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# Academic Manual and Academic Catalog for Students



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## **1. Purpose of Ivy Enber Christian University**

The purpose of Ivy Enber Christian University is to serve as a religious institution that offers educational programs grounded in Christian doctrine and values. The University's mission is to promote the ethical, spiritual, and academic formation of students from various nations through teaching, research, and extension activities carried out from a Christian perspective. All programs are developed from a Christian worldview, with emphasis on leadership, ministry, administration, and the humanities.

The institution's purpose is exclusively religious and does not include preparation for state professional licensure or for the practice of secular professions, as required by Section 1005.06(1)(f) of the Florida Statutes. All academic offerings are structured with a religious modifier and are fully aligned with the standards applicable to religious-exempt institutions, in accordance with Rule 6E-5.001 of the Florida Administrative Code.

### **1.1 Mission**

To promote excellence in the qualification of educators and professionals around the world through high-quality education grounded in ethical principles and Christian values, providing a holistic approach that integrates the intellectual, emotional, and spiritual development of students.

### **1.2 Vision**

To be globally recognized as a leading institution in higher education that transforms lives and communities by preparing leaders capable of facing future challenges with wisdom, ethics, and faith, continuously expanding our positive impact through accessible and inclusive academic programs.



### 1.3 Values

- Academic Excellence: Commitment to high-quality teaching and learning.
- Ethics and Integrity: Acting with honesty, transparency, and responsibility.
- Christian Values: Grounding all actions and decisions in Christian principles.
- Inclusion and Accessibility: Making higher education accessible to all, regardless of their circumstances.
- Holistic Development: Promoting the intellectual, emotional, and spiritual growth of students.
- Innovation: Leading in educational methodologies and teaching technologies.
- Global Community: Fostering a global perspective and preparing students to lead in an interconnected world.

### 2. Description of physical facilities

Ivy Enber Christian University operates as a religious institution under Section 1005.06(1)(f) of the Florida Statutes, maintaining its administrative office, academic registry, and institutional archives at the following address: 4725 Sand Lake Rd, Ste 203, Orlando, FL 32819.

The facilities are used exclusively for administrative functions, student services, academic processing, document support, institutional management, and activities of a religious nature. The location does not operate as a traditional instructional campus and does not house classrooms, laboratories, clinics, technical workshops, or any infrastructure associated with professionally regulated activities under the State of Florida.

In compliance with Rule 6E-5.001 of the Florida Administrative Code, the institution does not offer laboratory practices, clinical activities, technical training, vocational instruction, or any component requiring state licensing, specialized accreditation, or regulatory inspection. All



academic instruction is delivered remotely and is exclusively religious in nature, consistent with the institutional mission.

The facilities fully meet the requirements for religious-exempt institutions, providing adequate support for the administrative, academic, and ministerial operations of Ivy Enber Christian University, without conducting activities that would constitute a professional teaching campus or state-regulated facilities.

### **3. Status regarding licensure**

Ivy Enber Christian University operates as a religious institution exempt from licensing, as provided under Section 1005.06(1)(f) of the Florida Statutes and regulated by Rule 6E-5.001 of the Florida Administrative Code. The institution meets all criteria established for the Religious Institution Exemption, offering exclusively programs of a religious and theological nature.

Ivy Enber Christian University formally declares that it does not offer programs intended for obtaining professional licensure from the State of Florida. All courses are structured for religious, ministerial, formative, or Christian vocational development purposes and do not constitute preparation for the practice of regulated occupations.

The diplomas issued by the institution contain religious modifiers, as required by statute, and include a statement indicating that they are “not designed for professional licensure.” Should the institution, at any future time, offer any program that requires state recognition, approval, or licensure, it will submit a formal licensing request to the Commission for Independent Education, complying with all applicable regulations.



#### 4. Fee schedule

<b>Table of Values</b>	
<b>ENROLLMENT FEE</b>	<b>US\$ 67</b>
<b>TUITION AMOUNT</b>	<b>Associate Degree: US\$ 980</b> <b>Bachelor's Degree: US\$ 2,600</b> <b>Master's Degree: US\$ 2,835</b> <b>Doctorate Degree: US\$ 6,100</b> <b>Post-Doctorate Program: US\$ 2,400</b>
<b>ENROLLMENT CERTIFICATE</b>	<b>US\$ 4</b>
<b>EXAMINATION BOARD FEE</b>	<b>US\$ 330</b>
<b>APOSTILLE FEE</b>	<b>US\$ 330</b>



## **5. Documentation informing students about financial assistance and loan obligations**

Ivy Enber Christian University does not participate in United States federal financial aid programs (Federal Student Aid), including FAFSA, Pell Grants, Direct Loans, or any other type of government funding. The institution also does not offer its own student loans or finance tuition through student credit programs.

