



Fall 2011  
University Catalog



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## Introduction

Trident University International (TUI) was originally established as a branch campus of Touro College, NY, on July 1, 1998, by its founding President and CEO, Dr. Yoram Neumann. From the outset, TUI was organized and structured to be largely autonomous from the parent institution.

TUI was initially accredited as a branch campus of Touro College by the Middle States Commission on Higher Education. Touro College was subsequently re-accredited by Middle States in 2004 which included the TUI branch campus. Because of TUI's location in California, its robust growth, fiscal and operational stability, and unique online delivery model, TUI was separately accredited by WASC in February 2005. After a change in control in October 2007, TUI was governed by a new board and its name was changed from Touro University International to TUI University. Under the new ownership, the TUI management team has continued to lead the institution while the learning model, faculty, and staff maintain their central roles in the quality and vitality of TUI. In January 2011, TUI University officially changed its name to Trident University International. TUI continues to be accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) and offers Federal Student Aid to its students.

The Interim President and Chief Executive Officer of Trident University International is Mr. Nolan Miura.

## Physical Facilities

TUI is located in a modern, high-tech, commercial region of Cypress, California (North Orange County, just East of Long Beach Airport). Its offices house the administration, faculty, staff, and information technology equipment for all university operations at:

5757 Plaza Drive, #100  
Cypress, CA 90630

Telephone: 800.375.9878

## TUI Mission

The mission of Trident University International (TUI) is to help diverse adult learners including current and former members of the "military family" earn high-quality Baccalaureate, Master's and Doctoral degrees. TUI uses an innovative approach to education which employs proven case-based and applied learning methodologies through an exclusively on-line model. Through this on-line model our primarily adult learners are empowered to acquire critical problem solving and strategic thinking skills they can apply immediately to enhance their lives and further their careers.



In aspiring to be the University of Choice, TUI is committed to helping our students achieve their educational aspirations by:

- Adhering to the highest standards of academic excellence;
- Fostering a learning community where exceptional faculty and staff collaborate to create an environment of compassionate student support;
- Being responsive to and understanding of the unique educational needs of our students and providing them with unparalleled access

## **Academic Freedom**

Trident University International is committed to the pursuit of truth and to its transmission. The integrity of the University as an institution of higher learning requires proper autonomy and freedom. This freedom is the freedom to examine data, to question assumptions, to be guided by evidence, to be a learner, and to be a scholar. Such freedom implies that any faculty member whose teaching is questioned should be subject to the judgment of one's peers only in accordance with the accepted rules of academic due process as determined by the Vice President for Academic Affairs. It also implies the recognized role of the faculty to make recommendations regarding policy decisions which affect educational programs, to be considered for action by the Vice President for Academic Affairs and the President and CEO.

The obligation of the faculty is to distinguish in their teaching between personal and partisan opinions and convictions grounded in sources and methods appropriate to the respective disciplines. The obligation of the student is to be a responsible participant in the academic activities of Trident University International.

## **Academic Integrity Policy**

TUI regards academic integrity as vital to the success of its students and to the reputation of the university as an institution of higher learning. Students attain their educational goals and the academic experience is enriched only when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable.

The university therefore expects students to adhere to the highest standards of academic integrity in all their work.



The most common form of academic dishonesty is presentation of the work of another person as one's own, and is referred to as "plagiarism." Plagiarism is a serious academic infraction that tarnishes everyone associated with the infraction. Civil and criminal penalties may also apply where conduct violates U.S. copyright laws.

**Plagiarism includes, but is not limited to:**

- **Contract Cheating** – Hiring another person or organization to prepare/complete academic work on your behalf;
- **Copy and Pasting** - Piecing together the work of other people, section by section or as a whole and presenting such copied work as your own;
- **Direct Duplication** - Manual or electronic copying of the work of another person, including from an article, website, book, online repository or another student and presenting such copied work as your own;
- **Paraphrasing** - Restating another person's work with minor changes but maintaining the essence or meaning of the statement without properly citing the source;
- **Submitting or Facilitating the Submission of Prior Work** - Submitting work previously submitted for assessment whether created by oneself or another student.

