



Juneteenth Intercontinental University – Board-Approved Policies Manual

Effective Date: Upon Board Adoption

Approved By: Board of Regents

Prepared By: Office of the President & General Counsel

Front Matter: Board Approval & Signatures

Board Resolution No.: JIU-BR-2026-01

“Be it resolved that the Juneteenth Intercontinental University Board of Regents formally approves the consolidated Policies, Procedures, and Guidelines Manual, effective immediately. All university members are required to comply with the policies herein. The President and designated officers are authorized to implement and maintain these policies.”

Certification of Adoption

Name	Title	Signature	Date
	Chair, Board / Chancellor		
Dr. R. Joshua Cesaire	President	<i>RemyJCesaire</i>	01-16-2026
Mrs. Nelly Derisma	Secretary of the Board	<i>MNellyDerismaJ</i>	01-16-2026

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Juneteenth Intercontinental University

Policies, Procedures, and Guidelines Manual

Board-Approved Integrated Edition

Effective Date: Upon Adoption by the Board of Regents

Front Matter: Board Approval & Authority

Board of Regents Resolution

The Board of Regents of Juneteenth Intercontinental University (“the University”) affirms its fiduciary and governing responsibility for all academic, administrative, financial, and operational affairs of the institution. By formal resolution, the Board hereby adopts and enacts this consolidated **Policies, Procedures, and Guidelines Manual** as the authoritative policy framework governing the University. All prior policies inconsistent with this Manual are superseded. The Board delegates authority to the President and designated officers to implement, interpret, and enforce these policies consistent with accreditation standards, applicable laws, and the mission of the University.

Section 1 – Governance & Board Authority

Purpose

To establish a clear governance framework that ensures accountability, transparency, and effective institutional leadership.

Policy

The Board of Regents is the highest governing authority of Juneteenth Intercontinental University. It exercises fiduciary oversight over the institution’s mission, finances, academic integrity, and strategic direction.

Key Provisions

- The Board appoints and evaluates the President.
- The Board approves all institutional policies, budgets, and strategic plans.
- The Chancellor serves as an honorary position and Chair of the Board.
- Standing committees include Academic Affairs, Finance & Audit, Governance, and External Relations.
- Conflicts of interest must be disclosed annually.

Review Cycle

Every five (5) years or as required by accreditation standards.

Section 2 – General Education (GE) Policy

Purpose

To ensure that all undergraduate students acquire foundational knowledge, critical thinking skills, communication competence, ethical awareness, and civic responsibility.

Policy

All degree-seeking students must complete the General Education curriculum as approved by the Faculty Senate and Board of Regents.

Key Elements

- Required GE credits across writing, quantitative reasoning, humanities, social sciences, and natural sciences.
- Writing-intensive courses including **ENGL 1010** and **FRAN 1010**.
- Portfolio-based assessment of learning outcomes.

- Regular review and assessment aligned with institutional learning outcomes.

Assessment

GE outcomes are assessed annually using direct and indirect measures and reported to Academic Affairs and the Board.

Section 3 – Electronic Information Resources (EIR) & AI Governance

Purpose

To regulate the ethical, secure, and responsible use of information technology and artificial intelligence.

Policy

University-provided electronic resources are to be used solely for lawful, ethical, and mission-aligned purposes.

AI Governance

- Generative AI may be used as a support tool, not a substitute for original academic work.
- AI use must be disclosed in academic submissions where applicable.
- AI systems must comply with privacy, intellectual property, and academic integrity standards.
- An AI Governance Committee oversees approvals and audits.

Prohibited Use

- Unauthorized data scraping
 - Academic dishonesty facilitated by AI
 - Surveillance or discriminatory applications
-

Section 4 – Academic Integrity Policy

Purpose

To uphold honesty, fairness, and scholarly rigor.

Policy

Academic dishonesty, including plagiarism, cheating, falsification, and misuse of AI, is strictly prohibited.

Procedures

- Allegations are reviewed by the Academic Integrity Committee.
- Sanctions range from warnings to dismissal.
- Students have the right to due process and appeal.

Education

All students receive instruction on citation, ethical research, and responsible AI use.

Section 5 – Faculty & Human Resources Policy

Purpose

To ensure fair employment practices and professional excellence.