Any financial resources used by students on their own initiative — including bank loans, private financing, personal credit, or contracts with third parties — are the sole responsibility of the student. Ivy Enber Christian University is not involved in, does not guarantee, and assumes no obligation regarding the payment, renegotiation, or fulfillment of these financial responsibilities.

## **6. Employment placement services and limitations**

Ivy Enber Christian University does not offer professional placement services, employment guarantees, job promises, salary projections, statements about the job market, or any form of employability assurance. In accordance with Section 1005.04 of the Florida Statutes and ethical consumer practice guidelines, the institution refrains from any advertising or communication that could suggest guaranteed professional outcomes.

Ivy Enber Christian University reaffirms that its programs are exclusively religious and do not constitute preparation for professions regulated by the State of Florida; therefore, no formal employment placement services are provided. All institutional communication strictly observes the limits established by state law for religious-exempt institutions.



## 7. Policies for retention of student fees upon withdrawal

### 7.1 Admission and Enrollment

Admission to the graduate program occurs upon the student's submission of an application. The application form, containing personal and academic information, becomes part of the student's record for all administrative purposes.

The deadline for submitting the required documents to complete enrollment is 48 (forty-eight) hours from the time of electronic confirmation. In exceptional cases, this deadline may be extended.

If the student fails to meet the established deadline, enrollment will be considered incomplete, implying tacit withdrawal from the program.

The student may exercise the right to withdraw the application within 7 (seven) calendar days from the submission of the application, with a full refund of the enrollment fee, in accordance with Brazilian consumer protection legislation.

### 7.2 Academic Regulations and Conditions

The student must fully comply with the rules established in the Graduate Program Regulations and the Course Regulations, including provisions regarding program completion, failures, loss of scholarships, program withdrawal, and costs not included in the scholarship.



### 7.3 Payment Procedures and Delinquency

The student must make installment payments by the due date, preferably via bank slip or another method authorized by the institution. In case of late payment, penalties and monetary correction may be applied according to institutional policies.

If non-payment persists for more than 90 days, the student's access to the learning platform may be temporarily blocked, without prejudice to the possibility of program termination. Bank slips will be available in the system for issuance by the student and cannot justify any delay due to non-receipt.

### 7.4 Course Suspension (Leave of Absence)

The student may request a suspension or withdrawal through the SIGA system, provided they are in good financial standing. In the case of a suspension, the course may remain suspended for up to 12 months. During the suspension period, upcoming installments are paused.

In case of a contractual termination request, the student must pay any outstanding installments.

Returning from a suspension within the authorized period maintains the student's scholarship status and associated benefits.

Returning after the 12-month suspension period results in loss of the scholarship, and any remaining installments will be charged at the full current tuition rate at the time of return.

The tuition for the month in which the suspension is requested must be paid in full to complete the suspension process.



## 8. Application

The application consists of the formal procedure through which a candidate requests admission to one of the graduate programs offered by the Institution. This process must be carried out exclusively online, by completing the application form available on the Institution's website. The application will only be considered valid after submission of the proof of payment for the corresponding fee, according to the current institutional instructions.

It is important to note that admission to the graduate programs occurs monthly, and studies begin on the first business day of the enrollment month.

Foreign candidates must fully comply with all requirements established by the Institution, including the submission of supporting documentation, in accordance with Brazilian legal requirements and international protocols established by the Institution.

The minimum requirements for applying to the graduate programs are:

- Identity Card or Functional ID (within the validity period);
- CPF (Brazilian Individual Taxpayer Registry);
- Birth or Marriage Certificate;
- Voter Registration Card;
- Military Service Card (for male candidates only);
- Proof of Residence issued within the last **90 (ninety) days**;
- Curriculum Lattes;

Statement of Purpose – required at the time of application (a document presenting the candidate);

Bachelor's Diploma and Transcript for Master's applicants; Master's Diploma and Transcript for Doctoral applicants; and Doctoral Diploma and Transcript for Post-Doctoral applicants.



At the time of initial enrollment in the graduate program, the student is required to indicate the research line in which they intend to focus and deepen their academic and investigative activities, thereby outlining the thematic focus that will guide their educational journey and scientific production throughout the program, in accordance with the program guidelines.