Facilitating academic dishonesty is also a violation of TUI's Academic Integrity Policy. It includes, but is not limited to:

- Intentionally assisting another student to commit an act of academic dishonesty;
- Attempting to assist another student to commit an act of academic dishonesty.

While facilitating academic dishonesty may not directly benefit the facilitator, it does assist another student in violation of the policy.

**To Avoid Plagiarism**

1. Never represent the work of another person as your own. Use your own words in referring to the ideas or concepts of others, even when collaborating with other students.
2. When you do use the idea of another person, give credit to the author/source. For example, you may state: "Another point of view, as espoused by Sam Smith, is that . . . [Smith, 2000]"





3. Place words written by another person, up to two sentences in length, in quotation marks and properly cite the source.
4. Place words written by another person of more than two sentences in length separately from the text of your report by single spacing and indenting from both right and left margin, (an offset quote), and properly cite the source.
5. Students are responsible for familiarizing themselves with the course guidelines and the presentation on elements of a well written paper. For questions or concerns regarding plagiarism students are urged to contact their professor.

### **Procedure for Reporting and Resolving Charges of Plagiarism**

Charges of plagiarism may be raised by anyone including but not limited to:

- Professors
- Administrators
- Peers (other students or co-workers)

The following procedures apply when a student is suspected of plagiarism:

1. The relevant details shall first be presented to the course professor.
2. If the charge is deemed credible, the professor shall contact the student and request an explanation.
3. After communicating with the student, the professor may do any of the following:
  - Accept the student's explanation and deem the matter closed
  - Direct the student to resubmit the assignment(s) in question
  - Assign a failing grade for the assignment(s) in question
  - Assign an appropriate final grade in the course
  - Impose any other appropriate educational/academic sanction
  - Refer the matter to the Program Director or designee for appropriate sanctions including but not limited to suspension and expulsion from the university.



4. A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.
5. TUI reserves the right to review all current and previous course-work (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior course-work is confirmed appropriate sanctions may be applied by the College Dean or the Dean's designee.

### **Right of Appeal**

In cases where a penalty/sanction is applied, the student shall have the right of appeal as follows:

- Any decision rendered by a professor may be appealed to the Program Director or designee within 5 business days of the decision.
- Any decision rendered by the Program Director or designee may be appealed to the College Dean or designee within 5 business days of the decision.
- Any decision rendered by the College Dean or designee may be appealed to the Office of the Vice President for Academic Affairs within 5 business days of the decision.
- In all cases, the decision of the Vice President for Academic Affairs shall be final and not subject to any further appeals or other proceedings.

### **Academic Participation/Substantive Interaction**

Students are required to participate in their courses in a regular, timely and substantive manner.

Regular, timely and substantive academic participation includes the following elements:

- Navigating through the course syllabus and modules to identify and understanding course expectations by the professor.
- Engaging in the assigned and background readings for each module including viewing of video and/or PowerPoint presentations by the professor.
- Posting substantive comments in the threaded discussions in CourseNet - at a minimum of once per week for each module. Simple agreement or disagreement with comments posted by others will not be considered substantive interaction. In order for a student's threaded discussion comments to be considered substantive there must be explanations of agreement or disagreement, introduction of new ideas or personal experiences related to the subject-matter.



- Conducting independent research for Case and Session Long Project (SLP) assignments, using the various TUI library databases as well as sites on the internet bearing on the subject matter of the curriculum which may include government and educational sites.
- Preparing modular Case and SLP assignments – communication with the professor for clarification of expectations and guidance.
- Submitting modular Case and SLP assignments via CourseNet at the end of each module. Students may refer to the academic calendar for specific modular due dates.
- Incorporating professor feedback into subsequent assignments and modules.
- Attending and participating in on-line conferences where applicable.
- Preparing and submitting the self-reflective essay.
- For students in the dissertation phase of the Ph.D. program active participation requires substantive progress on the dissertation prospectus, proposal or final dissertation as guided by the Dissertation Chair/Committee.

Should obstacles arise which might preclude active participation or substantive interaction, students must immediately communicate with their professors and/or advisors for guidance with respect to applicable university policies related to extensions, leave of absences, etc...

For purposes of determining the last date of such activity, TUI uses the last date of activity which TUI can readily document through its student services systems (CNSSS and CourseNet), i.e. posting of a threaded discussion, submission of case assignments or session long projects, and dissertation activity by Ph.D. students.