Policy

Faculty and staff are hired, evaluated, and retained based on merit, qualifications, and commitment to the University's mission.

Key Areas

- Appointment, promotion, and evaluation procedures
- Professional development requirements
- Ethical conduct and conflict-of-interest standards
- Equal opportunity and non-discrimination

Faculty Governance

Faculty participate in curriculum development, assessment, and academic policy through shared governance structures.

Section 6 – Student Conduct Policy

Purpose

To maintain a respectful, safe, and orderly learning environment.

Policy

Students are expected to uphold standards of conduct consistent with the University's values.

Scope

Applies to on-campus, online, and university-sponsored activities.

Procedures

- Alleged violations are reviewed by the Student Conduct Committee.
 - Sanctions include warnings, probation, suspension, or dismissal.
 - Due process and appeal rights are guaranteed.
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Section 7 – Sexual Misconduct Policy

Purpose

To prevent and respond to sexual harassment, assault, and gender-based violence.

Policy

The University maintains zero tolerance for sexual misconduct.

Key Provisions

- Confidential reporting options
- Timely, impartial investigations
- Support services for complainants
- Protection against retaliation

Compliance

Aligned with Canadian law, human rights standards, and international best practices.

Section 8 – Financial Management & Procurement Policy

Purpose

To ensure fiscal responsibility, transparency, and accountability.

Policy

All financial transactions must follow approved budgets, internal controls, and procurement procedures.

Key Controls

- Defined signing authority thresholds
- Competitive procurement requirements
- Annual independent audits
- Separation of duties

Oversight

The Finance & Audit Committee reports directly to the Board.

Section 9 – External Relationships & Advisory Bodies

Purpose

To guide partnerships and community engagement.

Policy

External relationships must advance the University’s mission and maintain institutional independence.

Advisory Bodies

- Community representatives
- National and international partners
- At-large experts

Safeguards

- Written MOUs
 - Conflict-of-interest disclosures
 - Board oversight
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Section 10 – Accreditation Compliance & Quality Assurance

Purpose

To ensure continuous institutional improvement and compliance.

Policy

The University commits to ongoing assessment, transparency, and accountability in accordance with accreditation standards.

Processes

- Program review cycles
- Learning outcomes assessment
- Data integrity and reporting
- Board monitoring of compliance

APPENDICES

Juneteenth Intercontinental University
Policies, Procedures, and Guidelines Manual

APPENDIX A – SAMPLE FORMS & TEMPLATES

A.1 Academic Integrity Disclosure Form

Juneteenth Intercontinental University
Academic Integrity & AI Disclosure Statement

Student Name: _____

Student ID: _____

Course Code & Title: _____

Instructor: _____

Assignment Title: _____

Date Submitted: _____

I certify that this submission represents my own original work.

I used generative AI tools in accordance with University policy and have fully disclosed such use below.

AI Tool(s) Used (if any): _____

Purpose of AI Use (e.g., brainstorming, grammar review): _____

Student Declaration:

I affirm that I have complied with the Academic Integrity and AI Governance Policies of Juneteenth Intercontinental University.

Signature: _____ Date: _____

A.2 Sexual Misconduct Incident Reporting Form

Confidential – Juneteenth Intercontinental University

Complainant Name (optional): _____

Role: Student Staff Faculty Visitor

Contact Information (optional): _____

Date of Incident: _____

Location (if applicable): _____

Description of Incident (attach additional pages if needed): _____

I am requesting supportive measures

I am requesting a formal investigation

I am seeking information only

Signature (optional): _____ Date: _____

A.3 Faculty Course Syllabus Template

Juneteenth Intercontinental University

Course Code & Title

Term & Year

Instructor Name & Contact Information

Office Hours

Course Description

(As approved in the Academic Catalog)

Learning Outcomes

Upon completion of this course, students will be able to:

1st

2nd

3rd

Required Texts & Materials

Assessment & Grading Breakdown

A.4 Procurement Request Form

Requestor Name & Department: _____

Description of Goods/Services: _____

Estimated Cost: \$ _____

Funding Source / Account Holder Approval: _____

Competitive process required

Direct award (justification attached)