## 9. Academic Performance Assessment of Students in Course Units

The final assessment of a student's academic performance in each course unit will be expressed through a **numeric grade**, assigned on a scale from **0 (zero) to 10 (ten)**, with a **minimum passing grade of 7.0 (seven)**, in accordance with the parameters defined in the institutional academic regulations.

The final grade assigned to a course unit must objectively and consistently reflect the student's level of learning, conceptual mastery, and academic performance effectively achieved at the end of the respective course unit.

The assessment system must be **pre-structured, detailed, and accessible** through the syllabus of the respective course, which is the responsibility of the course instructor to prepare and update.

The assessment methodology must be **intrinsically linked to the overall objectives** of the course unit, ensuring coherence between the content covered, the skills developed, and the expected learning outcomes.

Students have the right to request, from the responsible instructor, **qualitative feedback** on their academic performance, as well as clarifications regarding **intermediate assessments** conducted throughout the academic term.



The instructor must provide the results of the assessment activities **in a timely manner**, in accordance with internal regulations, **within 45 days**, ensuring that the student has the opportunity to continuously monitor their academic progress.

Assessment results must be made available in a timeframe compatible with academic organization, respecting the maximum limit of **45 (forty-five) days** from the date of publication to the student, as established in the internal regulations, in order to guarantee continuous monitoring of the student's academic performance.

Process-based assessments must be documented through **formal records**, preferably in digital format, ensuring institutional integrity.

Participation in assessment activities is a **mandatory and inalienable requirement** for all enrolled students. Under no circumstances is a student allowed to be entirely exempt from participating in the assessment processes of the course unit.

Learning assessment must be conducted using instruments developed by the instructor, which should comprehensively cover the **theoretical, methodological, and applied aspects** of the content taught.

The assignment of the final grade is **conditional upon the existence of at least one formal assessment instrument**, duly recorded through supporting digital documentation, certifying the implementation and execution of the assessment activity.

## 10. Statement on Transferability of Credits

Students who wish to transfer to a different graduate program in which they were initially enrolled must submit a formal request for the change **by the end of the first academic semester** of their current program. The same deadline and rigor apply to requests for changes in the research lines associated with the graduate program in which the student is enrolled. To



enable the academic reassignment, the student must submit a specific request to the Academic Office, observing the deadlines, criteria, and procedures established by current institutional regulations to ensure compliance and proper administrative processing of the transfer.

Requests for credit recognition may be submitted **only if they fully meet the equivalence, curricular compatibility, and documentation requirements** established by the Institution. Recognition of these courses will be granted **only after formal approval of the corresponding subjects, with satisfactory academic performance recorded**, and provided the program allows their incorporation into the student's academic transcript following evaluation by the program coordination.

The recognition of credits and/or requests for equivalency of courses previously completed in other graduate programs—upon submission of syllabi, academic transcripts, and other relevant supporting documents—may be requested by the student through the Academic Coordination Office. Such requests must be **submitted within the first semester following initial enrollment in the program**; submissions after this period will not be accepted.

Requests will be carefully reviewed by the competent authorities, considering the compatibility of course content, workload, and academic rigor, regardless of whether the course was completed in a face-to-face or distance learning format, provided it was taken at a recognized institution and meets the quality standards established by the Institution.

**Mandatory courses in graduate programs are not eligible for credit transfer.**

Requests for the issuance of any academic documents—such as certificates, transcripts, enrollment statements, or other institutional proofs—must be formally submitted to the Academic Coordination Office along with proof of payment of the corresponding administrative fee. Once the request is approved, the documents will be sent within a **maximum of 7 business days** to the email address previously provided by the requester, in accordance with the procedures established by the Institution.



The Institution **does not allow, under any circumstances, simultaneous enrollment in distinct stricto sensu graduate programs**, specifically at the master's and doctoral levels. This restriction is based on the principle that each academic path requires full dedication, methodological depth, and complete academic commitment, and is therefore incompatible with concurrent enrollment in two programs, in accordance with the internal guidelines for academic excellence and the principles governing the organization of graduate programs.

## 11. Academic and Pedagogical Structure

The course units of the stricto sensu postgraduate programs are organized on a **semester-based system**, delivered according to the periods established in the academic calendar in effect at the time of the student's enrollment. These programs are offered entirely in the **Distance Education (EaD) modality**, in a **100% non-presential format**, supported by digital resources and asynchronous and/or synchronous pedagogical mediation, in accordance with the didactic-pedagogical guidelines established by the Institution.

