus is a private facility. Students, staff, and administrators are provided an identification number that grants them access to campus. All visitors are required to provide a valid identification in order to access the facilities. The University reserves the right to allow or deny access on a case-by-case basis.

Enrollment: Over 450 Undergraduate and Graduate Program Students
Over 1,500 students in the Language Institute in San Marcos and Managua.

Facilities: Twenty - nine instructional facilities including classrooms, library, computer and science laboratories, learning center, recreation areas, student center, men's and women's residence halls, athletic fields, a brand-new Auditorium, a weight training center and a chapel. We have direct access to AM/PM and Hispamer.

Library: 36,000 books, ninety-three subscriptions to printed periodicals. 29 online periodical databases. 1400 Audio-Visual titles (videos, audio, CD), eight computers for student use.

Religious Affiliation: The Latin America Campus exists in a region with profound Christian roots. For this reason, and as part of its history, this campus has a strong Catholic identity and offers daily access to Catholic devotions such as Holy Mass. There is a resident priest available for spiritual counseling and to offer the Sacraments. Keiser University-Latin American Campus does not discriminate against any student who professes a different religious affiliation and is open to students promoting their own, as long as these practices adhere to the student code of conduct found in these pages.

STUDENT MANUAL INTRODUCTION

Dear Students:

Keiser University Latin American Campus 's mission includes educating its students in all respects: intellectually, socially, ethically, spiritually, and emotionally. This mission is evident in much that we do and in our strategic vision that builds on KU's unique strengths.

It is our privilege and pleasure to welcome you to the Latin American Campus for the academic year. In making the decision to pursue your undergraduate education at KU, you have chosen a distinctive institution with a proud and rich history and a promising future.

As a student at Keiser University, you have a very important role to play in the life of the institution: you are a KU ambassador. As an ambassador, you are expected to represent and stand by the missions and vision of Keiser University, enhance your professional development and communication & marketing skills by representing our school and their values through your behavior and academic and professional development. You are the fortunate and privileged beneficiary of the many contributions of those who have come before you. Perhaps most important, you are now one of the caretakers of KU's future, responsible for protecting its proud legacy and ensuring its promise of tomorrow for those who will come after you. These responsibilities will be filled with excitement and challenge for you, this year and in the years to come.

During your time here, we encourage you to take an active role in your own education, and in the development of the special communities of Keiser University. Understand that a liberal education is as much about character, values, morals, and social responsibility as it is about intellectual development and critical thinking. Strive for excellence in everything you do, and never settle for mediocrity. Commit yourself to the service of others less fortunate than yourself, now and in your future life beyond our gates. Be open to different ideas, and to the many different people and cultures of our campus and the world. Learn to live with others in harmony, and to use our collective differences for the betterment of our society.

Take the time to dream and to reflect on your development as a whole person. In so doing, shape and refine your vision of who you are, and who you want to become. The faculty, administrators and staff are here for you, and because of you, as our Mission is: Student Comes First. We will assist and support you in the process of your education. In doing so, we will also challenge you to stretch your mind, heart and spirit. Our doors are open. Do not be afraid to call on us for assistance.

Rationale for this Handbook

This Student Handbook is intended as a guide to the policies and standards applicable to students based upon the mission statement and goals of Keiser University-Latin American Campus. The University reserves the right to modify or adapt what is found in this handbook, when necessary. All students have the responsibility to read and become familiar with all of the rules and regulations contained in this handbook. Failure to do so does not excuse a student from these policies and procedures. This handbook is meant as a compliment to the policies found in the Keiser University's catalog that are applicable to the San Marcos Campus, in Nicaragua. The catalog can be found online at http://www.keiseruniversity.edu/catalog.

A Message from Student Life and the Student Government Association

On behalf of Student Life, welcome to Keiser University-Latin American Campus! We are thrilled to witness your journey through college life. Thank you for choosing our Institution as your home for academic, personal, and professional growth. We invite you to take full advantage of the co-curricular opportunities offered on and off-campus since learning takes place both inside and outside the classroom. Please know that the Student Life staff is here to serve you and enhance your college experience.

This handbook contains the policies and guidelines that are essential to the proper functioning of this institution as an academic and social community. It is important for you to read these pages, to understand your rights and responsibilities as a student of Keiser University-Latin American Campus. You will be accountable for the policies and procedures stipulated in these pages.

Finally, please take a moment to walk around campus and see what's new: you will notice we have been working hard to improve the dormitories, classrooms and the overall appearance of our campus. May God Bless you and strengthen you through all the challenges and successes during your time at Keiser University Latin American Campus.

Milena Picasso, Director of Student Services

Welcome to Keiser University!

I want to personally welcome you to our Keiser family. We are so excited to have you here and can't wait to see everything you will accomplish. Starting college is

a new chapter filled with opportunities, challenges, and unforgettable memories. It may feel exciting, overwhelming, or even a little scary—and that's okay. Just remember, you are not alone. We are here to support you every step of the way.

At Keiser University, we truly believe that Students Come First. As your Student Government Association, our mission is to listen to your ideas, represent your voice, and help create the best possible experience for every student. Your opinions matter, and together we can make our university even stronger.

College is about much more than earning a degree. It's about discovering who you are, building lifelong friendships, developing your talents, and preparing for your future. We encourage you to get involved—join a club, attend events, volunteer, meet new people, and step outside your comfort zone. Some of your best memories will come from the opportunities you choose to take. Don't be afraid to dream big, work hard, and believe in yourself. Every challenge you overcome will help you grow into the person you are meant to become. Stay curious, stay humble, support one another, and always try to be the best version of yourself. Above all, keep God at the center of everything you do.

This is your journey, your story, and your time to shine. We are honored to be part of it and look forward to serve you throughout the year. Welcome to Keiser University. Welcome to your new home.

Victor Turcios, President of the Student Government Association

ACADEMIC LIFE

Writing Studio and Tutoring Center

The Writing Studio and Tutoring Center, located in the C Classroom Building, offers students a range of academic support services, including help with study skills, note-taking, time management, coping with university requirements, and test-taking strategies. The center also provides free peer tutoring for individual classes. Students seeking academic support or those interested in fulfilling work-study hours as peer tutors feel free to visit Ms. Lynda Narvaez at the Writing Studio and Tutoring Center for more information.

Classroom Tidiness

To maintain a clean and orderly classroom environment, students are expected to clean their study area before leaving, return chairs to their original position under the table, remove any materials or trash from the desk, and avoid staining or carving on any surfaces.

Library Services

The library offers a diverse range of resources, including books, newspapers, audio-

visual educational materials, and reserve materials for individual courses. The book collection is catalogued under the Library of Congress classification system, and the online database of books is accessible both within the library and through the university website. Online journal databases are also searchable via library computers and the website. The library provides facilities for individual and group study, computer workstations, and Wi-Fi access for laptops. Open stacks encourage browsing among books and newspapers, while a large collection of audio-visual materials, including videos, is available along with equipment for on-site viewing. Students are encouraged to seek assistance from the Director of Library Services, the Reference Librarian, or the front desk staff for help with locating materials or using library services.

Special Library Collections: The Latin American Special Library Collection contains more than 7,000 volumes consisting of books and journals in both English and Spanish with information about Nicaragua and other Latin American countries, with special emphasis on literature and history. The Rare Book Collection consists of books within the subject areas which were published more than one hundred years ago.

General Library Regulations

- Students must present their Keiser student ID to check out books or request any other library services such as reserve materials. Reference books, reserve materials, newspapers, and magazines must be used within the library.
- Students should not re-shelve books after use. Instead, place them on a designated table or book truck.
- Each student is responsible for the books they borrow. Lost books will be charged at the list price of the book plus a $5.00 service fee.
- Books must be returned in person at the front desk.
- Students are expected to respect others by maintaining a quiet environment for study and work.

Check-Out Periods

General circulation: Books from the Main and Latin American Collections may be checked out for one month. Renewals are allowed if there are no pending requests from other students.

Reserved books: Students must present their University ID to borrow reserve materials. These materials are for in-library use only. However, with written permission from the course instructor, library staff may allow reserve materials to be taken outside the library. Use of reserve materials is limited to two continuous hours, after which they must be returned to the Reserve area.

Library Fines

Students who fail to return materials within the specified time limit will be subject to the following fines:

- ***General Circulation:*** A fine of two cordobas per day is charged for overdue books not returned within the one-month limit.
- ***Reserve Books***: A fine of 2 cordobas per hour is charged for use beyond the two-hour limit of reserve material. An additional 30 cordobas is charged if the reserve materials are taken out of the library and kept overnight.
- ***Videos and DVDs:*** These may be checked out for an overnight or weekend loan, and return time is 2:00 p.m. the next day or Monday morning. A charge of two cordobas per hour and thirty cordobas per night is charged for overdue videos and DVDs, after the return time of 2:00 p.m.

All books must be returned and all fines paid before a student is permitted to graduate, receive a transcript, or enroll for an additional semester.

Library Schedule

Monday - Thursday	8:00 am to 9:00 pm
Friday	8:00 a.m. to 5:00 p.m.
National holidays and Sundays:	Closed

STUDENT LIFE

The department of Student Life serves to establish and promote a dynamic and purposeful student culture. We seek to collaborate with the faculty and senior administration in integrating student's academic and co-curricular activities. Our ultimate goal is the education of the whole person, to augment the work that takes place in the classroom with real life and practical experiences. The encounters and events we plan and execute are vitally in the complete learning process of each student at Keiser University–Latin American Campus.

Parental Communication with Student Life

Student Life assumes that students, as maturing adults, are able to attend to their affairs without parental intervention. Normally, Student Life will not initiate contact with parents unless the student's status with the University is seriously threatened for health or disciplinary reasons, in which case the University will initiate contact with parents or guardians in person, over the phone, or in writing. The University follows the Family Educational Rights and Privacy Act regulations.
(For more details on FERPA, please visit http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Disclaimers

• Students who participate in trips conducted, sponsored, or organized by individuals or groups of students, do so at their own risk.
• Students who participate in voluntary non-varsity athletics assume all risks which

are reasonably connected to those athletic activities.
• Participation in clubs and/or intramural sports requires the student to be registered in an appropriate insurance program.

Student Body

Geographic Inclusion policies: Promoting Global Diversity

At Keiser University, we recognize that geographic inclusion is crucial for creating a rich and equitable educational environment for all our students, especially given that we have an active and diverse student body from various countries around the globe.

The primary objective of our geographic inclusion policies is to ensure that all students, regardless of their place of origin, have access to the same academic and developmental opportunities. We strive to eliminate barriers arising from geographic, cultural, and socioeconomic differences, thereby promoting an environment where every individual can thrive.

Strategies and Measures Implemented

1. Personalized Academic Support: We provide tailored orientation and academic support services for international students. This includes guidance on adapting to the local educational system, time management, and access to additional resources to overcome potential academic and cultural challenges.

2. Cultural Integration Programs: We implement activities and programs designed to foster interaction and mutual understanding among students from different countries. From multicultural events to support groups, we aim to strengthen the sense of community and belonging on campus.

3. International Facilities and Services: We have a dedicated team to assist international students with their adjustment to life in the new country. This includes help with necessary documentation, practical life advice, and access to support networks.

We are committed to continually developing and refining our geographic inclusion policies to ensure that all our students, regardless of their background, can reach their full potential. We believe that geographic diversity enriches the academic environment and contributes to a deeper and more nuanced understanding of the world.

At Keiser University, geographic inclusion is not just a principle but a daily practice that we value and celebrate. We are dedicated to building a truly global campus where every student feels valued, supported, and prepared for a bright future in a diverse and dynamic world.

Student Life Staff

Area	*Contact Person*	*Ext.*
Student Life	Milena Picasso, Director of Student Services milena.picasso@keiseruniversity.edu	249
Student Life	María José Montoya, Associate Director of Student Services *maria.montoya@keiseruniversity.edu*	232
Student Activities	Irma Boza, Director of Student Activities *irma.boza@keiseruniversity.edu*	247
Career Services & Alumni Relation	Harvey Morales, Director of Career Services and Alumni Relation *Harvey.morales@keiseruniversity.edu*	205
Athletics	Sayro Velasquez, Sports Director *sayro.velasquez@keiseruniversity.edu*	234
Residence Life	Carlos Treminio, Director of Residence Life *carlos.treminio@keiseruniversity.edu*	239
Counseling	Dr. Greylin Rojas, Director of Counseling *greylin.rojas@keiseruniversity.edu*	233
Faith in Action	Anielka Sánchez , Associate Director of Faith in Action anielka.sanchez@keiseruniversity.edu	238/102
Sacraments and Liturgy	Chaplain: Father Robert Rindos	
Immigration Services	Norma Meneses, Immigration and Credit Loans Director *norma.meneses@keiseruniversity.edu*	236
Health Clinic	On Duty Nurse *Health.Clinic@keiseruniversity.edu* *(+505) 8540 - 964*	235
Student Life	Arnoldo Mena, Director of Cafeteria	311

STUDENT ACTIVITIES

Keiser University-Latin American Campus is concerned with the total development of each student socially, academically, spiritually, physically, and culturally. Student Activities are designed to provide recreation, develop social skills, and help the student learn to work with others. The Director of Student Activities organizes student activities with the support and in coordination with the Student Government Association (SGA).