Signature (Requestor): _____ Date: _____

Signature (Approval Authority): _____ Date: _____

APPENDIX B – EVALUATION RUBRICS

B.1 General Education Learning Outcomes Rubric

Criterion	Exceeds Expectations	Meets Expectations	Developing	Insufficient
Critical Thinking	Demonstrates original analysis and synthesis	Demonstrates logical reasoning	Limited analysis	Lacks coherence
Written Communication	Clear, persuasive, error-free	Clear with minor errors	Frequent errors	Unclear
Ethical Reasoning	Applies ethical frameworks	Recognizes ethical issues	Minimal engagement	No awareness

B.2 Faculty Teaching Effectiveness Rubric

Domain	Exemplary	Proficient	Needs Improvement
Content Mastery	Deep disciplinary expertise	Competent knowledge	Insufficient
Student Engagement	Highly interactive	Adequate engagement	Minimal
Assessment Design	Aligned & transparent	Mostly aligned	Misaligned

B.3 AI Use Evaluation Rubric

Dimension	Responsible Use	Limited Use	Misuse
Disclosure	Fully disclosed	Partial disclosure	None
Originality	Student-driven	Mixed	AI-generated
Ethical Compliance	Fully compliant	Minor concerns	Violates policy

APPENDIX C – APA REFERENCES & LEGAL CITATIONS

Key APA References

American Council on Education. (2023). *Artificial intelligence and the future of teaching and learning*.

Council for Higher Education Accreditation. (2022). *Quality assurance principles*.

Criminal Code of Canada, R.S.C., 1985, c. C-46.

Freedom of Information and Protection of Privacy Act (Canada). (2023).

IEEE. (2020). *Ethically aligned design: A vision for prioritizing human well-being with autonomous and intelligent systems*.

Legal & Regulatory Citations

- **Freedom of Information and Protection of Privacy Act** (Canada)
 - **Criminal Code of Canada**, R.S.C., 1985, c. C-46
 - **Human Rights Codes** (Provincial / Federal)
 - **Workplace Safety and Insurance Legislation**
 - **University Act** (Applicable Jurisdiction)
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APPENDIX D – GLOSSARY OF TERMS

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- ⇒ **Academic Integrity**
Commitment to honesty, trust, fairness, respect, and responsibility in scholarship.
- ⇒ **Administrative Authority**
An individual with delegated responsibility for oversight of University operations or resources.
- ⇒ **Artificial Intelligence (AI)**
Computational systems capable of performing tasks that normally require human intelligence.
- ⇒ **Board of Regents**
The highest governing body of Juneteenth Intercontinental University.
- ⇒ **Electronic Information Resources (EIR)**
University-owned or managed digital systems, networks, and data assets.
- ⇒ **Generative AI**
AI systems capable of producing text, images, code, or other content based on input prompts.
- ⇒ **Sexual Misconduct**
Any non-consensual sexual act, harassment, or exploitation.
- ⇒ **Student Conduct**
Standards governing student behavior in academic and non-academic settings.
- ⇒ **University Community**
Students, faculty, staff, administrators, Board members, and authorized affiliates.
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APPENDIX E

ACCREDITATION CROSSWALK: POLICIES, GOVERNANCE, AND INSTITUTIONAL EFFECTIVENESS

Purpose of This Appendix

This Accreditation Crosswalk demonstrates how Juneteenth Intercontinental University’s policies, procedures, and governance structures align with recognized **institutional accreditation standards**, including but not limited to:

- Governance and fiduciary oversight
- Academic quality and integrity
- Student protection and equity
- Financial sustainability
- Ethical operations and compliance
- Continuous improvement and accountability

This appendix enables *accreditors, regulators, and auditors* to quickly verify compliance and institutional coherence.