The academic calendar is made available monthly in the virtual learning environment, based on the student's entry into the postgraduate programs. This normative document systematically outlines the dates and deadlines for the main academic activities, such as the **start and end of course units**.

It is the responsibility of the postgraduate student to **stay informed independently and continuously** regarding the academic schedule, which includes dates related to classes, assessments, certification events, defenses, administrative deadlines, and other institutional commitments. Such information is periodically updated and published in the official virtual environment, accessible via the Institution's website, and it is the student's responsibility to monitor it with academic diligence.



All students must fully comply with the **curriculum in effect at the time of their initial enrollment** in the postgraduate program. In the event of an interruption in the academic path, the student may be subject to updates and curricular restructuring that may be implemented in the program, including changes in workload, course content, and academic-administrative requirements.

The **standard completion time** for the postgraduate program, according to the academic system adopted by the Institution, is **24 (twenty-four) months** for master's programs and **48 (forty-eight) months** for doctoral programs. These periods include all mandatory stages of the academic pathway, including the completion of required credits, participation in complementary activities, qualification of the research project, and the public defense of the dissertation or thesis, according to the curricular guidelines and the timeframes established in the program regulations.

Throughout the academic pathway developed within the stricto sensu Postgraduate Program, students will be progressively involved in **systematic processes of theoretical deepening, methodological mastery, and academic-scientific maturation**, aiming to consolidate advanced competencies, research skills, and specialized knowledge. These competencies are fundamental for the **autonomous, critical, and intellectually rigorous preparation** of the master's dissertation or doctoral thesis, in accordance with the standards of excellence and the epistemological principles guiding scientific production at the postgraduate level.

As part of the institutional requirements for qualified scientific training, **master's students** must provide proof of the **publication of two scientific articles** as a complementary requirement for program completion: one **before** and one **after** the qualification examination. For **doctoral students**, this requirement is expanded, requiring the **publication of four articles** — two before and two after the qualification examination — following the academic flow outlined in the program's formative project.



The Institution is committed to **academic excellence** and encourages the **broad and qualified dissemination** of the results arising from dissertations and theses. Such dissemination should occur primarily through publication in **scientific journals**. Submissions must meet **peer-review standards**, which are indispensable for scientific legitimacy, methodological validation, and the student's integration into high-impact knowledge production and dissemination networks.

The **total workload** of stricto sensu postgraduate programs is defined according to the **epistemological, methodological, and formative specifics** of each course, respecting the minimum parameters established by the national postgraduate regulatory bodies. For master's programs, the total workload must not be less than **930 (nine hundred and thirty) class hours**, while doctoral programs require a minimum of **1,200 (one thousand two hundred) class hours**, which may be increased depending on internal curricular guidelines, the nature of the research lines, and the academic-scientific requirements of each concentration area.

The **curricular structure**, composed of **mandatory courses of a general and specific nature** — the latter linked to the respective research lines — as well as **optional (elective) components**, is fully described in the **Pedagogical Projects of the Programs (PPP)** for Master's and Doctoral programs, which are available for consultation in the student's virtual learning environment. This curricular organization aims to ensure **formative flexibility, methodological coherence, and progressive theoretical-practical specialization** of students throughout their academic journey.

## **12. Procedures for handling student complaints**

Ivy Enber Christian University maintains a formal, transparent and documented procedure for handling student complaints, in accordance with the fair consumer practices provisions set forth in Section 1005.04, Florida Statutes.



## 12.1. Official Channels for Service and Registration

The institution provides students the following formal channels to submit requests, questions, complaints and general communications:

a) Institutional Service E-mail

**[contact@enberuniversity.com](mailto:contact@enberuniversity.com)**

Channel dedicated to receiving administrative and academic requests and general communications.

b) Enber University Service Center

A support channel for academic and administrative matters, guiding students on procedures, rules and issues related to academic life via telephone: **(321) 300-9710**.

c) Official Ombudsman (Complaints) Form

An electronic tool dedicated exclusively to registering complaints, suggestions, compliments or requests for review.

Form:

**[https://docs.google.com/forms/d/e/1FAIpQLSciYsVyZmX\\_DxymBp2kc1ySqK5GbD\\_2Ob61D1zWqGxpGmDiA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSciYsVyZmX_DxymBp2kc1ySqK5GbD_2Ob61D1zWqGxpGmDiA/viewform)**

## 12.2 Complaint Handling Process Steps

The institutional process for analyzing and resolving complaints follows the steps below:

- Receipt of the submission through one of the official channels listed above.
- Documentary registration of the request in the University's internal systems.
- Triage and referral of the submission to the department responsible for analysis.
- Preliminary analysis, including verification of facts, documents and relevant information.
- Initial response to the student, issued within **48 (forty-eight) hours** after registration.
- Implementation of appropriate measures to resolve the matter.
- Recording of the resolution and final communication to the student.