> *NOTE: The University does not provide a platform for individuals or groups who seek to advocate for a political party, encourage immorality or incite violence. The appearance of a guest speaker or group does not imply that either the sponsoring group or the University endorses those views.*

Student Organizations and Clubs

• In order for a student group to gain recognition as an official organization or club, it must obtain permission from the Student Life department. Information is available in the Office of Student Activities regarding the rules and regulations governing University activities and the procedure for initiating new organizations.
• All clubs need to secure a faculty or staff member to serve as an advisor and provide general supervision.
• Some of the types of clubs that either currently exists or that can be formed based upon expressed student interest include: Groups centered around academic success such as business club, athletic clubs, outreach groups, Faith in Action groups, environmentally conscious groups, technology clubs, entertainment driven clubs, leadership clubs, etc.
• Clubs, households, and student organizations are required to choose a specific day of the week along with a designated time to conduct their meetings and activities. The duplication of these schedules by any other club or organization is prohibited to ensure availability and participation of all involved groups. The assignment of days and times must be officially communicated and recorded to prevent conflicts and ensure fair use of available resources and spaces.

Student Government Association (SGA)

The Student Government Association connects the student body with the administration. Through SGA, students make their opinions known, select officers to represent them, and develop qualities of leadership. Elections are held each Spring Semester and new officers begin their terms at the beginning of the Fall Semester. students elect their representatives through a democratic voting system. The SGA Executive Officers (President, Vice-President, Secretary and Treasurer) can delegate students to serve on institutional committees. Each committee holds regularly scheduled meetings and keeps records of policy recommendations and resolutions. All SGA members must comply with the SGA Constitution regulations and policies.

Funds and Student Organizations

Funds raised by officially approved student organizations must be kept in University accounts and disbursed in accordance with prescribed procedures pertaining to the disbursement of University funds for goods or services. They may not be used for purposes contrary to the policies or mission of the institution. All activity funds are distributed according to policy established jointly by the SGA officers and the administration, with criteria for fund allocation decided on the basis of good stewardship of these resources for the benefit of all students. Spending priorities should be consistent with the goals and mission of the institution and fairly distributed across social, cultural, spiritual and sports activities. The Student Government spending always requires the joint approval of the SGA President or Treasurer along with the Director of Student Services or his/her representative.

CAREER SERVICES

The Career Services Office seeks to meet the needs of the University students and alumni at all stages of career development and to assist students transitioning from the college atmosphere to the professional world. This office aims to provide national and international businesses, industries and governmental agencies with qualified, professional students and graduates who are competitive and able to carry out the global vision of Keiser University in the workplace.

As a Keiser University student, you are eligible to make use of the placement services offered by the Department of Career Services which include:

Résumé Writing and Job Interview Preparation: Assistance with preparing or updating your résumé. You will be coached on how to present your school and work experience in a functional, chronological, or specialized résumé format. When you bring your résumé to the Department of Career Services it will be reviewed and critiqued by an experienced career services professional and recommendations for revisions will be supplied. The Director of Career Services also conducts workshops and / or class presentations on these topics that you can participate in.

Interviewing skills coaching are presented to interested upcoming graduates through discussions, seminars, and literature. Proper interviewing and follow-up techniques are presented to prepare you for the interview process. Mock interview sessions are available to coach you on professionalism, positive thinking, and ways to improve your individual presentation to potential employers.

Professional Development Workshops & Job Fairs

As a Keiser University student, you will have access to professional development workshops and annual job fairs. As you approach graduation, you will work closely with the Department of Career Services to prepare you for your job search in your

chosen field of study. International students must have the proper documentation to seek employment in the United States. Although Keiser University provides employment placement assistance, it cannot promise or guarantee employment.

Online Career Center: As a Keiser University Alumni, you are eligible to take advantage of free registration to the online career center where you can create your personal job search profile including your résumé and view job openings throughout the United States. Only accessible to KU alumni. You will be able to submit your approved résumé directly to employers and job openings 24/7. You will also be able to track employers who have reviewed your résumé so that you can follow up and stay active in your job search.

Graduation Exit Forms: All graduating Seniors are required to participate in a mandatory Graduation Exit Seminar that is held every semester and fill the mandatory graduation forms from their KU Student Portal to receive placement privileges.

FAITH IN ACTION

The office of Faith in Action serves the spiritual needs of our students. We welcome all faiths to participate in. We bring together students, faculty, staff; their families and even visitors for outreach activities, prayer, learning, and spiritual and academic growth. Our focus is helping people in the community and share the hope and joy of the gospel. Through outreach events, mission trips and community service, our department inspire and build up students in the faith, sending them out in the community to spread the good news and help others. Faith in Action creates an environment that is meaningful to the students in which compassion, organization skills, team work, responsibility, and love for others are learned and practiced. Special events such as Households, Special Masses, Fundraisings Events, Spiritual Retreats, and academic guidance, and growth in service to others will be provided by this department.

Liturgy and Faith in Action Services during the Academic Year

Mass Schedule:
Monday through Saturday - 12:00 Noon

Liturgy Ministries:
Lectors Ministry
Sacristy Ministry
Choir Ministry
Acolytes Ministry

Other Services:
Prayer Meetings: Wednesdays, 7:00pm at La Purisima Chapel
Adoration of the Blessed Sacrament

- Mission Trip	Once per Semester
- Guadalupe Project	Monthly (last Friday of the month)
- Visits to Elderlies	Weekly Every Friday at 3:00 pm
- Medical Care Program (Day Care)	Twice a week
- Tutoring Program at Carmelites Convent	Twice a week

Dress and Decorum at the Chapel

Students are expected to maintain a respectful attitude at the Chapel, which is expressed both through their conduct and their clothing.

ATHLETICS

Keiser University-Latin American Campus has an Intramural Athletic Program designed to promote interaction and participation of the entire student body, faculty, and staff in a variety of athletic and recreational activities. Available athletic disciplines include Soccer, Basketball, Volleyball, Tennis, Table Tennis, Tae Kwon Do, cheerleaders. A weightlifting room is also available, and aerobic and Zumba sessions are provided weekly. See "General Services" for information on the use of these services.

RESIDENCE LIFE AND RESIDENCE HALLS (DORMITORIES)

• Keiser University-Latin American Campus builds its philosophy of residence life on the critical balance between a respect for the inherent dignity of each human being as an individual, and recognition of the legitimate rights of the community to protect the common good.
• All residential students are expected to abide by the rules and regulations for residence life as outlined in this handbook.
• In general, any activity in or near the residence halls, even by a non-resident student, which violates the rights of any guest or resident, is considered inappropriate.
• Every resident student has the right to expect a living environment that is safe, clean, morally appropriate, and quiet enough to be conducive to study and sleep.
• Any student who does not abide by established policies as enumerated in this handbook absolves the University of Responsibility for his/her safety and personal belongings and will be subject to disciplinary action.
• Students who are repeatedly the cause of inconvenience or disruption of the community life of the dormitories and/or campus are subject to dismissal from the residence halls.

Information Pertaining To Residence Life Rules and Regulations

The development of a successful residential community depends on the willingness

of its members to commit themselves to the common good of all and to compromise individual preferences, as required, to maintain fairness and order. In keeping with that belief, students are expected to familiarize themselves with and adhere to the following policies, procedures and regulations governing residential living at the University.

• Questions concerning these regulations may be directed to the Director of Residence Life or any member of the Residence Life team.
• The opportunity to live in a University residence hall is not an unqualified right, but rather a privilege that carries with it certain responsibilities.
• Resident students are in that sense guests of the institution and are expected to treat the physical facilities and campus staff responsible for the residence halls with the utmost respect.

Director of Residence Life

The Director of Residence Life, assisted by a staff of student Resident Assistants (RAs), is responsible for overseeing the life of the hall, fostering a good living environment, addressing the needs of the residents and maintaining order and enforcing rules.

Resident Assistants (RAs)

Resident Assistants are students who are responsible for assisting and advising students, responding to emergencies, planning activities, and enforcing rules.
• Students residing in the dormitory are expected to cooperate with the instructions of the Resident Assistants.
• If a Resident Assistant observes a student failing to adhere to the rules and regulations specified in this handbook or that has been set by the Residence Life office, a verbal warning and/or written incident report will be issued to the student.
• Failure to respect the authority of the Residence Life team is considered a serious breach of the code of student conduct and will result in disciplinary actions.
• Every night, one male and one female Resident Assistants are on call from 7:00 p.m. to midnight and on duty at the Resident Assistant's office from 9:00 p.m. until midnight.

Mandatory meetings

• Each semester the Director of Residence Life will hold a minimum of two mandatory meetings for all dormitory residents.
• Failure to attend these meetings will result in a fine of $25.00. Additionally, there will be a fine of $5.00 for students who arrive late to these meetings.
• The purpose of a mandatory meeting is for the Director of Residence Life and the Resident Assistants to communicate certain rules, regulations and other important information verbally to all dormitory residents.

Minor Students and Curfew Policy

Keiser University-Latin American Campus is committed to forming mature

individuals in a community environment. Therefore, full-time undergraduate students aged 17 years old or younger that live in the Residence halls must conform to the following rules.

Curfew Policy: Students who are 17 years old or younger are on a curfew. When They leave campus for particular or personal reasons; they must return at 8:00 p.m. Minor residents are required to sign in and out at the security gate whenever leaving and returning to campus. Security guards may also ask students to show an ID or sign their check-in time.

From 8:00 PM to 10:00PM, minors must sign a daily list. If they fail to comply:
First offense: Verbal Warning.
Second Offense: Written Warning
Third Offense: $25 fine

• Students who fail to return to campus at the appointed time or leave after curfew, are written up and called to a meeting with the Director of Residence Life for the first occurrence.
• Any occurrence after the first one would be considered an infraction.
• Minors who leave campus at night and fail to return will receive a major infraction.
• If a minor plans to spend the night off campus, they must submit an email requesting permission from their parents to the Director of Residence Life, followed by a phone call.
• Occasionally, minors may receive special permission to return to campus after curfew hours.
• The parents students may request to be granted permission via email or phone call to the Resident Director.
• Note: The schedule may be subject to changes in accordance to Security indications.

Reservation and Registration fee

Students who request a room in the residence halls will be required to pay a $25 fee to make a room reservation for the following semester. This is a nonrefundable, non-transferable fee. Returning students maybe exonerated to pay this fee as long as they sign the housing agreement before the end of the semester.

• If a student cancels the reservation 2 months before the beginning of the semester, 25% of the Room and Board will be charged to his/her account.
• If a student cancels the reservation one month before the beginning of the semester, 50% of the Room and Board will be charged to his/her account.
• If a student cancels the reservation two weeks before the beginning of the semester, 75% of the Room and Board will be charged to his/her account.

Check In/Check Out

Upon occupancy at the beginning of each semester and prior to the close of each

academic semester, students will receive instructions regarding proper procedures for checking into and out of the dormitory. Students failing to follow those procedures are subject to a fine of $25 for each occurrence.

Terms of Occupancy

• In signing a Community Living Agreement, students agree to occupy the space they have been assigned on or after the date specified by Residence Life and to vacate their assignment within twenty-four hours of their last examination, graduation, or suspension.
• Failure to comply with the terms of the contract may result in a fine of $10 per day during the period of violation.
• A student who is dismissed, suspended, or voluntarily moves from the residence hall, is required to "clear" his or her departure with the Director of Student Services.
• When vacating a room, students are responsible for returning the space to its original condition, and costs incurred by the University to make repairs or purchase missing furniture will be levied on the former residents of that room.
• Articles of apparent value found in rooms after students have left the campus at the end of a semester, will be removed from the room and placed in storage for thirty days.
• After thirty days, if the students have not returned to claim their belongings, these items will be considered abandoned and thus donated to a local charity.

Checking Out of the Dormitories during the Semester

Students who check into the residence hall for the entire semester and choose to move out during the semester will only be eligible for reimbursement or credit against their room and board charges if they have presented a justifiable cause for their need to move out, in writing to the Director of Student Services. In such cases, the following rules will apply concerning the amount of refund or credit to be granted:

• If a student moves out of the residence hall for any reason after completing their check-in, the student will be charged 75% of room and board for the semester.
• Students moving out after four weeks will not receive any credit or refund.

Common Lounge Areas

• As residential lounges are provided for the use of all building residents, groups are usually not permitted to reserve those spaces for private or restricted activities.
• Exceptions may be made when the student's Resident Assistant, in consultation with the Director of Residence Life, determines that an activity is of potential benefit to the residents of a particular building and all are welcome to attend.
• Lounge and public area furniture may not be moved into rooms for personal use. Students found with lounge or public area furniture in their room will be assessed a fine of $50 for each occurrence in addition to the cost of repairing or replacing anything damaged or unreturned.

Dorm Rooms

• Room assignments are the exclusive responsibility of the Director of Residence Life.
• Students may not change room assignments without the Director's authorization.
• Residents, who allow others to occupy their room without discussing it with Residence Life authorities, will be subject to disciplinary action, fines, and/or termination of their housing contract.
• Residents interested in changing their room assignment must visit their Resident Assistant or Director in person to complete a check-out form for their previous room and a check-in form for their new room. In all cases, changes must be approved by the Director of Residence Life.
• Students currently living in the residence halls can reserve their rooms for the following semester by paying a fee. Information concerning this process is provided in a timely fashion by the Residence Life Staff.
• The removal of a student from residence living is within the administrative discretion of the Director of Student Services upon the recommendation of the Director of Residence Life.
• In order for the University to properly maximize space, we reserve the right to reassign students to spaces that are not occupied in other rooms. Therefore, at the request of the Director of Residence Life, residents living by themselves in a double or triple room with only one roommate will be asked to move to other rooms, to make space for future residents or guests.
• If a resident student is unwilling to change room when requested, that student would assume the fees of the absent roommate.