1. GOVERNANCE & BOARD OVERSIGHT

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Governing Board Authority & Independence	Board of Regents Policy; Chancellor (Honorary) Policy; Board Resolutions	Board holds ultimate fiduciary authority; formal resolutions adopt policies; clear separation between governance and administration

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Strategic Oversight & Mission Integrity	Governance Policy; External Relations Policy	Board oversight of mission, partnerships, and institutional direction
Ethical Governance	Conflict of Interest Policy; Code of Ethics	Required disclosures; annual affirmations

Aligned Standards:

MSCHE Std. VII; SACSCOC Std. 4; HLC Criterion 2

2. ACADEMIC QUALITY & GENERAL EDUCATION (GE)

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Academic Rigor & Coherence	General Education Policy; Curriculum Oversight Procedures	Clearly articulated learning outcomes; credit-hour definitions; faculty oversight
Faculty Responsibility for Curriculum	Academic Integrity Policy; HR Faculty Policy	Faculty-led curriculum design and assessment
Assessment of Student Learning	GE Assessment Procedures; Portfolio Policies	Embedded outcomes, rubrics, and portfolio review

Aligned Standards:

MSCHE Std. III & V; HLC Criterion 3; WSCUC CFR 2.2

3. ACADEMIC INTEGRITY & AI GOVERNANCE

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Academic Honesty	Academic Integrity Policy	Clear definitions of misconduct; due process
Ethical Use of Technology	AI Governance Policy	Transparent AI use guidelines; student and faculty accountability
Integrity of Credentials	Assessment Policy; Records Policy	Secure grading, evaluation, and credentialing

Aligned Standards:

SACSCOC Std. 8; HLC Criterion 2.E; UNESCO AI Ethics Framework

4. STUDENT CONDUCT & PROTECTION

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Student Rights & Responsibilities	Student Conduct Policy	Published expectations; appeal processes
Sexual Misconduct & Harassment	Sexual Misconduct Policy (Title IX-aligned)	Reporting mechanisms; investigations; victim support
Equity & Non-Discrimination	EIR Policy (Equity, Inclusion, Respect)	Inclusive institutional climate

Aligned Standards:

MSCHE Std. II; SACSCOC Std. 4.2; Canadian Human Rights principles

5. FACULTY & HUMAN RESOURCES (HR)

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Qualified Faculty	HR Policy; Faculty Hiring Standards	Credential verification; role alignment
Professional Development	Faculty Development Policy	Ongoing training and evaluation

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Fair Employment Practices	HR Policy; Grievance Procedures	Transparent hiring, evaluation, and termination

Aligned Standards:

HLC Criterion 3.C; MSCHE Std. III

6. FINANCIAL MANAGEMENT & SUSTAINABILITY

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Financial Stability	Finance Policy; Budget Oversight Procedures	Multi-year budgeting; board oversight
Fiduciary Responsibility	Board Finance Committee Policy	Separation of duties; internal controls
Transparency & Auditability	Financial Reporting Policy	Regular reporting; audit readiness

Aligned Standards:

MSCHE Std. VI; SACSCOC Std. 13; HLC Criterion 5

7. EXTERNAL RELATIONS & PARTNERSHIPS

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Institutional Autonomy	External Relations Policy	Board approval of partnerships
Ethical Partnerships	Advisory Bodies Policy	Mission-aligned collaborations
Community Engagement	Civic Engagement Policy	Measurable impact and accountability

Aligned Standards:

WSCUC CFR 2.3; MSCHE Std. II

8. INSTITUTIONAL EFFECTIVENESS & CONTINUOUS IMPROVEMENT

Accreditation Standard Area	Relevant Policy Sections	Evidence of Compliance
Planning & Assessment	Institutional Effectiveness Policy	Data-driven improvement
Use of Evidence	Assessment & Review Procedures	Regular program review
Accountability	Board Review Cycles	Policy updates and evaluations

Aligned Standards:

MSCHE Std. V; HLC Criterion 4

9. SUMMARY COMPLIANCE STATEMENT

Juneteenth Intercontinental University demonstrates **systemic alignment** with recognized accreditation principles through:

- Clearly articulated governance authority
- Documented academic policies and assessment practices
- Robust student protections and ethical standards
- Financial stewardship and sustainability
- Continuous institutional improvement

This crosswalk confirms that JIU possesses the *organizational maturity, policy infrastructure, and accountability mechanisms* expected of an accredited degree-granting institution.

APPENDIX F – DOCUMENT CONTROL

Policy Owner: Office of the President & General Counsel

Approval Authority: Board of Regents

Mandated Review Cycle: Every 5 years or as required

Version Control: Maintained by the Office of the Chief of Staff