### 12.3 Review Instances

If the student disagrees with the decision or solution offered, they may request a re-evaluation of the matter.

A new review will be carried out by a higher administrative instance, ensuring an internal second-level review.

### 12.4 Student Guarantees

Ivy Enber Christian University assures that:

- All submissions will be treated with confidentiality, seriousness and respect;
- The student will not suffer any form of retaliation as a result of filing a complaint;
- Service will adhere strictly to principles of equity, transparency and institutional ethics;
- The entire procedure will be documented, ensuring traceability and regulatory compliance.

### 12.5 Institutional Commitment

The University reaffirms its commitment to:

- Transparency in processes;
- Administrative ethics;
- Compliance with the legislation applicable to religious-exempt institutions;
- Continuous improvement of the services offered to students.

This statement is part of Ivy Enber Christian University's institutional policies and serves for purposes of evidence, audit and administrative record.

## 13. Procedures for disciplinary actions

The Ivy Enber Christian University maintains formalized disciplinary procedures in its Student Handbook, established in accordance with the institution's principles of ethics, integrity, mutual respect, and academic responsibility. These procedures are designed to ensure the preservation of a



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healthy, safe, Christian, and value-aligned educational environment, guaranteeing that any inappropriate conduct is addressed in a fair, transparent, and proportional manner.

The disciplinary provisions encompass behaviors incompatible with the academic-religious environment as well as administrative infractions, outlining the responsibilities of the student within the virtual learning environment, academic interactions, institutional communications, and all commitments assumed with the University.

## **14. Conduct Incompatible with the Academic-Religious Environment**

The following constitute disciplinary infractions, among others described in the Student Handbook:

- Plagiarism, academic fraud, or any form of intellectual dishonesty in assignments, assessments, projects, dissertations, or theses;
- Improper use of the institutional platform, including disrespect toward faculty, peers, or administrative staff;
- Offensive, discriminatory, harassing, or otherwise inappropriate language that contradicts the Christian principles of the institution;
- Misuse of the University's name, official documents, or visual identity;
- Manipulation, falsification, or omission of academic or administrative information;
- Actions that compromise the integrity, security, or functionality of institutional systems;
- Any conduct that violates internal regulations, institutional policies, or ethical principles established in the Ivy Enber Christian University Code of Ethics.

### **14.1 Nature of Administrative Measures**

Disciplinary measures are applied in accordance with the criteria of proportionality, reasonableness, recurrence, and the severity of the conduct under review. Possible institutional actions include:

#### **Formal Warning**

A written notice documenting inappropriate behavior and advising the student to take immediate corrective action.



## **Academic Suspension**

Temporary restriction of access to academic activities and institutional systems for a period determined by the administrative decision.

## **Institutional Dismissal**

Permanent termination of the student's academic affiliation in cases of severe infractions, repeated violations, or ethical breaches incompatible with the institution's values.

## **14.2 Stages of the Disciplinary Process**

The disciplinary process follows a standardized administrative procedure, ensuring documentation and adherence to the internal due process requirements:

### **Official Notification**

The student will receive written communication describing the conduct under review and the applicable regulatory provisions.

### **Right to Defense**

The student may submit a written defense, justification, or explanation within the deadline specified in the official notice.

### **Review by the Competent Authority**

The Academic Vice-Director, or an equivalent designated authority, will evaluate the student's statement, documentary evidence, and institutional records before issuing a decision.

### **Documented Recordkeeping**



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All stages—notification, defense, review, and final decision—will be formally recorded and archived in institutional systems for purposes of compliance, transparency, and audit.

#### **Final Decision and Possibility of Appeal**

The final decision will be communicated to the student in writing.

When applicable, an administrative appeal may be submitted and reviewed by a higher authority to ensure impartial reevaluation.

### **14.3 Institutional Guarantees to the Student**

The Ivy Enber Christian University ensures that:

- No student will be penalized without administrative review and the opportunity to present a defense;
- The disciplinary process will uphold principles of ethics, dignity, confidentiality, and respect;
- No retaliation or undue prejudice will occur as a result of submitting a defense or appeal;
- All decisions will be reasoned, documented, and communicated with clarity and transparency;
- All disciplinary records will maintain integrity and traceability in accordance with institutional standards.