Keys

• Residents who receive a room key at the beginning of each semester are responsible for using the key in a manner that does not jeopardize the safety or security of individuals or property.
• Residents are expected to carry their keys at all times and to keep rooms locked as appropriate.
• Residents who are locked out of their room through failure to carry their key may be assisted by their Resident Assistant for the first two occurrences without incurring a penalty.
• Repeat lock-outs will be assessed a fine of $5 per occurrence.
• Room keys may not be duplicated or loaned to other students.
• Dormitory room keys are the property of the University and are to be returned to the Resident Assistant when students move out of the dormitory.
• If a key is lost, a duplicate can be obtained from the Director of Residence Life at a cost of $25.00, which covers the cost of replacing the lock and issuing new keys to all student occupants. Closet's lock replacement due to loss of key is equivalent to a $10.00 fee.
• Students who fail to return their keys upon moving from the dormitory will be charged $25.00 and have their grades and transcripts withheld until the keys are returned or the charge is paid.

• The Resident Assistants and Director of Residence Life are authorized to have a key to each dormitory room.

Furniture

• An inventory of each dormitory room is made prior to its occupants checking in.
• If furniture is found to have been moved without the permission of the Resident Assistant, the student responsible will be charged accordingly.
• Room furnishings provided by the University generally include beds, mattresses, desks and desk chairs, dressers, mirrors, trashcans, fans, and window curtains or drapes.
• The student is responsible for reviewing the presence and good condition of all these items on the room check-in Form with their Resident Assistant.

Windows

• Students may not enter or exit their rooms nor allow others to do so by way of the windows, and those who have locked themselves out of their dormitory room are prohibited from attempting to enter the room by way of the window unless the Resident Assistant and Security personnel on duty explicitly deem this necessary, in case of an emergency.
• Nothing is to be placed in or on the windows of the dormitories that will detract in any manner from the general appearance of the facility, or from allowing for adequate light and ventilation.
• Displays placed in windows such as banners or signs (electric or otherwise) are inconsistent with this policy and thus prohibited.
• Television and stereo antenna should not be hung outside of windows.
• Violation of any of these regulations will merit a $25 fine.

Personal Property

• Students are reminded that the dormitory is a shared living environment, students should not leave their personal belongings unattended by leaving their rooms unlocked while they are not there, nor at night while sleeping.
• In the event that personal belongings do disappear from a residence hall room, the University will assist in trying to determine what happened, but does not assume any responsibility for the value of the missing items.
• Students are required to remove all personal property and furnishings (e.g., couches, chairs, rugs, shelves, electrical appliances, clothes, books, wall decor, etc.) from their rooms prior to check-out at the end of each academic year.
• Items that remain become the property of the University, and residents will be assessed a labor charge for removal and disposal of personal items in the rooms.

Decorations and Alterations of Room

• Students may decorate their rooms within the University community's ethical standards, subject to reasonable regulation by the Residence Life Staff.

• Students are not allowed to hang pictures on the wall using nails or tape.
• No alterations shall be made in any room, including painting, installations of lofts, partitions, or similar structures of any kind.
• The use of contact paper or any type of wall covering or change of any kind in the doors, windows, or screens is prohibited.
• Screens must remain in a closed position at all times.
• Beds must not be mounted on desktops or bookcases.
• Students are not allowed to stack their furniture or to attach any pieces of furniture to the wall. Stereo speakers must not be placed on window sills.
• It is completely forbidden to use speakers in the dorms. A $25 fine will be applied if students fail this policy.
• The placement of all personal property in rooms is subject to reasonable regulation by the Residence Life Staff.
• University furniture may not be removed from any room without express permission from a Residence Life Staff person.

Repairs

• In the event that a repair to a room or its furnishings is necessary, students should promptly report the situation to their Resident Assistant.
• Under no circumstances should a student attempt to make repairs to University property or furnishings.
• Assessments for damages caused by intentional or negligent behavior in individual rooms will be borne by all room residents if the individual responsible does not admit to being the cause, or if it cannot be otherwise determined.

Damage Assessments

• The condition of residence hall rooms is assessed by Residence Life Staff prior to student occupancy and documented on a Room Condition Form.
• Students are provided with the opportunity to review the Room Condition Check-In Form at check-in time and to make adjustments as required before signing the form.
• During occupancy, residents are not permitted to make any lasting structural or aesthetic changes such as painting rooms or common areas without prior written approval from the Director of Residence Life.
• Unauthorized painting or structural changes will result in a $100.00 fine plus any costs incurred for repainting or restoring of the area if necessary.
• Students should not use nails, paste, permanent support or paint on walls, ceilings, floors or furnishings.
• Students who do not abide by these guidelines will be charged for all damages assessed and the repairs required to return the room to its initial condition.
• Prior to the close of each academic semester, students will be provided with detailed information concerning expectations for the condition of their room and building common areas at the time of departure.
• At the time of resident check-out, rooms will be evaluated against information contained on the Room Condition Form signed by residents at check-in.

• Occupants will be held individually or jointly responsible for unauthorized changes and/or damages that were not specified on the original room check-In Form.
• Appeals concerning damage assessments must be made in writing to the Director of Residence Life within sixty days of the initial billing.
• Residents of a building or subsection of a building may be held financially responsible for damages to common areas and equipment (e.g., hallways, lounges, bathrooms) when the students responsible for those damages do not claim responsibility and cannot be identified.
• Any cost arising from damaged property, cleaning rooms or replacing keys will be charged to each resident student. Failure to make such payments will lead to withholding of grades and transcripts until the debt is cleared.

Guests

• The dormitory's facilities are exclusive for residents only. Overnight guests will not be allowed for the moment. The residents and nonresidents who violating this policy will be subject to disciplinary actions.
• Active non-resident students may be inside dormitories from 8:00AM to 10:00PM if they are accompanied by an active resident. A $50 fine will be applied to the student who fails the schedule. If non-resident, fine will be delivered by Student Life office. .

Meal Plan

• Keiser University-Latin American Campus provides a cafeteria as a convenient benefit for its students.
• All students living in the dormitory are required to join the Meal Plan.
• Meals are served cafeteria style in the University dining hall.
• Students may not take plates of food, glasses or utensils from the cafeteria, and those students who are found to have such items from the cafeteria in their possession in the dormitories will be fined.
• Meal Plans are non-transferable. Therefore, a student who will not be consuming his or her meal may not give his or her privileges to someone else.
• Student must present QR code in order to get their food. Otherwise, he/she won't be able to get it. In case of problem with the Auto Service app, go to Bursar Office.
• Please notice that the cafeteria serving hours are:

	Breakfast	**Lunch**	**Dinner**
Monday-Friday	7:00 am to 9:30 am	11:30 am to 1:30 pm	5:30 pm to 7:30 pm
Saturday-Sunday	7:30 am to 9:30 am	12:00 pm to 1:30 pm	5:30 pm to 7:30 pm

Medicine policy in the dorms

• There is no medicine of any kind (pills and liquid) permitted into the dormitories.
• Medicine should be in the nursing with the corresponding medical prescription.
• If students want to have a personal first aid kit in his/her room, they must request permission to the Director of Student Services and later report it to the nurse with a description of each medicine.
• Nurses are in charge to control all medicine. Students failing to follow those

procedures are subject to disciplinary action.

Vacation Periods

• Although residence hall and food service operations are closed when the University is not in session, Residence Life attempts to accommodate students who cannot leave campus during vacation periods. Occupants must vacate the dormitories by the time specified in the Keiser University-Latin American Campus Catalog at the beginning of a break or holiday period, unless a written request is made and permission is obtained from the Director of Residence Life at least a week in advance.Depending on the length of the vacation period and the demand for housing, students may either be permitted to remain in their regular rooms or will be asked to move to another area of the building where there is a Resident Assistant present.
• A Resident Assistant will remain on duty throughout short breaks, and for holidays until the official beginning of each holiday to secure the building prior to closing.
• Dormitories will re-open at 4:00 p.m. on the afternoon before classes resume following a holiday period.
• In some cases, cafeteria services may either be offered on a more limited basis or not available at all, depending on the number of students requesting prior approval to stay over the vacation. In those cases, the university staff may be able to arrange for students to have some meal privileges at either the campus snack bar or at a nearby off-campus location, using the amount of their daily meal plan allowance. Such arrangements are not guaranteed and should be requested in advance with the Director of Residence Life so that Food Services can explore options for a particular vacation period.

Laundry Service

• The dormitories provide access to washers and dryers.
• Laundry service is only available for resident students.
• To ensure accurate processing and prevent discrepancies, resident students must weigh and count all clothing items prior to submission. Additionally, residents are required to sign the laundry log upon both dropping off and picking up their items.
• Students who do not comply with this procedure will receive a warning for the first occurrence.

Schedule of Laundry services

Monday – Saturday 7:00 a.m. to 9:00 p.m.
Residents can drop their laundry till 2:00 p.m.

Important Notice: *Students will be allowed to wash 15 pounds per week. They will be expected to plan accordingly.*

Mail Service

See Student Life office for sending and receiving mail. The student address will read as follows:

STUDENT, NAME AND LAST NAME
Keiser University - Latin American Campus
San Marcos, Carazo, Nicaragua

Behavioral Responsibilities in the Residence Halls

Living in community requires sensitivity toward and respect for the needs of others. As the primary enterprise of the University is education within a Christian moral framework, behaviors considered appropriate in other settings may be inappropriate or insensitive in a residential community that must be supportive of the academic goals of its residents. In keeping with these values, the following policies are intended to protect the right of each student to enjoy an academically and spiritually supportive residential environment.

Academic Atmosphere and Quiet Hours

• The residence hall will maintain "Strict Quiet Hours" from 10:00 p.m. to 9:00 a.m., Sunday through Thursday and from 11:00 p.m. to 9:00 a.m. on Friday and Saturday. During those hours, residents are expected to refrain from noisy activity in hallways, lounges or porches and to keep noise in their own rooms to a minimum
• Students failing to follow these procedures will be fined $25.
• Radios, TVs, speakers, and musical instruments are allowed in the dorms. However, volume must be kept at a respectful level. Using these items too loud, especially during quiet hours, disrupts sleeping and studying and will result in a formal fine.
• During exam periods "Strict Quiet Hours" will be extended to include twenty-four hours of each study and exam day.
• To promote an environment conducive to study, radios and televisions may be used at low volume levels during "Courtesy Quiet Hours" from 7:00 a.m. to 10:00 p.m. every evening throughout the dormitory and on the North and South Porches.
• When "Quiet Hours" are not in effect, consideration and respect for others should continue to guide a resident's behavior and activities. Radios and televisions should be utilized at levels that do not disturb other residents, faculty and/or University neighbors. These items may be banned or confiscated if they become cause for complaint or disruption.

• The placement of speakers in room or hallway windows for the purpose of directing music or noise into public areas is prohibited.
• Voices, alarms, and radios should be kept low during the morning hours until 7:00 a.m.

Alcohol and Drugs

• There is no alcohol consumption or drug use permitted in the dormitories.
• Alcohol may not be stored or carried into the dormitory.
• The presence of alcohol containers empty or full constitutes a violation of this policy. Please refer to the "Drug and Alcohol Policy".
• A direct fine of $150 will be applied to a student who violates this policy.

Visitation

• Men and women are housed on separate floors for the sake of privacy and modesty.
• No visitation is permitted by the opposite sex at any time in the rooms, restrooms, or hallways of either floor of the dormitory.
• Such behavior will result in disciplinary probation and a $100 fine.

Respect for Authorities and Environment

• Residents are to show due respect to all Resident Assistants, security guards, administrators, and staff employees of the University and to follow their directions when asked to do so.
• Resident students are expected to show their University ID Card to any authority of the University if and when asked, or to otherwise provide verifiable picture identification in lieu of the University ID.
• Students should respond appropriately if asked to provide information about some activity or situation that is being questioned by a University authority, and to immediately stop such activity, if instructed to do so.
• Rude, abusive or disrespectful behavior or language toward any University authority will not be tolerated and will warrant both fines and disciplinary action concordant with the seriousness of the offense.
• All facilities, furniture and equipment of the University are to be properly cared for.
• Damaged or missing items will be assessed against either the individuals directly responsible, or against the group, if no one admits responsibility.
• Students suspected of vandalism or theft of University property will be immediately reported in writing by the Resident Assistant or security personnel to the Director of Residence Life who will conduct an investigation and, if warranted, recommend fines or disciplinary action against the offender.

Care of Rooms and Room Checks

• Each dormitory resident is responsible for the cleanliness of his or her room. Students who share a room also share the responsibility of keeping it clean and neat and presentable condition at all times, for the sake of public hygiene and responsibility toward roommates.

• The Director of Residence Life, Resident assistants, and University administrators reserve the right to inspect the rooms periodically for possible damage or security purposes. These inspections will normally occur when the dormitory occupants are present, unless they are unavailable after repeated attempts to contact them for a mutually convenient time.
• In cases where there is reason to suspect a violation of the code of student conduct in such a way that puts the University facility or its occupants at risk, inspections may be undertaken without the room occupants present and attempts to contact them will be waived.
• Members of the Staff and During room checks, special attention will be given to the general appearance of walls, floor, windows and curtains, light fixtures and ceiling fans, and furniture. Items which are missing or damaged will be noted and inquiry will be made as to the reason.
• A room which is found to be in such a state of uncleanliness that it represents a threat to public hygiene will require that the student pay a $25 fine.
• If room decoration demonstrates promotion of obscene or suggestive pictures, drug or alcohol use, or other activity contrary to the Christian values of the institution, such items must be taken down and removed.
• If the room does not pass the inspection for any of these reasons, the dorm resident will have two days to address the problem or face fines and other disciplinary action from the Director of Residence Life.