## Accreditation

Trident University International (formerly TUI University) is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001, [www.wascsenior.org](http://www.wascsenior.org).

## Add and Drop Policy

Students are responsible for their course registration management and status. All students are required to confirm their registration status record 72 hours following any change request. If the change request (adds, drops, or withdrawal) does not appear in their record, students must immediately contact the office of the Registrar or their Academic Advisor.

The student will be requested to provide supporting documents if there is a discrepancy between his/her registration record and the university registration record.



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## Admissions to Trident University International

TUI does not discriminate on the basis of race, color, national origin, religion, disability, gender, age, sexual orientation. Further, TUI does not discriminate in any other way, in any of its policies, practices, or procedures involving applicants, students, faculty members, staff, and the public.

To protect its character and standards, TUI reserves the right, and applicants concede to the University the right, to refuse or revoke admission to any student if the University determines that the applicant does not meet the admission requirements, is a threat or potential danger, is disruptive to the university community or its operations, or if such refusal is otherwise considered to be in the best interest of the University.

Applicants are responsible for submitting a complete application package; including the application form available online at [www.trident.edu](http://www.trident.edu). Students are required to list all prior institutions attended on the application.

Students and applicants concede that neither acceptance of an application and/or unofficial transcripts, nor the status of 'provisional' or 'special' assigned to a prospective student guarantee admission to the University or the program of choice. Students enrolled in courses with a 'special' status will have one session to ensure receipt of all official transcripts from prior institutions. 'Special' status students with missing official transcripts will be placed on an academic hold and prevented from enrolling in the next session.

By executing the transcript request authorization form (TRAFF) applicants authorize TUI to request official transcript(s) on their behalf. This applies to U.S. Based institutions only. Students who have completed CLEP, DSST or military training including AARTS and SMART, are responsible for providing those official documents to Trident University International directly.

Remit \$75 nonrefundable application fee (for Ph.D. programs only). Credit card payments are accepted through the on-line application. Students may mail in the application with a check or money order.

TUI will confirm receipt of the application within 24 business hours during the work week.

Applicants whose first language is other than English must meet the English Proficiency requirements of TUI. Please refer to the English Proficiency Requirements section of the Catalog.

### English Proficiency Requirements

TUI uses the standardized Test of English as a Foreign Language (TOEFL) for its primary measure of English Proficiency. Students who have TOEFL scores reported to Trident University International should



reference TOEFL code number **4775**. Students applying for the **Bachelor's**, **Master's** and **Ph.D.** programs must present a minimum TOEFL score of 500/173/61, 525/197/71 and 550/213/79 respectively.

Test of Written English and Test of Spoken English are required from students whose first languages are other than English.

Students whose first language is other than English but have the equivalent of at least **two years** secondary or post-secondary education where the primary medium of instruction is English are deemed to have met the English proficiency requirement.

### High School Students

TUI does not currently admit high school students who have not graduated.

### Home School Students

TUI will require students to show proof that they have completed their state's requirements for high school graduation. The home school family is responsible for compliance with all requirements for their state. Proof of graduation is traditionally provided through a high school transcript. TUI offers three options for home school students to meet this requirement.

GED (General Educational Development Test) - Some states require that a home school student take the GED. (If your state requires a GED, then you must request the GED scores be sent to TUI).

Student Transcript (provided by outside source) - If affiliated with a home school program, academy, or consortium, the students should request that the outside source forward a copy of the official transcript. If the student is affiliated with an organization that does not provide transcripts, the family will be responsible for providing a transcript as instructed below.

Student Transcript (provided by family source) If the program has been customized by the family, a detailed transcript is required. The person in charge of the home school program will be responsible for verifying the transcript as official.

If the family provides the student transcript, the following information is required for an accurate transcript:

- A. Name of Class
- B. Grade for Each Class
- C. Program Used for Each Class

If students have used an outside curriculum, this must be indicated next to the course.

Ex: Algebra I (Saxon)



If students used the same curriculum for all classes except certain classes, please state so on the transcripts.

Ex: "All classes except those otherwise noted are "Alpha Omega."

If textbooks were used for certain classes, the names of the textbooks must be provided.