### **14.4 Final Provisions**

The disciplinary procedures form an integral part of the internal regulations of Ivy Enber Christian University and are mandatory for all enrolled students. Lack of knowledge of these rules does not exempt the student from disciplinary responsibility.

The institution reaffirms its commitment to maintaining an ethical, safe, and Christian academic environment, ensuring that all disciplinary measures are conducted with fairness, proportionality, and respect for the dignity of the academic community.



## 15. Appeals Procedures

The Ivy Enber Christian University ensures students the formal right to submit appeals regarding academic, administrative, or disciplinary decisions.

The appeals process is structured according to the principles of transparency, impartiality, fairness, and respect for internal due process, in compliance with the consumer practices set forth in Section 1005.04, Florida Statutes.

### 15.1 Right to Appeal

The student may file an appeal within the established deadlines by using the official institutional form.

All appeals are reviewed by an authority or committee that is hierarchically superior to the body responsible for the initial decision, ensuring independence, neutrality, and a fair reassessment of the case.

### 15.2 Stages of the Appeals Procedure

The appeals process includes the following formal steps:

- **Access to Information Regarding the Challenged Decision**

The student has the right to review the rationale, documents, and administrative records that supported the original decision.

- **Submission of the Appeal**

The student may submit a written appeal and, when applicable, additional documentation deemed relevant for reconsideration.

- **Review by the Competent Authority**

The appeal will be forwarded to a higher-level administrative authority or committee, which will reassess the facts, documents, arguments, and applicable regulations.



- **Formal Response**

The student will receive a final written decision containing clear and objective justification, officially recorded in the institutional systems.

### **15.3. Official Channels for Support and Submission**

For assistance, clarification, or submission of concerns, Ivy Enber Christian University provides the following official channels:

#### **Institutional Support Email**

**contact@enberuniversity.com**

Official channel for receiving student requests, questions, administrative communications, and general inquiries.

#### **Enber University Support Center**

Dedicated to providing academic and administrative assistance, offering guidance on institutional procedures.

#### **Official Ombudsman Form**

Electronic form for submitting complaints, suggestions, compliments, and requests for review.

##### **Enber Ombudsman Portal:**

[https://docs.google.com/forms/d/e/1FAIpQLSciYsVyZmX\\_DxymBp2kc1ySqK5GbD\\_2Ob61D1zWqGxpGmDiA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSciYsVyZmX_DxymBp2kc1ySqK5GbD_2Ob61D1zWqGxpGmDiA/viewform)

### **15.4. Review and Response Time**

All submissions received through official channels are initially processed by the Support Center, which conducts triage and forwards the matter to the appropriate department.



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The University adopts an institutional deadline of **up to 48 hours** to issue an initial response, ensuring efficiency, transparency, and proper handling of the request.

## 15.5. Institutional Guarantees

Ivy Enber Christian University ensures that:

- no student will be penalized or retaliated against for submitting an appeal or complaint;
- all proceedings will be conducted with confidentiality, respect, and integrity;
- all decisions will be justified and formally recorded for compliance and auditing purposes;
- the appeals process guarantees impartial review and an equal opportunity for the student to present their case at every stage.

## 16. Qualification Committee and Defense Committee

### 16.1 Qualification Committee – Master's and/or Doctorate

In stricto sensu postgraduate programs, at the master's and doctoral levels, the granting of the respective academic degree is conditioned not only on the full completion of curricular requirements — in terms of credit hours, mandatory and elective courses — but also on the submission, defense, and formal approval of the dissertation and/or thesis project in a stage called the **Qualification Committee**, according to the regulations established by Ivy Enber Christian University.

For the master's level, the Qualification Committee shall consist of a reviewing board composed of three full members, of which two must belong to the university's faculty and one must be external, affiliated with another recognized higher education institution or research center.

For the doctoral level, the committee shall be composed of five reviewing members, requiring the presence of at least three permanent faculty members from Ivy Enber Christian University and two external reviewers, ensuring institutional diversity and rigor in inter-institutional evaluation.

In both cases, the committee will be chaired by the dissertation or thesis advisor, in their capacity as an ex officio member, responsible for coordinating the work. After the qualification defense session, the committee must issue a written opinion, with justification, accompanied by an evaluative grade,



expressing judgment on the quality, theoretical-methodological consistency, and feasibility of the research in progress.

In the event of non-approval, the committee may require the work to be resubmitted, specifying in writing the substantial changes to be made. The student must submit a revised version of the text incorporating the recommended adjustments and present it in a new evaluation session within the timeframe established by the program coordination.