Food in Rooms and Lounges

• Food preparation is not permitted in the residence halls. Microwaves, however, are available for heating meals and drinks.
• Students may take food or snacks into the dormitory, but are reminded that they must dispose of leftover food or trash properly, and not leave it in such a way as to cause unsanitary conditions in either the common areas or their own rooms.
• Students are advised to keep all food in sealed containers and to place food scraps or used food containers in outside trash containers.
• Cafeteria meals are normally to be eaten in the dining hall, and on those occasions when students take food out of the cafeteria and bring it into the dormitory, this should be done using disposable containers and utensils.
• Students seen leaving the dining hall or being in the dormitory in possession of dishes, glasses, cups, or utensils belonging to Food Services will be fined $10 for each such incident, with possible disciplinary action taken for repeated offenses.

Sales and Solicitation

• Student organizations are not permitted to infringe upon the privacy of residents in University residence halls for the purpose of raising funds.
• In accordance with University policy, the Office of Student Life must approve all fund-raising activities.
• A group of dormitory residents interested in sponsoring fund-raising activities is expected to submit a proposal to the Director of Residence Life.
• At no time is any non-University related business or organization permitted to

solicit sales of any good or service in the residence halls.
• This restriction applies to outside business interests of dormitory residents.

TV Usage in Common Lounges

• The University provides a common lounge on each floor of the dormitory residence furnished with cable TV.
• Students are expected to use the TV lounge with appropriate consideration for the rights and needs of other residents. No student should consider the lounge TV as something for his or her personal use in an excessive or domineering way. Normally, a student who has arrived first should have the right to determine what program will be viewed, but if there are a number of students who arrive later and represent a majority, their interests should take precedence.
• Students should also keep the volume of the TV at a moderate level at all times, and at very low levels during the study and sleep quiet hours each evening.
• A student wishing to assure his or her ability to view an occasional special event or show, may schedule that time with a Resident Assistant forty-eight hours in advance to assure that the time will not be taken by other students. Failure to schedule with adequate notice forfeits the right to a viewing time.
• The cable service is limited to programming deemed appropriate for viewing in light of the University's mission and Christian values. Programs that present sexual, violent or inappropriate content will not be tolerated on University owned televisions. Students are advised to change the channel to avoid such programming, and to consult with the Resident Assistant or the Director of Residence Life for further guidance on this matter.
• If students are found by any University personnel to be watching programs with offensive content, they will be warned and told to change the channel.
• The lounge TV is not to be connected to VCR, DVD, Nintendo, Playstation or similar gaming consoles by any students without the prior permission of the Residence Life staff. Such permission will normally, only be granted for group events sponsored by the Residence Life staff. There is one PlayStation owned by the university the north lounge of the 1st floor. If you'd like to use it, request the control remote to the RA's on duty.
• Students not following these guidelines will be warned, and if such misbehavior is repeated, may incur a fine of $25 and have their TV privileges suspended.

RESIDENT'S SAFETY AND SECURITY RESPONSIBILITIES

The Office of Student Life expects all members of the residence hall community to be active participants in the creation and maintenance of a secure and safe residential environment. Toward that end, both residents and nonresidents are expected to adhere to the following policies and guidelines and to accord them their highest priority.

Dangerous Practices

The following are defined as particularly dangerous behaviors in a residential community and therefore **strictly prohibited:**

• Blocking or preventing the use of room doors, hallways, exit doors or stairwells.
• Possession of firearms, explosives or other weapons, including knives and martial arts devices.
• Constructing any object or modifying the residence hall in any way that may contribute to fire hazard, physical danger or unsafe conditions.
• Entering or misusing restricted areas such as roofs, work rooms or storage areas.
• Possession, use or storage of flammable materials, combustible liquids, or other heat/producing materials or devices, including outdoor grills.
• Unruly or careless activities that may lead to injury or destruction of property.
• Removal of exit signs, emergency lighting or other safety/security notices.
• Tampering with fire safety equipment such as fire extinguishers
• Projectiles involving gunpowder or any object or substance shot or thrown with the potential of defacing or damaging personal or University property or causing personal injury.
• Dartboard mounted or used in the dorm areas.

Dormitory Expulsion Policy (Drop)

The Director of Student Services and the Director of Residence Life have the authority to expel any resident with a cumulative history of misconduct, including multiple warnings, repeated fines, and non-compliance with letters of commitment. The decision will be made after a thorough review and will be formally communicated to the residents

Electrical Appliances

Students may have portable radios, televisions, alarm clocks, and other such electrical appliances in their rooms. However, the following appliances are prohibited due to their higher demand for electrical power and for safety reasons, since they could potentially contribute to accidents, fires or unsanitary health conditions.

• Hot plates, toaster ovens, and any appliances with an open heating element are prohibited.
• Air conditioners and microwaves are prohibited.
• Refrigerators are restricted to units of 3.5 cubic feet or less.
• Only one extension cord/multiple-plug attachment is allowed per room. It should be U.L. approved, un-frayed and without splices or taps. Extension cords/plugs should not be tacked or stapled. Major appliances should not be plugged into extension cords.
• Plug adapters should be U.L. approved and not rated less than 125 volts/15 amperes. Residents should prudently use surge protectors to protect their property from unexpected electrical damage.
• Appliances such as irons, hair dryers, televisions, and refrigerators should be plugged directly into socket outlets and unplugged when not in use. Extension cords

are not to be used with these items.

Students found in violation of these policies regarding electrical appliances will be subject to fines and/or disciplinary action. Appliances will be confiscated to prevent further use or disposed of as appropriate.

Emergency Procedures and Safety Equipment

• In case of fire or earthquake, security guards and Resident Assistants will awaken residents and provide instructions for exiting the building.
• Students must respond appropriately to emergency alerts being issued by the University staff, and should never refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm or actual alert).
• Residents who fail to cooperate in evacuating a building in case of either a drill or an actual emergency will be subject to disciplinary action and a fine of $50.
• Tampering with safety equipment is considered to be exceptionally dangerous behavior and represents a serious breach of community safety.
• Students found responsible for tampering with emergency lighting or a fire extinguisher will be subject to disciplinary action and a $100 fine.
• When individuals responsible for damaging a fire equipment fail to claim direct responsibility for that behavior, cannot be identified by Residence Life staff and are not identified by the residents of the building in which the vandalism occurred, the fines in question will be assessed against the entire residence hall.

Fireworks

Fireworks are not permitted on campus without the express consent of the Director of Student Services. Students who violate this policy will be subject to the disciplinary action.

Open Flames / Candles

Possession and/or use of candles, incense, potpourri burners, or any open flames are prohibited. If observed, such objects may be confiscated by Resident Assistants. Students will be subject to fines and/or disciplinary action.

Right of University Personnel to Enter Rooms

• The University reserves the right to enter rooms periodically to ensure that safety precautions are being observed, that sanitary conditions exist and to facilitate regular maintenance.
• A room may be entered without the permission of the students residing there by University personnel for those purposes, after they have knocked and announced their intention to enter the room.
• No resident student may install additional locks, latches, or other devices that may impede access by University officials.
• *The University reserves the right to enter rooms without prior permission from residents if it has reason to suspect that a life threatening situation exists or that serious violations of University policy or Nicaraguan law are taking place.*

Disciplinary Measures in the Residence Halls and/or Campus

• Residents who are found in violation of any of the above policies may be given a verbal warning if the incident is deemed not serious, after which repeat incidents will earn a formal written incident report to the Director of Residence Life.
• Repeat incidents need not be a violation of the same rule or regulation in order to earn a disciplinary response.
• In serious cases, a written report will always be issued by the Resident Assistant or security personnel to the Director of Residence Life, and the case reviewed by the Director of Student Services, who will apply the appropriate disciplinary measure.

CODE OF STUDENT CONDUCT

• Students are expected to conduct themselves in a decent manner when dealing with anyone on campus. Bigotry and prejudice have no place within our residential community.
• No one has the right to denigrate another on the basis of his or her age, physical handicap, national origin, geographic inclusion, race, politics views, gender, sexual orientation, or religious affiliation. Respect for diversity is a cornerstone of our community.
• Our community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against other residents or employees.
• Feigned ignorance, false humor, anger, alcohol or substance abuse, are no excuse for such behavior which will be subject to severe disciplinary action.

• Every student is expected to treat their peers, university staff, and faculty with respect and dignity. This includes respecting diverse perspectives and fostering a supportive community.

• No Rumors Policy: Spreading rumors or gossip about other students, university staff, or faculty is strictly prohibited. Such behavior undermines the integrity and harmony of our academic community and may result in disciplinary action, including fines.

• Students must uphold the highest standards of academic integrity. Cheating, plagiarism, and any form of academic dishonesty are unacceptable and will be addressed according to university policies.

• Recording other classmates, staff, or faculty and sharing these videos or audio without their official consent is strictly prohibited and may result in a fine or legal consequences.

Key Students Responsibilities

• Students are responsible for all their transportation needs (medical, legal, personal, etc.). In case of medical emergencies on campus, the university will make reasonable efforts to provide transportation if available.
• Pay fee and enroll in accidental insurance policy. Start process, notify, and provide

required information to the insurance company in case of a claim.
• Students are responsible for all their medical expenses, medicines, and treatments. The university will provide access to a visiting Medical Doctor on campus and to over the counter medication when available. Students are to inform nurses on campus about medical conditions.
• Constantly check Keiser University email account for important communication.
• Keep contact information updated with university representatives at all times.
• Provide emergency contacts to university representatives. In case of an emergency, the university may choose to contact the parents or guardians of students. The University may also inform parents/guardians in case of a student's incarceration.
• Students are obligated to pay for all personal needs (medical, funeral, transportation, counseling, legal services).
• Communicate with appropriate administrative staff about any special needs and complete adequate paperwork. The university will provide basic assistance to students with disabilities within the University's means and with the approval of the Campus President.
• Students are entirely responsible for their belongings and for not leaving them unattended under any circumstance. Report any instance of criminal activity occurring on campus to the head of Campus Security.
• Understand Nicaraguan immigration law and the consequences of breaking this or other Nicaraguan laws. The university will make recommendations on local lawyers that can work with foreigner students in immigration matters.
• Assume responsibility for all outcomes of their willful participation in athletic or campus events.
• Understand grievance procedure and participate willfully in it when needed.
• Read and comprehend Student Handbook, Academic Catalog, and all university guidelines. These documents are available at keiseruniversity.edu.ni. Students are responsible for their actions on and off campus; they cannot hold the university liable for their actions and consequences.
• The university strictly prohibits the collection of signatures by students for the purpose of organizing protests or encouraging others to protest on campus. Any such activities are deemed inconsistent with the university's commitment to maintaining a peaceful and conducive learning environment. Violation of this policy may result in disciplinary actions, including but not limited to warnings, suspension, or expulsion. The university encourages open dialogue and engagement through appropriate channels to address concerns or grievances.

Student Attire

• The University is committed to creating an academic environment that includes promoting good taste, neatness, and modesty in how students, faculty and staff dress.
• Clothing should always be appropriate for the context in which it is worn. Students should attend classes or meetings on campus wearing clothing that reflects respect for themselves, their classmates, and their professors.
• Scant clothing, or clothing imprinted with obscene images or messages, are never

appropriate on campus.

• Students who are wearing something that violates the general guidelines of appropriate dress as described above may be approached by faculty or administrators in a discreet way and informed that their clothing is inappropriate for a given context. A student may be asked to change into more appropriate clothing before attending class or a specific event.

• We encourage and require modesty of dress at all times while on campus.

• Our approach to the question of modest dress emphasizes "freedom and responsibility," teaching students to make their own decisions toward a life of virtue and making them aware of the consequences of vice.

• At all times, students should dress with modesty and prudence whether inside or outside the classroom, as well as avoid fashions that attempt against the norms of modesty and morality.

• The student who insists on dressing inappropriately can be sanctioned in accordance with the rules and regulations of this handbook.

Disrespect of Campus Employees

All campus employees are considered representatives of the University. As such, students are expected to cooperate with and show respect for authority of all University employees. Failure of a student to cooperate with appropriate requests of a campus employee to show identification, leave an area or provide information when asked shall be reported to the Office of Student Life for disciplinary action.

Bribery

Bribery involves offering an inducement (usually money) to gain an illicit advantage. Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe by any member of the University community is prohibited and subject to severe disciplinary action.

Bullying and Hazing

All forms of bullying and hazing are strictly prohibited. Students who engage in these behaviors will be promptly and severely disciplined. Any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person is strictly prohibited.

Social Media and Online Behavior

Keiser University Latin American Campus has a wonderfully diverse community with constituents from different countries. Social media helps us to make great connections that can be used in the future for professional relationships that can benefit both our students and our institutional brand. **Keiser University expects its community members to act in an appropriate and responsible manner in person and online.** Should a community member be seen to deliberately violate these guidelines and the spirit of these expectations, the school may restrict, suspend or terminate access to the schools network and social media privileges or in extreme cases take further action, up to and including possible suspension or dismissal from the University.

The following non-exhaustive list may, according to the circumstances, lead to legal consequences:
• Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
• Personal information about another individual, including contact information, without their express permission;
• Details of complaints and/or legal proceedings/potential legal proceedings involving the University;
• Comments posted using fake accounts or using another person's name without their consent;
• Material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
• Any other posting that constitutes a criminal offence;
• Anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the University.
• To share any other posting that constitutes a criminal offence

The following non-exhaustive list may, according to the circumstances, lead to disciplinary measures including fines, suspension or dismissal:
• To use inappropriate language when referring to other students, staff, faculty or the University on any social media
• To get involved with harassing or rude comments; or any type of online participation with people with this type of behavior
• To make or share comments posted using fake accounts or using another person's name without their consent

Students using an official University Social Media/Online Presence should request permission and social media guidelines from the Marketing Department.
Note: Nothing in this policy is intended to have the effect of limiting either freedom of speech or academic freedom, subject to that freedom being exercised within the law.