The result issued by the Qualification Committee — approved or mandatory resubmission — will be accompanied by the final grade of the qualification course, which will be recorded in the student's academic transcript and constitute an essential criterion for the continuation of the research and, subsequently, for the defense of the final dissertation or thesis.

## 16.2 Dissertation and/or Thesis Defense Committee

In stricto sensu postgraduate programs, at the master's and doctoral levels, the granting of the academic degree is conditioned upon the successful completion of the **public defense** of the dissertation or thesis, the concluding stage of the academic program, in accordance with the current regulations and institutional guidelines of Ivy Enber Christian University.

The Defense Committee, for both master's dissertations and doctoral theses, shall be composed of the same number of members as established for the respective Qualification Committee, maintaining the criteria regarding the proportion of internal and external reviewers.

The committee will be chaired by the student's advisor, as an ex officio member, responsible for coordinating the work and conducting the evaluation session. Upon completion of the oral presentation and academic discussion, the examining committee must issue a written, justified opinion, accompanied by the final grade assigned to the work, considering criteria such as originality, theoretical-methodological consistency, scientific contribution, argumentative adequacy, and relevance of the research conducted.



For approval, a minimum grade of 7 on a scale from 0 to 10 is required. The decision of the examining committee is considered final and unappealable within the academic context. The result must be formally recorded in an official minutes document, signed by all members present and filed in the program's academic records, serving as official proof of completion of the final stage of the course.

## 17. General Provisions

Members of the academic community — students and faculty — are mandatorily subject to the guidelines of the Ivy Enber Christian University Code of Ethics, which directs their practices according to the fundamental principles of academic integrity. These principles encompass the continuous exercise of intellectual honesty, ethical commitment, scientific responsibility, institutional reliability, fairness in evaluation, and mutual respect within the context of learning, research, and knowledge dissemination. Conducts that violate these values will be addressed by the competent authorities, in accordance with the disciplinary regulations in force.

In accordance with the principle of a culture of formative assessment, students are guaranteed the right to annually evaluate the pedagogical and teaching performance of faculty members linked to the Postgraduate Programs. This evaluation must be conducted electronically, in a dedicated digital environment, within the deadlines established and widely communicated by the Program Coordination Office. The results obtained will be used for institutional purposes, aimed at improving formative processes and the continuous enhancement of teaching quality.

Reading, understanding, and observing this Academic Manual is mandatory for all students formally enrolled in the Postgraduate Programs at Ivy Enber Christian University. Partial or total lack of knowledge of the provisions established herein will not be accepted as a legitimate justification for failing to comply with any obligations, requirements, or deadlines stipulated.



## 18. Educational programs and curricula offered

Ivy Enber Christian University offers exclusively religious academic programs, all structured with a religious modifier and developed from a Christian worldview. The courses have a spiritual, ethical, and theological purpose, aligned with the institutional mission defined in Section 1005.06(1)(f), Florida Statutes, and with the guidelines established by Rule 6E-5.001 of the Florida Administrative Code.

The programs are not intended to provide professional training for the practice of occupations regulated by the State of Florida. They are entirely religious in nature, aimed at the vocational, ministerial, and ethical development of the student, always emphasizing the Christian interpretation of the areas of knowledge addressed.

Programs that relate to traditionally secular fields—such as administration, health, psychology, psychoanalysis, law, or neuroscience—are addressed solely from a Christian, ethical, philosophical, or ministerial perspective, with no components of clinical, legal, or technical practice. No program offered by the university provides professional preparation for regulated professions in the State of Florida.

Below are the programs offered by the institution, each maintaining an explicit religious orientation in its content, curriculum, and educational objectives:



## ASSOCIATE DEGREE

- **Arts, Ministerial Skills, and Biblical Knowledge**

Religious program focused exclusively on ministerial formation.

## BACHELOR'S DEGREE

- **Arts and Theology**

Foundational theological program centered on doctrine and biblical interpretation.

## MASTER'S DEGREES – Research Emphasis with Religious Foundation

Programs oriented toward academic analysis from a Christian perspective:

- **Counseling, Psychoanalysis, and Christian Ethics**
- **Administration with a focus on Health Services, Psychology, and Christian Ethics**
- **Public Health Administration, Humanitarian Aid, and Christian Ethics**
- **Arts and Theology**
- **Administrative Sciences and Christian Ethics**
- **Educational Sciences and Christian Ethics**
- **Education with an emphasis on Legal Studies, International Law, and Christian Ethics**
- **Education, Neurosciences, Human Development, and Christian Ethics**



### **· Education, Psychopedagogy, and Christian Ethics**

These programs address the mentioned fields exclusively from an ethical, philosophical, and Christian perspective, and do not constitute clinical, legal, or professional training.