Adequate Sexual Behavior on Campus

Overt sexual behavior and/or apparent overnight visitation by a member of the opposite sex in residential facilities or other campus' facilities represent flagrant violations of the Code of Student Conduct. Such behavior will result in disciplinary suspension and immediate revocation of campus residency for all parties involved. Incidents of sexual harassment should be reported immediately to appropriate authority.

Cybercrime Law and Digital Responsibility

In accordance with recent reforms to Nicaragua's Cybercrime Law (Law No. 1042)

and updates approved in 2025, students are reminded that sharing false information or violating someone's privacy online is a serious offense. Such actions may carry academic and legal consequences. All students must use digital platforms responsibly and ethically.

Conduct and Sportsmanship:

All individuals participating in our athletic events are required to conduct themselves in an appropriate manner. Any swearing, fighting, threatening or disrespect shown to officials, staff or team member will be considered unsportsmanlike conduct and can result in an immediate suspension from participation in the current event. This kind of behavior may also result in a suspension for the entire season or year. Any student who is suspended from an intramural game must report to the Director of Student Services to discuss the consequences hos his/her behavior.

Supervision of University Activities

The University reserves the right to exercise supervision and control of University sanctioned extra-curricular activities and events conducted on or off campus. An institutional relationship exists if the activity is planned under the auspices of a University administrative office of academic department, or if University funds are used in support of any aspect of the program. Faculty, staff, and students will be expected to abide by University policies and regulations.

Student's acting on behalf of the University

Students are never allowed to represent the University to outside entities or to secure resources from outside sponsors upon their own initiative. All such activity must be accomplished under the coordination and approval of the appropriate campus authorities.

External Visitors

Any off-campus organizations that would like to hold meetings or organize chapters at Keiser University-Latin American Campus must obtain permission through the Director of Student Life in coordination with the Facilities department.

Drug and Alcohol Policy

Keiser University maintains a "zero tolerance" policy regarding illegal drugs use, manufacture, possession, sale, or transfer on or off campus. Students who violate this policy will be subject to disciplinary suspension or dismissal. Campus authorities are committed to cooperate to the fullest extent possible with law enforcement authorities in such cases. The sale of an illicit substance, or possession of quantities that suggest the substance is available for sale, will be dealt with in a rapid and appropriate manner as the well-being of the campus community is being put at risk.

• It is a violation of University policy for students to possess, use, sell, or transfer alcoholic beverages on the campus unless connected with a University-sponsored event or facility.

• The University will not tolerate drunk and disorderly conduct by its students or staff in any context on or off campus. Those behaving improperly while under the influence of alcohol will be subject to disciplinary measures according to the gravity of the offense, as well as liability to any applicable civil law.
• The University may promote occasional social events on campus where responsible use of alcohol in limited supply is permitted, in which the following guidelines should apply:

1. During an event/party the individual or participant purchasing alcohol must be 18 years of age or older.
2. The Administration must approve the selling of alcoholic beverages prior to the event.
3. During an event/party only one alcoholic beverage can be sold at a time to an individual.
4. The individual is allowed to drink only three alcoholic beverages of any sort during an event/party.
5. When an individual or student wants to purchase an alcoholic beverage at an event, he or she must present his/her current University ID or a valid photo ID (driver's license, passport, cedula etc.)
6. If a student buys an alcoholic beverage of any sort for a minor, during an event/party, the student that purchased the alcoholic beverage will receive a major infraction.
7. If the seller of the alcohol does not ID the buyers, he or she will receive a major infraction.
8. All participants taking part in the event/party must wear a wristband and receive a permanent mark on it when they receive an alcoholic beverage.
9. The club or student organization that is in charge of selling the alcoholic beverage during an event/party must have a minimum of 2 members that are observing the purchase of alcoholic beverages and a minimum of two more must have permanent markers or hole punchers to make sure that those students receiving drinks will get permanent mark on their wristband. The observers are only there to keep watch; they cannot help their own Organization or Club with the selling of alcohol; they are only there to observe. All the people involved in any of the functions described above must be 18 or older.
10. Those attending the event/party must not remove the wristband during the event. If the participants are not wearing their wristband the purchase of alcoholic beverages will be suspended for that event/party.
11. The people in charge of selling alcoholic drinks are prohibited from consuming alcohol themselves during the event.
12. If a club or student organization is in violation of the alcohol consumption policy, they will lose their alcohol selling privileges and budget for the semester and receive a fine.

• University policy forbids the presence of anyone who has been drinking and who shows poor ability or willingness to behave appropriately on its property. Therefore,

any student who appears to be under heavy influence of alcohol may be subject to testing by non-invasive methods. If results are confirmed, the student will be subject to disciplinary action and/or recommendations for counseling and rehabilitation. A student who appears to be under the influence of alcohol, who refuses to cooperate with directives from a school authority, is subject to the same penalties.

• Students under the legal drinking age of eighteen may not consume alcohol during University sponsored events. Students under eighteen years of age who have alcohol on their breath, or who test positive (at any level) for having consumed alcohol, are in violation of University policy and will be subject to the same disciplinary actions above. Additionally, those students who are under age and determined to have consumed alcoholic beverage may have the facts and circumstances of their alcohol usage reported to their legal guardians within the limits of the student's privacy rights regulations.

• Disciplinary action may include fines, community service and suspension or dismissal from Keiser University-Latin American Campus. Students found to be in possession of, using or selling illegal drugs, or legal drugs in an illegal manner, will be subject to the same penalties as those violating alcohol use regulations. Additionally, they may be reported to local law enforcement authorities. Part of the counseling and rehabilitation plan for such students may include random urine drug screen at the Keiser University-Latin American Campus. Any positive drug screen or further violation will subject the student to additional disciplinary action.

Public Decency in Music, Video, and Social Events

• All student functions, including recreational and leisure activities, should be consistent with and support the University Mission Statement.

• Music, videos, student presentations and styles of dancing occurring in University activities should reflect virtuous moral standards of modesty and public decency.

• No violence, substance abuse, profanity or blatantly sexual connotations, will be tolerated in the lyrics of the music or the dialog.

• Minor deviation from these guidelines may result in a charitable admonition/ reminder from those responsible for the event.

• Further deviation can result in dismissal from the social event and any other appropriate disciplinary measure.

• University personnel reserve the right to interrupt or cancel any event that is inappropriate, if not remedied by the event organizers immediately.

• The Director of Student Services, or a designated staff, must approve any film with a rating of R before it is viewed on campus and may terminate the viewing, without notice, of any movie deemed to be inappropriate.

• In terms of dancing, the following guidelines are an attempt to remind all members of the Keiser community of the intrinsic dignity of the human person and to encourage dancing that respects this dignity: Activity that could lead to physical injury is prohibited (i.e. "body surfing" or "tossing"); provocative dancing that suggests sexual activity should be avoided; appropriate attire and conduct is required. Please see section on Student Attire.

Off-Campus Behavior

• Students are expected to conduct themselves in a responsible manner whether on or off-campus. Their behavior is at all times subject to consideration in terms of how it affects the reputation of the University and its community as a whole.

• The University reserves the right to exercise discretion in taking disciplinary action against students involved in inappropriate or criminal activity. It will exercise its right to do so in cases where the University's reputation and relationship with those in the local community or society in general are involved, or its orderly functioning as an academic community is jeopardized by the behavior in question.

• Students who rent a room, apartment or house in San Marcos are reminded that they are members of this community and should do their best to maintain good relations with their neighbors.

• Students should be considerate of their neighbors with respect to issues such as the volume level of music and noise.

• Off-campus events and parties should always conform to applicable Nicaraguan law, i.e. specifically not serving alcohol to minors, not selling alcohol without a liquor license, nor permitting drug use or sale at a party.

• Students organizing these events should make every effort to keep them under control to avoid conflicts with neighbors or law enforcement authorities. If the local police become involved, students are advised to follow the directions of the officials and treat them with respect.

• The behavior of guests who are not residents of the house where a party is held is the responsibility of those who organize the party and/or reside at the location of the party, even if those guests are not students of Keiser University-Latin American Campus. Any behavior of Keiser students or their guests, which produces complaints from San Marcos residents towards the University or results in police reports, will be investigated by University officials and may serve as a basis for disciplinary action, including dismissal, if warranted.

Use of University Computers and Network

• The use of the computer facilities at Keiser University-Latin American Campus is limited to faculty, staff and registered students.

• The University provides computer resources to assist student users in the ordinary course of academic activities, conducted within the context of the University's commitment to the service of truth and respect for the dignity of persons.

• The University is not obliged to offer access to information that is deemed immoral, blasphemous, anti-Catholic, or otherwise opposed to the University's mission of higher education.

• Keiser University-Latin American Campus Information Technology (IT) policy strictly prohibits students or staff from use of the University's computer network, internet services, and resources for illegal or unethical activity.

• While in the computer labs, students are also prohibited from eating, drinking, or smoking, playing loud music or making unnecessary noise that disrupts other users.

• The University's IT policy places specific limits on all students under three general categories:

1. Prohibitions on improper usage based on the inappropriate nature or content of

the activity: The content conflicts with the expressed University mission statement and/or violates applicable U.S. or Nicaraguan laws. Examples of improper use of computers or its network include, but are not limited to:

• Commercial or profit-making purposes, product advertisement.
• Political lobbying, candidate or campaign endorsements.
• Sharing access codes and/or passwords with other students or non-students.
• Unauthorized installation, distribution, reproduction, or copying of software or other materials on University computers.
• Copyright violations or use of University technology for fraudulent communications or modification of materials in violation of U.S. or Nicaraguan law.
• Facilitation of illegal or fraudulent activity.
• Damaging or altering records or programs or furnishing false information.
• Invading the privacy of another user by using files, programs, or data without permission.
• Tampering with computer hardware or its configuration.
• Accessing web sites or sending information electronically that is deemed to have improper content not in keeping with the moral standards of Keiser University-Latin American Campus (such as images or text which are sexually explicit, profane, obscene, violent, dangerous, harassing, or defamatory).

2. Prohibitions on excessive computer resource consumption for non-academic tasks: Activities that provide access for non-registered users, or that consume excessive amounts of computer time and/or Internet bandwidth and which are not directly related to class assignments, are also prohibited. Such prohibited activities include, but are not limited to:

• Downloading, uploading large media files, this includes torrents.
• Use of non-academic programs, games, MP3 or other electronic music or video media.
• Streaming media through sites similar to Netflix
• Forwarding of chain letters or unauthorized mass mailings.
• Monopolizing a computer for long periods of time for nonacademic purposes such as email or electronic chats.
• Unnecessary multiple-page printouts, multiple computer "jobs" or processes, or other unnecessary network traffic.
• Copying or modifying any software program on the University computers without authorization.
• Sharing of account access or violation of password restrictions.

Students who are found responsible for improper computer usage based on either inappropriate content or excessive computer resource consumption will be warned for a **first offense** if it is deemed to be a minor violation, or suspended from use of computer resources for forty-eight hours for a more serious matter. They may also be subject to other disciplinary measures. **Second offenses** will always result in a suspension of computer lab privileges for at least forty-eight hours, or more, if the case warrants, as well as possible disciplinary measures including fines and/

or probation depending on the gravity of the offense. **Third offenses** will result in suspension of computer privileges and access to the Wi-Fi network for the remainder of the semester as well as more substantial fines and/or disciplinary probation or suspension as warranted.

In order to provide for better service to all students that use the student computer laboratories, the IT lab administrators and their delegated work-study student lab assistants will be responsible for monitoring students to ensure compliance with the above guidelines. Students who are uncooperative with the lab administrators or their delegated student representatives, risk temporary suspension of their lab privileges and/or fines as deemed appropriate given the nature of the offense.

GENERAL SERVICES

Food Services and Cafeteria

Keiser University-Latin American Campus provides a cafeteria as a convenient and economic benefit for its students. All dormitory students are required to participate in one of the semester meal plans, which provide either three meals a day for seven days a week or three meals a day for five days of the week. Off-campus students are welcome to purchase meal tickets to access cafeteria meals. The regular cafeteria hours are as listed below, subject to modification for special events or situations and holidays.

• The cafeteria only closes when the dormitories are closed during holidays (more than four consecutive days).

• For shorter breaks from class schedules, the cafeteria will be opened for a shortened schedule with a limited menu to meet the needs of those resident students who must stay in the dormitories.

• Resident students should inform their respective resident assistants of their intentions to stay over short breaks and their need for food services during those times.

• Meal tickets are available to be purchased by commuting students, faculty and staff in the cashier's office. Bag lunches and other to-go meals are provided to students on the meal plan in the event of a conflict with class, work or athletic activity, and only when a request is submitted in writing to the cafeteria with two days advance notice.

• Meal Plans are non-transferable. Therefore, a student who will not be consuming his or her meal may not allow someone else to obtain it. Meals are forfeited if students are not in attendance at meal time. There are no exceptions to this rule. There will be a C$ 10.00 charge for 'to go' containers.

Cafeteria Hours of Operation

Breakfast	*Lunch*	*Dinner*
Monday - Friday 7:00 to 9:30 a.m.	11:30 a.m. to 1:30 p.m.	5:30 to 7:30 p.m.
Saturday - Sunday 8:00 to 9:30 a.m.	12:00 to 1:30 p.m.	5:30 p.m. to 7:30 p.m.