### **MASTER'S DEGREES – Research and Practical Application Emphasis under a Christian Worldview**

Programs focused on leadership, Christian ethics, and theological application in contemporary contexts:

- Administration with a specialization in Digital Marketing and Christian Ethics**
- Administration, Governance, Technology, Innovation, and Christian Ethics**
- Administration, Technology, Innovation in Health Services, and Christian Ethics**
- Arts and Theology in the Missionary Field**
- Coaching, Leadership, and Christian Ethics**
- Education with an emphasis on Legal Studies applied to Business and Public Management, and Christian Ethics**
- Education with an emphasis on Psychoanalysis, Mental Health, and Christian Ethics**
- Education, Technology, Practices, and Christian Ethics**

The contents presented are interpretative and based on Christian ethics, and do not offer legal, clinical, therapeutic, or technical training applicable to regulated professions.



## DOCTORAL PROGRAMS – Advanced Christian Research

- **Clinical Counseling, Psychoanalysis, and Christian Ethics**
- **Administration with a focus on Health Services, Psychology, and Christian Ethics**
- **Administrative Sciences and Christian Ethics**
- **Educational Sciences and Christian Ethics**
- **Educational Sciences in Public Health, Humanitarian Aid, and Christian Ethics**
- **Education with an emphasis on Legal Studies, International Law, and Christian Ethics**
- **Education, Neurosciences, Human Development, and Christian Ethics**
- **Theology and Philosophy**

All doctoral programs maintain a religious, reflective, and ethical focus, with no purpose of secular professional licensure.

## POSTDOCTORAL PROGRAMS – Advanced Studies of a Religious Nature

- **Clinical Counseling, Psychoanalysis, and Christian Ethics**
- **Administration with a focus on Health Services, Psychology, and Christian Ethics**
- **Administrative Sciences and Christian Ethics**
- **Educational Sciences and Christian Ethics**
- **Educational Sciences in Public Health, Humanitarian Aid, and Christian Ethics**
- **Education with an emphasis on Legal Studies, International Law, and Christian Ethics**
- **Education, Neurosciences, Human Development, and Christian Ethics**
- **Theology and Philosophy**

These are exclusively investigative programs, religious in nature, and without any component of regulated professional practice.



## 19. Documentation on relationship of programs to state licensure requirements

All academic programs offered by Ivy Enber Christian University are exclusively religious, theological, ethical, and formative in nature, in accordance with Section 1005.06(1)(f), Florida Statutes, and Rule 6E-5.001 of the Florida Administrative Code. The institution does not offer courses designed to prepare students for the practice of professions regulated by the State of Florida, and no program leads to professional licensure.

Each program carries a mandatory religious modifier in its title, diplomas, academic transcripts, and all institutional publications, making it clear that the courses have a Christian spiritual and vocational purpose and do not constitute technical, clinical, legal, or health training applicable to the regulated professional market.

Students who intend to use their diploma for academic or professional purposes outside the State of Florida or in another country are informed that each jurisdiction has its own regulations, and it is the sole responsibility of the student to verify in advance the local requirements for recognition, equivalency, validation, or potential licensure.

Therefore, the institution fully complies with the transparency and compliance requirements imposed by Florida law regarding the relationship between academic programs and state licensure requirements.



## 20. Copies of advertisements

Ivy Enber Christian University maintains disclosure practices consistent with the transparency and truthfulness requirements established by Section 1005.04, Florida Statutes, ensuring that all promotional materials accurately reflect the religious nature of the institution and the programs offered.

All advertisements—including the institutional website, social media, brochures, digital campaigns, and printed materials—are prepared using clear, truthful, and non-misleading language. The institution does not use statements that may suggest:

- guarantees of employment or salary,
- promises of professional licensure,
- automatic equivalency with secular programs,
- undisclosed government recognition,
- automatic professional validation in other countries, or
- any benefit beyond the scope permitted under the Religious Institution Exemption status.

Promotional materials clearly present the university's religious mission, the theological and ethical nature of the programs, the mandatory use of religious modifiers, and the absence of professional licensure purposes, as required by Rule 6E-5.001 of the Florida Administrative Code.

Ivy Enber Christian University maintains an internal archive with up-to-date copies of all institutional advertisements, which can be submitted to the Department upon request, fully complying with item 12 of the Fair Consumer Practices Checklist.