Campus Security

Keiser University-Latin American Campus provides twenty four hour controlled access to the campus with uniformed security personnel stationed at all entrances. No one without a current validated University ID card will be admitted to the campus without providing identification to gain a visitor's pass. A University administrator will be on call each evening for consultation in serious matters. Students should have their identification cards on their person at all times while on campus and present them at the request of a Security Officer. Students and their guests are expected to cooperate with University Security Officers in the performance of their duties.

Student's ID

To obtain a Keiser University-Latin American Campus Student ID card, students must present a valid form of identification (i.e. National ID card, birth certificate) to the Student Life Office. Once received, students are always required to carry their Keiser University Student IDs and present it at the entrance gates to gain access to campus.

Student ID. Characteristics:

a) The cost of obtaining a new Student ID is equivalent to USD 7.00 which must be paid at the cashier under such description. Once paid, the student must present the receipt to Student Services Office.

b) The available balance will depend on the meal plan requested by the student and/or the subsequent deposits ("refills") made to the ID by the student. The amount will be discussed individually by the Office of Financial Aid and Business Affairs.

c) The refills must be made through the cashier.

d) The available balance will be strictly used only in transactions related to the cafeteria food services.

e) The available balance of the ID will not generate interest or return for the student.

f) Replacement due to loss, deterioration and/or expiration of the ID will have a cost of USD 7.00

g) The ID is for personal use of the student, is non-transferable, is non-refundable and cannot be subject to commercialization in any way.

h) In case of theft or loss, the student must immediately notify (via email) to the Student Services Director to request the blocking and replacement of the card.

i) Students are always required to carry their ID. Any authorized representative of the institution may request to see the ID to verify the student's credibility. Failure to carry or present the ID when requested may result in a fine.

Transportation

• All foreigners' students starting their first semester at Keiser University Latin American Campus, and foreigners returning students living in dorms may coordinate transportation to/ from the airport and/or bus terminals through the Student Life office.
• Each foreign student living in the dorms, is entitled to one free pick up at the beginning and one free drop off at the end of each semester (as part of the benefits of living in the dorms) provided that arrangements are made with at least forty-eight hours prior notice. This privilege is only available 7 days prior and 7 days after the first day of registration only.
• For International students living off campus, they can request transportation to/ from the airport and/or bus terminal; however, a service fee must be paid at the cashier and present the receipt to Student Life and Facilities Department to schedule a vehicle request. Fees for these services will be determined each semester by the Financial Director. Please consult with the Student Life and Business office for information on current fees for individual and group rates.
• Students who fail to give forty-eight hours advanced notice of a cancelled pick up or drop off might receive a fine for these services.
• The University will not pick up or drop off luggage without the student being present.
• Failure to coordinate transportation with the proper notice may result in the University's inability to arrange transportation.
• Students may be required to pay for parking time at certain locations.
• Regarding student transportation during summer classes: Though International students are given two courtesy rides during Fall and Spring semester; these rides are not available or cannot be "transferred" to their summertime. A student requiring transportation during this time must pay the necessary fee and present the receipt to Student Life, in order to schedule a vehicle request.

Parking on Campus

• Parking on campus is a service which is offered to students, faculty and staff of Keiser University-Latin American Campus.
• Students living in campus dormitories are exempt from parking lot fees in designated residential parking.

• Parking fees vary each year. Please consult with the business office for updated information about the current charges for cars and motorcycles.
• Facilities are not available for storage or repair of motorized vehicles on the campus. Students are advised not to leave their automobiles on the campus during school breaks.
• Space for parking is limited and parking places cannot be guaranteed.
• Keiser University-Latin American Campus is not responsible for lost items or damages to vehicles on campus. Parking in front of the Student Services Building is reserved for guests.
• Parking located below the Admissions Office is for employees only. Student parking is located behind the dormitory.

Note: For those residents who live in Aquinas House, it is recommended to leave the car inside the universities' parking lot since we won't be responsible for any damage to cars parked in the street.

At KU San Marcos:

1. Service Periods

For Students: Parking services are available according to the school calendar, covering the Fall, Spring, and Summer terms.

2. Leaving Vehicles on Campus

If you need to leave your car parked on campus for an extended period, it is permitted but must comply with the hours defined by Campus Security and the Administration. Please coordinate with the appropriate offices for authorization.

3. Parking Permits

All vehicles parked on campus must display a valid parking permit issued by KU San Marcos. Permits can be obtained once you pay the fee at the cashier.

5. Parking Enforcement

Campus Security enforces parking rules to ensure fairness and accessibility for everyone. Violations may result in fines.

6. Right to Deny Parking

KU San Marcos reserves the right to deny parking space to any individual or group based on criteria determined by Campus Security and Administration.

Lost and Found

Lost and Found items are to be submitted to the Residence Life Office, where they are kept during the present semester for students or staff to claim them. Items that are not claimed by the end of the semester in session are to be either discarded or donated to the next semester's mission trip depending on their condition.

Immigration Requirements for Foreign Students

All foreign students who attend Keiser University-Latin American Campus are required to comply with visa requirements of the Nicaraguan Government. Nicaraguan law requires all foreign students to obtain a Residence Card in order

to study in the country. Unless the student or prospect has either a Nicaraguan cedula or passport, he/she will need to apply for a residence card, in order to access registration and classes. The Tourist visa for 90 days a foreigner obtains upon arriving in Nicaragua is not valid to study legally in Nicaragua. Please contact the office of Student Life for help with this process since all students are required to do this process through the University's lawyer, if not a fee will be paid.
Requirements for the Residence application are:

1. Birth Certificate, valid for at least 3 months with apostille seal
2. Police record, valid for at least 3 months, with apostille seal
3. Residency Request Form
4. Photocopy of all used passport pages, including the photo page.
5. 2 passport-size photos (4x5cms)
6. Medical Certificate from country of origin with apostille seal (or one from Nicaragua)
7. Proof of study at Keiser University that demonstrates the student is registered and the major or field of study
8. Photocopy of transcripts from the last two years of High School and High School Diploma, both with apostille seal
9. Proof of financial/federal aid (if received) or other payment methods (Notarized Statement of Income from your country of origin with apostille seal)

> *DISCLAIMER: Keiser University-Latin American Campus is not responsible for fines or penalties applied to students who fail to comply with Nicaraguan immigration requirements. Students who refused to obtain their residence can be dismissed from classes permanently.*

Use of Weight Room, Gym Area, and Fields

Keiser University-Latin American Campus (KU-LAC) degree students, Academic English Program (AEP) students, graduates, administrators, and faculty are granted complimentary access to campus athletic facilities.

Alumni Access and Fees
Alumni may utilize the athletic facilities by paying the applicable fees:

- Weight room access: $20 per month
- Individual court or field access: $20 per month per facility

Equipment Checkout Policy

To check out and use any sports equipment, students and authorized users must present a valid institutional ID at the gymnasium office. All equipment must be returned in good condition prior to the facility's closing time.

Study Abroad Program

Students have the opportunity to learn about themselves, other cultures, and the universality of truth by spending a semester abroad. Check with Student Life for more information and availability.

Rec Room

The use of the Rec Room is for exclusive use for:
• Active students of the university.
• Active students of the AEP program. Language Institute.
• Officials of the institution and special guests.
The time of use of air conditioning will be limited to: 1 pm - 4 pm, except when there is a large crowd of students.

Prohibitions:
• Smoking inside the facility
• Playing music with obscene content and shrill sound.
• Moving the equipment and furnishings of the established place without prior authorization.
• Entering the room in a state of intoxication or under the influence of a drug.
• Making bad use of electronic devices such as PlayStation, televisions and remote controls.
• Handling incorrectly the rec room lights.
• Netflix and play station online will be available after 6 pm.

Chores:
• Keep the room organized.
• Return the equipment back to its place after its use.
• Do not rest your feet on the wall.
• Do not rest your feet on the bean bags.
• Do not scratch the walls.
• Deposit trash in its place.
• Report any damage to the facilities or equipment to the sports office.

Important: the security cameras will be supervised every time and if an anomaly is found, disciplinary measures will be taken and the offender of said action will be charged.

• If a person damages an equipment, that person will be charged for the repair or the total value plus $ 30.00 dollars of fee.
• It will be considered as severe fault: the deterioration, destruction or sustenance of the property that belongs to the university, such as: PS4 control, billiard balls, television controls, soccer balls, darts, ping pong rackets and balls.
• At night, ask the security personnel for the key of the room in case it is closed.
Remember to have fun!

Pool

Rules and Regulations of Swimming Pool

The following rules and regulations are established for the benefit of all students and staff members of Keiser University, in order to ensure the safe operation of the swimming pool facility as well as to provide a healthy environment. For these reasons, it is requested that all pool users observe the following rules and regulations and obey the instructions set forth by the University.

The use of the Pool is for exclusive use for:
• Active students of the university.
• Active students of the AEP program (Language Institute)
• Officials of the institution and special guests.

General Rules and Regulations:

• The pool will be open from 7:00 am to 7:00 pm. Unless it is reserved at other time by special events.
• No one is allowed to enter the pool unless it is officially open and the lifeguard is on duty.
• All users must obey the instructions given by the lifeguard, who is authorized to enforce pool safety rules and regulations.
• All users must wear proper swimwear, take a shower and wash their feet in the designated area by the pool before entering the water.

In response to the COVID-19 emergency, the Pool is adapting to adhere to safety recommendations for students and staff:

• The pool will be used only by KU students and AEP residents.
• Students can use the Pool by reservation and with no more than 10 students at a time and with a maximum of 2 hour per student.
• If a student wants to use the pool, he/she must do a reservation two days in advance. You can contact Sayro Velasquez for reservation.
• Please use the hand sanitizers available at the entrances.
• Mask should be worn if students are outside the pool.
• 1 lifeguard will be in the Pool Area to supervise it.

Healthy and Safety Issues:

• Any person having a skin infectious disease, infectious illness, sore or open wounds, bandages, coughs, or infected eyes should not use the pool.
• It is forbidden to engage in behavior that would cause unhygienic conditions for oneself or others, such as spitting, blowing one's nose or spouting water.
• Walking barefooted in the locker rooms or around the pool area is not permitted; appropriate footwear must be worn.
• Any person under the influence of alcohol will not be allowed to enter the pool and/or will be asked to leave the premises.
• Holding one's breath underwater for a long time while swimming can be very

dangerous and is not recommended.
• Items that might cause injuries or accidents, such as sharp objects, glass bottles, etc, are not allowed in the pool area.
• Chewing gum while swimming is not permitted.
• Inform the lifeguard immediately if you are injured or experience discomfort while swimming.
• When the lifeguard is on duty, do not try to rescue or provide first aid to anyone in or around the pool. Do not engage the lifeguard in unnecessary conversation.
Important: the security cameras will be supervised every time and if an anomaly is found, disciplinary measures will be taken and the offender of said action will be charged.
• If a person damages an equipment, that person will be charged for the repair or the total value plus $ 50.00 dollars of fee.
It will be considered as severe fault: the deterioration, destruction or sustenance of the property that belongs to the university.

HEALTH AND SAFETY

Health Services

• Keiser University-Latin American Campus has an on-campus first-aid station. This station provides basic, preliminary medical assistance and limited pharmaceuticals via a professional nursing staff.
• A nurse will be on duty throughout the day and early evening hours, as well as sleeping on campus to be available on an as needed basis for night-time care or emergencies.
• A medical doctor is available each week of the semester for on-campus consultation, Monday, Wednesday and Friday from 4:30 p.m. 6:00 p.m.
• During summer time, the physician is available Monday and Wednesday from 4:00 p.m. to 5:00 p.m.
• Students may, if necessary, be transported to a hospital or clinic in case of emergency, transportation fees may be included if it is not an urgent medical need.
• All registered students who have paid their medical insurance fees each semester will be eligible to use these services.
• Medical justification can only be provided by the doctor after consultation (if necessary). Nursing staff is not authorized to provide any medical notes.
• Although there is a limited stock of over-the-counter medication, it is not the responsibility of the university to provide any medication for treatments. Students must provide for their own medication for prescriptions.

Counseling

As part of our complementary services, we have the office of counseling in which counseling services and information on referrals are available. All interactions with the counseling staff are conducted under strict norms of confidentiality to preserve student privacy. Counseling can be for individuals, couples or groups depending on the need and context. Since this is an office of counseling, prescription of medicine are not given. This office will provide workshops and group sessions (some sessions

are organized in collaboration with the Psychology club) on stress, relationships, homesickness, procrastination, abuse, family problems, and others as needed by the student body. Psychological and personality testing opportunities to aid student's overall health and wellness are available upon request. The counselor is not responsible for anything that happens to students on or off campus. If students don't feel comfortable with the counselor, a list of psychologists and psychiatrists is available in the office of counseling. **(These specialists have their own rates and each student who is interested will cover these)**

Follow up Appointments: If the student already has a relationship with a counselor or psychiatric/medication provider off campus, the student can call the Counseling Office for a follow up appointment.

2. New Appointments: The student can call to ask for a first-time appointment with the counselor.

3. Urgent Care: The student in crisis can speak with counselor by phone. If the student needs to visit the counseling office for emergency you will be asked to wear a mask, maintain social distancing, follow current health and safety guidelines

Health Emergencies

• A student who needs immediate medical attention should contact the nurse during, the Resident Assistant on duty, and/or Campus Security.

• If needed, the student will be taken in a University vehicle to the emergency room at a hospital in the area.

• Transportation fees can apply in some circumstances.

• All serious accidents or illnesses should be reported to Student Life and the nurse within 48 hours, to notify the insurance company.

• Should the situation require parental notification, Student Life personnel will contact the student's family and the proper authorities with the consent of the student if he/she is conscious and of age.

• The University reserves the right to contact the parents or guardian of under-age students with or without their consent, or adult students who are either unconscious or a threat to themselves and others.

Mandatory Student Accident Insurance

• Insurance is available to students through the University with a private insurance provider and each student is required at the beginning of each academic year to register for the minimum level of insurance coverage as protection against accidents and emergencies, which will be paid for by the University using a portion of the student's semester medical fee.

• As an additional option over and above the basic accident-only coverage, students may purchase additional levels of coverage for accidents or emergencies, as well as more general non-emergency medical care or health insurance. If students desire to obtain additional insurance coverage, please contact the Office of Student Life at ext. 232.

• We strongly encourage all foreign students to have additional coverage while studying in Nicaragua. Please note this Insurance covers up to a certain amount,

determined by the insurance company, students should become familiar with the insurance policy as soon as they are registered.

• In the tragic event of a serious accident or death, the insurance provides the determined amount to the families.

• Although Keiser University may provide reasonable assistance to the families in terms of communication and information, the university does not provide monetary assistance with funerals, medical supplies or other arrangements.

Students with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at Keiser University may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity. To this end, Keiser University is committed to providing equal access to education by removing unnecessary barriers to enhance each student's ability to demonstrate his or her academic abilities. Please contact the Office of Student Life or the Campus Counselor to request a package and any assistance you might need to complete the requirements for application.

Access to Campus

• All students of Keiser University-Latin American Campus must report to the campus security officers when entering and leaving the campus.

• All students must show their ID's to the security officers to enter or leave the campus.

• In the evening and night hours, security personnel will log the date and time of departure or arrival along with student name and names of those accompanying the student.

• Any students who do not comply with these procedures for campus entry and departure will be considered in violation of policy and subject to disciplinary actions.

• The University absolves itself of any responsibility for students who fail to comply.

Emergency Contact

A designated University staff member is in charge of coordinating and providing an appropriate response in the event of an emergency at Keiser University-Latin American Campus or regarding one of our students. This staff member will be on-call twenty-four hours a day, seven days a week. The emergency number is CELL# 8711-4907 (Cell Carrier: CLARO). The Director of Facilities or the Designated Emergency Contact shall review every received emergency call to evaluate the time elapsed for the University's response and the seriousness of the situation that occasioned the call. In the event that the Director determines that the response was made for a relatively frivolous reason, he has the option of charging the person who made the call for the full cost of services incurred to the University for dispatching

a vehicle and all ensuing costs.

Fire, Earthquake, Volcanic Activity, Tropical Storms, or Civil Disorder

• Fire: In the event of a fire in the dormitory, an alarm will sound. Students should immediately evacuate the facilities in an orderly fashion and implement the warning system and exit routes as previously explained and posted by Resident Assistants. In the event of a fire anywhere else on campus, a verbal warning will be implemented in order to alert students and faculty of the danger. Everyone should immediately evacuate the building according to posted routes.

• Volcanic Activity or Tropical Storms: All students and staff should immediately contact University Officials to receive further instructions.

• Earthquake: In the event of an earthquake, all buildings should immediately be evacuated in an orderly fashion by posted routes. Students should stay in open-air areas away from buildings in accordance with instructions provided by University officials.

• Civil Disorder: In the case of civil disorder the University will decide if evacuation is merited. The same evacuation routes should be used. In each of the above cases which merit evacuation of students and personnel, all individuals should assemble in the field behind the cafeteria at the south end of the campus grounds. If the incident occurs during the day, students should report to the professor instructing them at that given time or to Student Life if they are on free time. University personnel should report to their area supervisors. Should the incident occur at night students should report to their corresponding resident assistant or to campus security. Further instructions will be provided to the assembled group as the case merits. No one should leave the field area without notification to the University authority on site. These procedures are designed to protect students and give an account of their whereabouts in the event of an emergency.

> *Note: As a safety precaution, any students or staff traveling to or from Keiser University that are actively involved with the University at any given time during any of these emergencies should immediately contact campus officials to advise of their location and to receive instructions from University officials.*

Firearms

Firearms are not allowed on campus with the exception of authorized security personnel or approved law enforcement officials. Ammunition for firearms is not allowed on campus. Violators will face strict disciplinary action including fines and possible suspension or dismissal.

Keys

Possession or use of a key to University property and facilities for which one has not been duly authorized, or during times when one has not been duly permitted, is against University regulations. Violations of this regulation are considered a major infraction, incurring immediate fines and possible suspension.

Misinformation Regarding School Closing

• It is strictly prohibited to spread rumors about cancellation of classes.

• All members of the Keiser University-Latin American Campus community are directed to consult the University Catalog or the Office of the President or Academic Dean if uncertain about whether classes will be held.

• All campus holidays and special class schedules are normally posted in the Academic Calendar found in both the University Catalog and the Student Handbook.

• On rare occasions, it becomes necessary for classes to be cancelled or for the University to be closed for a designated period of time. In such cases, the President or Academic Dean will make announcements on campus through the faculty and other postings, if it becomes necessary for classes to be cancelled on an emergency basis.

• Until such announcements have been released, it can be assumed that the University will operate as scheduled.

International Mission Status

Keiser University's Latin American Campus holds the position of a foreign non-profit organization under an International Cooperation Mission status covered by Nicaraguan laws. Granted by the Ministry of Foreign Affairs, the Latin American Campus' IM status was given for the sole purpose of running and managing a center for technical and/or higher education.

According to Article 15 of the Executive Decree number 46-2001, which grants its status to the institution, "The representative and functionaries of Keiser University Latin American Campus cannot be leaders of political groups nor can they hold any other political or public positions". Even though the institution might engage in business transactions with government agencies, it must remain apolitical and neutral through its time operating in Nicaragua.

Freedom of Expression and Association

The LAC respects the rights of its students to engage in local and national politics. Given that the institution is a foreign and IM organization, compliance with the following guidelines is required regarding political activity.

• Students are free to associate and express their opinions during class discussions on matters of religious, political, or personal concern, provided the opinions are expressed in a manner consistent with the University mission and applicable guidelines of personal conduct.

• Expression of opinion shall not interfere with his or her academic responsibilities in the University, nor disrupt the educational process of others.

• If a student chooses to participate or become involved in political activities (protests, strikes, among other), she or he does so strictly at his or her own risk and as a matter of personal choice. This must be made off-campus.
• Further, if engaging in any political activity, students should avoid any appearance that they are speaking or acting for or on behalf of the University. This is includes, but is not exclusive to, political discussions in different social networks.
• In addition, the LAC's supplies, materials, equipment, telephones, printing or copying services and its email service may not be used to promote or oppose a political candidate or organization.

Public Behavior on Campus

Public behavior in terms of language, gestures, distributed materials or open displays of affection are required to be discreet, modest, and respectful of others, in keeping with the inherent dignity of persons and recognition of appropriate limits upon self-expression to avoid offending members of the community at large.

Smoking

Smoking is prohibited in all buildings, including dorms on campus. Students who choose to smoke outside buildings must be at least 15 meters (aprox. 50 feet) away from doors, windows, and passageways so that second-hand smoke does not disturb those non-smokers who are either in those areas or passing by, in order to ensure the comfort and well-being of all. Students who smoke should thoroughly extinguish all cigarettes and place butts and ashes in appropriate receptacles. Violators of these guidelines will be fined for noncompliance.

This prohibition also applies to vaping, electronic cigarettes, and all similar devices.

Pets

For health and safety reasons, no pets of any kind are permitted in the University residence hall. Residents found in violation of this policy will be subject to a fine of $25 per day and possible disciplinary action. Students who feed stray animals on campus could receive a fine for $25 every time they are caught feeding animals that have made their way into the facilities.

Tampering with Fire Extinguishers, Emergency Lighting or smoke alarms

• Fire extinguishers, emergency exit lighting and smoke alarms are provided for the personal safety of students and staff.
• Any misuse of safety devices is prohibited, and a student who removes, disables, or tempers with them will be subject to disciplinary action.
• All buildings affected by a fire alarm must be vacated immediately when the alarm is sounded.
• Failure to do so will result in immediate fines and possible suspension.

Violation of Municipal or National Law

• A violation of national or municipal law, whether committed on or off campus, is considered a violation of the regulations and code of conduct of Keiser University-Latin American Campus.
• Students violating such laws are subject to disciplinary action up to and including suspension and dismissal.
• Any case involving a student suspected of criminal activity conducted while on-campus will be turned over to the appropriate legal authorities.
• Any student found guilty of criminal activity may be subject to dismissal if deemed serious enough to have compromised the safety and/or integrity of the campus community.
• In the event that a student is prosecuted, the student is responsible for his/her own legal fees and representation.

Clery Act

The Federal Right to Know, Crime Awareness and Campus Security Act now cited as, "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings, or computer network to all current students and employees, and to any applicant for enrollment or employment upon request. This file contains the annual report concerning specific crime and arrest statistics as well as information about campus programs and activities intended to promote crime awareness, campus safety and security. You can find this report at http://www.keiserUniversity.edu/safetyandsecurity/annual-security-report.php

Crime prevention

Crime prevention is a top priority for the Campus Security Department. Security supports a proactive approach to the prevention of crime by working closely with student groups and faculty to make the Keiser University-Latin American Campus a safe place. Security also maintains a working relationship with the National Police. Crime prevention tips and techniques are available through the Office of Student Life.

Victims of Crimes

• If students are victims of a crime, the University strongly encourages them to immediately report the incident to Student Life staff or the head of campus security.
• If the student desires, University officials will facilitate the reporting of suspected crimes to local law enforcement authorities and provide available support services to the student.
• A student who is a victim of rape, sexual assault, or sexual abuse is strongly encouraged to report this crime immediately to the local police as well as to University officials as mentioned above.
• The University can provide support to victims of sexual offenses through resources such as the Offices of Counseling, Faith in Action Department, or Residence Life,

together with assisted referrals to other support services.
• Caring professionals in each of these areas are available to discuss the student's options and to offer support, compassion and practical assistance.
• It is each student's individual decision whether or not to report this crime to the local police, but the University urges that reporting take place to help assure a safer living and working environment for the entire campus community.
• For more safety tips please go to http://www.keiseruniversity.edu.ni/campus-life/safety/#respond

DISCIPLINARY MATTERS AND PROCEDURES

Rationale for Disciplinary Action

• Evidence of unwillingness or inability of the student to comply with the rules and the ideals of the University may lead to disciplinary action, including suspension or expulsion.
• Such disciplinary actions will be in response to documented incident reports filed by members of the campus community and Student Life Office who are responsible for conducting an appropriate investigation of the allegations made against a student.
• The Director of Student Services, or his designee in his absence, can exercise the right to issue warnings, restrictions, short-term suspensions (a week or less) or fines of up to $150 in keeping with what is stipulated in this Student Handbook.
• The Office of Student Life will be ultimately responsible for enforcing all rules and regulations related to Student Life.
• As part of enforcing the rules, the University reserves the right to apply a series of fines ranging from $5 to $150, based upon the gravity of the infraction and the number of disciplinary violations a student has incurred previously.

Disciplinary Categories

The following four categories of disciplinary action have been defined for the Keiser University-Latin American Campus. They are listed in order of severity. Although they are normally expected to be applied in the sequential order given, the University reserves the right to take any action necessary, regardless of previous behavior, should the magnitude of the offense so merit.

1. Warning: A verbal or written reprimand for violating a University regulation, advising a student that any further violations may result in more stringent disciplinary action. Although the warning will not be recorded on a student's academic transcript, a copy of the warning will be maintained in a permanent file by the Dean of Students.

2. Fine: A monetary charge to the student's account based on a repeated rule violation or an infraction.

3. Disciplinary Restriction: Specified restrictions which deprive the student of various privileges for a stated period of time. The extent of the restrictions and

the length of the period of restriction shall be determined by the magnitude of the offense and the prior record of the student. A student placed on disciplinary restriction could lose such privileges as use of the University's recreational facilities. A student will not be allowed to represent the University in extracurricular activities (including athletics) or hold office in any University organization during the period of disciplinary restriction. Although disciplinary restriction will not be recorded on a student's academic transcript, a written record will be maintained in a permanent file by the Director of Student Services. Additional infractions of University rules and regulations during a period of restriction may lead immediately to suspension or dismissal, based upon gravity of the act. Should a student be subject to disciplinary restriction, parents shall be notified according to the provisions of U.S. and Nicaraguan law applicable to such parental notification.

4. Disciplinary Suspension: Exclusion from the University campus and denied admission to classes and all University-related activities for a stated period of time, from one day, to an entire semester or academic year. During the suspension, the student will not be allowed to take academic courses at Keiser University-Latin American Campus. In addition, he/she will not be allowed to transfer to this University any academic credits which were earned at other institutions during the period of suspension. Disciplinary suspension will be recorded on the student's academic record maintained by the registrar until the suspension has expired, and a record of suspension will be maintained in a permanent file by the Dean of Students. Should a student be subject to disciplinary suspension, parents shall be notified according to the provisions of U.S. and Nicaraguan law applicable to such parental notification.

5. Disciplinary Probation: Students placed on disciplinary probation are given one semester to demonstrate a change in the attitude that lead to the probation. This status can include required participation in various workshops, and /or regular meetings with the student's counselor. If a student persists in such unacceptable behaviors he or she can be dismissed.

6. Dismissal: A student who suffers disciplinary dismissal from Keiser University-Latin American Campus has committed a major infraction or repeated other serious infractions without remedy and is permanently expelled from the University. Disciplinary dismissal will be recorded on the student's permanent academic record maintained by the Registrar's Office and in a permanent file of the Dean of Students. Students who receive disciplinary dismissal are not eligible for re-admission to Keiser University-Latin American Campus. Should a student be subject to disciplinary dismissal, parents shall be notified according to the provisions of U.S. and Nicaraguan law applicable to such parental notification.

Minor and Major Infractions

An infraction is an action that violates the policies and mission of Keiser University Latin American Campus. Assuming the good will of Keiser University students,

most minor infractions are dealt with by simple warnings. Only in flagrant instances or when warnings go unheeded will the Student Life Staff impose penalties.

Minor infractions: Less-than-grave disruptions of the daily life of the campus and the atmosphere we are cultivating for our students. These are resolved by Student Life Staff.

Major infraction: An infraction of a serious nature. These are handled by the Academic Dean and appropriate university authority. Major infractions seriously undermine the mission and values of Keiser, and/or threaten the wellbeing of our students. They, therefore, call for more severe disciplinary measures.

Warnings, Fines, and Consequences: Student Life Staff can issue verbal or written warnings and notifications about infractions. A reprimand is assessed based on the severity or frequency of the violation, and can include community service, a fee, restrictions, suspension, or dismissal from the University.

List (not exhaustive) of typical Minor Infractions

1.Public advocacy of actions blatantly contrary to the teachings of the Catholic Church
2."Quiet Hour" violations.
3. Rudeness or disrespect toward staff, including RA's.
4. Loud or disruptive behavior at any time, including the use of profanity.
5. Failure to comply with smoking directives.
6. Inappropriate public displays of affection.
7. Sub-standard manners in the dining hall.
8. Wearing immodest or otherwise inappropriate clothing.
9. Playing obtrusive or offensive music.
10. Failure to clean common areas after use.
11. Repeated failure to keep dorm rooms in good order.
12. Failure to get permission from the Director of Residence Life for visitors in residence halls.
13. Propping doors without prior approval.
14. Tampering with air condition units without prior approval.
15. Failure to present Student ID upon request to a faculty or staff member.
16. Roller skating, rollerblading or skateboarding is prohibited inside or on the following areas: University buildings, residence halls; railings, stairs, bike racks, ledges, etc.

Penalties for Minor Infractions

- Fines up to $50.00.
- Temporary loss of residence hall privileges.
- Restitution for damages.

• Community service, such as cleaning common areas.

List (not exhaustive) of Major Infractions

1. The sale, possession, use or distribution of any illegal drugs or drug paraphernalia, including the illegal or illicit use of legal drugs.
2. Possession, sale, distribution or consumption of alcoholic beverages in violation of the law or University policy.
3. The destruction, damage or misuse of either University or private property.
4. Possession or use of firearms, dangerous weapons, incendiary devices, explosives or firecrackers on campus.
5. Abuse or misuse of fire safety devices or any security device or equipment, or failure to exit a building during a fire alarm or drill.
6. Any act that intentionally injures frightens or degrades another person.
7. Sexual harassment
8. Sexual misbehavior of any kind.
9. Violence of any kind, including verbal or physical abuse.
10. Duplication or unauthorized possession or use of keys to Keiser University-Latin American Campus facilities or equipment.
11. Giving false information to the University (including alteration or forgery of documents, records, checks, or ID cards).
12. Violation of any federal, state or local laws when such violations would be deemed not in accord with the mission or interests of Keiser.
13. Inter-gender visitation: Visiting in residence hall or bedroom with members of the opposite sex.
14. Hosting visitors known to be unwelcome at the University.
15. Acts of contempt towards authorities, or disrespect to faculty or staff.
16. Failure to respond to a summons from a University administrator.
17. Repeated or multiple violations of minor regulations, or failure to comply with duly administered penalties for minor infractions.

Penalties for Major Infractions

1. Dismissal from Keiser University-Latin American Campus.
2. Temporary suspension.
3. Suspension for a semester or a year.
4. Restitution for damages.
5. Fines up to $150.00 per infraction.
6. Scholarship removal or reduction, up to a certain percentage, as decided by the committee.
7. Disciplinary Probation: a period of time during which any violation, major or minor is subject to a review by the Director of Student Services or a hearing before the judicial board. A student on academic or disciplinary probation is not eligible for the exchange program. Any student who accumulates two major infractions in

a single academic year will receive an automatic one-semester suspension from the University, although expulsion may be considered based on the severity of the infractions.

Appeals

• If a student thinks he or she has been unjustly accused or has been too harshly penalized, the student can appeal by going first to the Student Life representative immediately responsible for the case to register a complaint and to submit any mitigating or exculpatory evidence.
• If the student is still not satisfied that he or she has received just treatment, the matter can be brought the next level of Administrative authority or the student can submit a Grievance. In such a case, the student should inform the Student Life representative concerned of an intention to complain at the next level.

Disciplinary Suspension and Dismissal

• A student who is suspended has, by virtue of his or her offense, forfeited the right to enjoy the benefits and resources of Keiser University-Latin American Campus.
• At the end of the suspension period, the student is free to register for classes without having to re-apply, provided she or she has 1) complied fully with the terms of the suspension, and 2) avoided giving the administration new reasons for being concerned about the student's ability or willingness to abide by the terms of KU Student Life Policies.
• Dismissed students can re-apply for admittance and, if accepted, be automatically placed in disciplinary probation. If they succeed in completing one semester free of disciplinary offenses, this probation will be lifted.

GRIEVANCE PROCEDURES

• If Keiser University is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard.
• If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.
• Students are encouraged to resolve problems through normal administrative channels.
• A petition for a grievance hearing must be made in writing and submitted to the Director of Student Life.
• The grievance is then scheduled to be heard before the Committee.
• The Grievance Committee panel is a standing committee that meets at 1:00 p.m. each Tuesday if a grievance is to be heard.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the

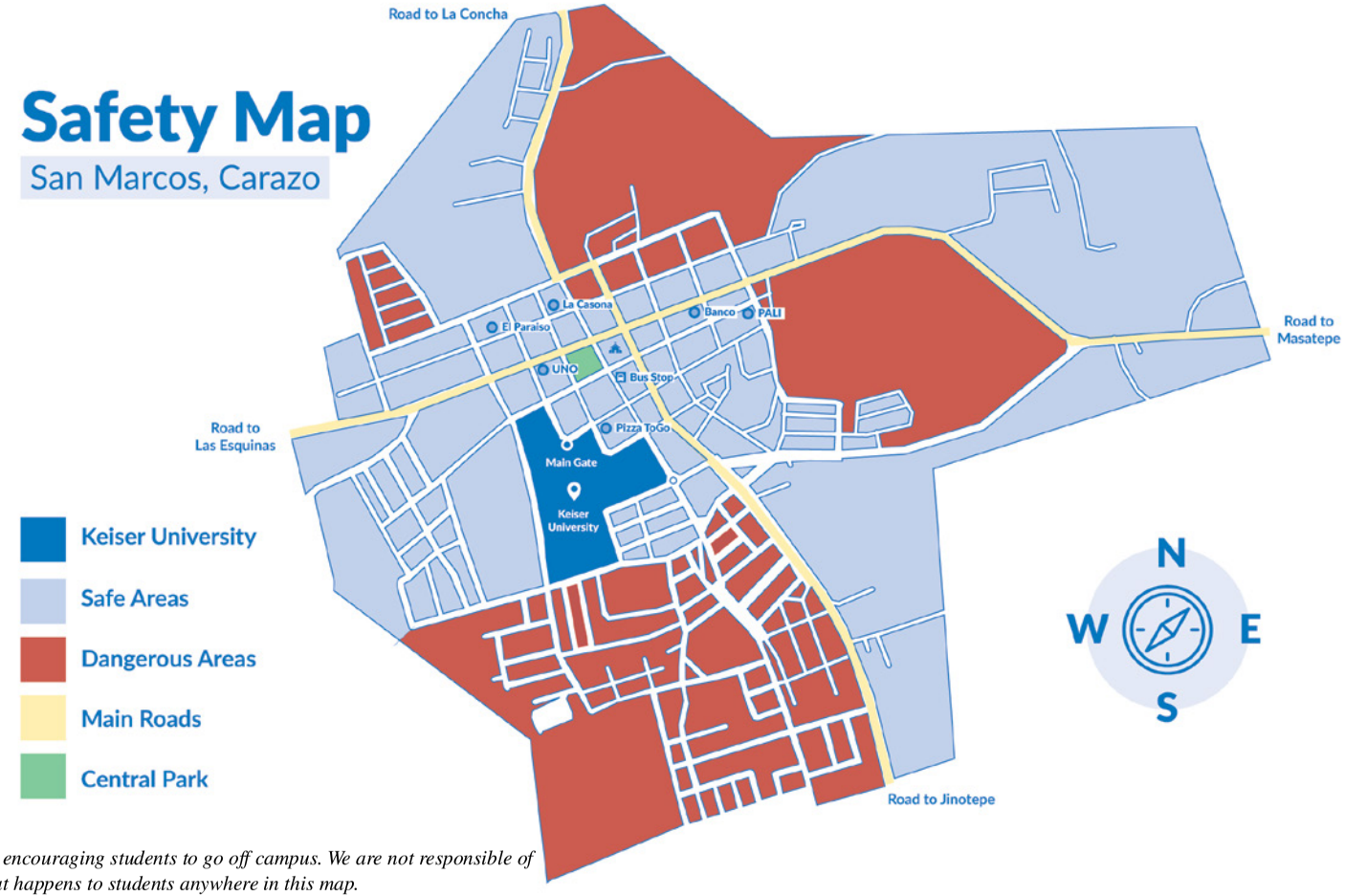
committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

WHERE TO GO FOR HELP

If Your Problem Concerns this are	*Contact*	*Ext.*
Absences	Your Professors	
Adding a Course	Registrar's Office	182
Admissions	Admissions	133
Athletics	Athletics	234
Automobile Registration	Business	166
Cafeteria	Food Services	311
Change of Major	Your Advisor	
Classrooms	Registrars	182
Counseling, academic probation	Counselor	181
CV, Internships, job opportunities	Career Services	205
Dormitories	Residence Life	239
If Your Problem Concerns this are	*Contact*	*Ext.*
Dropping a Course	Registrar's Office	182
Financial Aid and loans	Financial Aid	151
General Academics and Catalog	Academic Dean	114
Graduation Applications	Registrar	182
Gym, Rec Room, Chapel, Fields, outreach	Student Life	232
Health Needs and medical	Health Clinic	235
Infrastructure	Facilities	271
Instructional Programs	Academic Dean	237
Re-Admission	Admissions	121
Schedule Changes	Registrar's Office	181
Spiritual and Faith in Action needs/projects	Faith in Action Life	238
Student Activities, Events, SGA	Student Activities	247
Tickets for University Events	Student Activities	247
Transfer of Credit Elsewhere	Registrar	181
Transportation	Facilities	271
University Calendar	Registrar's Office	182
Withdrawals from University	Academic Dean	114
Work Study Program	Human Resources	221

Safety Map

San Marcos, Carazo



**We are not encouraging students to go off campus. We are not responsible of anything that happens to students anywhere in this map.*

Tuition and Fee Disclosure

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. A semester or term for students enrolled at the San Marcos Campus of Keiser University is 16 weeks long. A semester for online students equals 4 terms (16 weeks) with one term equaling 4 weeks of instruction. Depending on the schedule, a student may not be in for all 4 terms of a semester. An administrative fee of $100 will be charged when a student withdraws prior to the completion of the period of the semester (the period of financial obligation). The period of financial obligation is the time the student is enrolled (a semester).

Return of Title IV Funds (R2T4)

A pro-rated portion of any Federal Title IV Funds received is returned to the appropriate program for a student who withdraws prior to the completion of reaching the 60% point of the semester. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs. {Order of refund is (1) Unsubsidized Loan – (2) Subsidized Loan – (3) Perkins Loan – (4) PLUS/Grad Loan - (5) PLUS – (6) Pell Grant – (7) FSEOG - (10) other}

Cancellation / Withdrawal Calculation:

Withdrawal at any time from the date of the student's registration to the day before the first scheduled day of the semester – 100% refund of tuition and education fees. The institution will retain the application fee of $50.

- Withdrawal at any time during the first week of the semester – 90% refund of tuition only.
- Withdrawal at any time during the second week of the semester – 85% refund of tuition only.
- Withdrawal at any time during the third week of the semester – 80% refund of tuition only.
- Withdrawal at any time during the fourth week through the end of the semester – no refund.

Any funds paid for supplies, books, or equipment which can be and are returned to the university, will be refunded to students who withdraw prior to the start of the semester (period of financial obligation) upon return of said items which can be resold. The university reserves the right to determine if above mentioned items are returnable.

Students must notify the institution in writing of cancellation. All monies paid by

an applicant will be refunded if cancellation occurs within three business days after signing these terms of enrollment and making initial payment. Refunds will be made within thirty days from the date of determination of the student's withdrawal. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

Keiser University reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the university will benefit. Such changes may be made without further notice. Tuition is charged by the semester. **An academic transcript or diploma will not be released if the student has a balance with the institution for any reason.**

**Although the authors of this text have made every reasonable effort to be factually accurate, no responsibility is assumed for editorial or clerical errors or error occasioned by honest mistake. All information contained on this handbook is subject to change by the appropiate officials of Keiser University without prior notice. The materials on this booklet does not serve as a contract between the University and any other party.*



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