D. Signature - Provide name and signature of the person(s) in charge of the home school.

E. Date of Graduation on the Final Transcript.

A final transcript is required that must include a date of graduation.

### **Attending TUI is a Privilege**

TUI will regard studying at TUI as a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. TUI reserves the right to require withdrawal or expulsion of a student at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation. At the same time, the student has the right of appeal.

Within five working days following written notification to the student of the action by the College Dean, or any other administrator, the student may appeal the decision in writing to the Vice President for Academic Affairs, who may then approve, reject, or modify the decision in question. The decision of the Vice President for Academic Affairs is final.

The student may remain in class pending the outcome of all appeals' if he/she is physically and psychologically able to do so, unless it is determined that the student presents a disruptive influence or may adversely affect the TUI community.

If a student is suspended for any reason, and receives financial aid, all student financial aid will be withheld until reinstatement of the student or dismissal of the student resolves the appeal process. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency/lender respectively.

### **Catalog Rights**

The content of the university catalog may be changed at any time as deemed appropriate or necessary by the TUI Administration. Calendars, academic degree and program requirements, policies, and fees are subject to change at any time by official action of the university. Updates will be made in the online



version of the catalog for each applicable session/year. The online version of the catalog for each applicable session/year is considered definitive.

Students should note that the courses required for a specific degree or certificate may change from one catalog to the next, and may also change during a student's tenure; however, it is the intention of TUI to protect the interests of students with respect to curriculum and degree/graduation requirements by allowing students to elect the requirements of either of the following:

- The catalog which was in effect at the time the student commenced course work at TUI; or
- The catalog which is in effect at the time the student returns following a break in enrollment (up to a maximum of 5 years after the last session attended). [Students should note and must comply with the maximum time to degree allowed for their respective program]; or
- The catalog at the time the student graduates from TUI.

The University will authorize substitutions for discontinued or modified courses where appropriate.

Students declaring or changing degree program/concentration will be subject to the requirements in effect at the time of the declaration or change.

Catalog rights of students cannot supersede any accreditation standards, State or Federal regulation or requirements including but not limited to military tuition assistance (TA), federal student financial aid (FA) and veterans administration (VA) benefits.

## **Complaint Resolution**

It has been the long established philosophy and practice of TUI that complaints be addressed in a non-adversarial climate. Where grievances cannot be resolved informally, students have available to them a number of mechanisms for seeking redress including formal grade challenges and formal complaints submitted through the Complaint Resolution System.

## **Student Grievance**

Students are encouraged to resolve concerns involving a professor or an academic matter in an informal manner by first communicating with the professor via email. The communication must be professional and clearly set forth the nature of the grievance. If the matter cannot be resolved informally between the student and the professor, the student may submit the matter with supporting evidence to the appropriate Program Director followed by the College Dean. If the matter remains unresolved, it may be submitted to the Office of Vice President for Academic Affairs.



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## Complaint Resolution System

The Complaint Resolution System (CRS) is designed to facilitate resolution of student complaints in a fair, efficient and collegial manner. When informal resolution of an issue or concern fails a formal complaint may be filed in the CRS through the Student Services System using student login information. Complaints are received and processed daily by dedicated staff and forwarded to appropriate departments (supervisor) for response. Upon resolution of the complaint, follow-up is conducted with the student before the case is officially closed.

## Third-Party Complaints

Complaints related to accreditation and regulatory matters from prospective students, non-students or entities may be submitted to the Chief Compliance Officer: [officeofcompliance@tuiu.edu](mailto:officeofcompliance@tuiu.edu)

## Computer Competence Requirements

TUI has adopted the following specific competencies for incoming students.

Ability to perform the basic functions in a Windows operating system, including but not limited to:

- File operations (creating, saving, copying, retrieving)
- Multi-tasking
- Using standard Windows features: navigation tools, sizing and moving features, etc.
- Importing and exporting files
- Formatting
- Page setup and printing
- Perform basic word processing activities
- Perform basic electronic spreadsheet activities
- Design and develop graphic presentations
- Engage in basic Internet activities, including subject searches

## Computer Hardware Requirements

In order to benefit from the unique features that TUI provides, students will need to have access to a computer with the following configuration.

- Minimum: a Pentium II chip with at least 300 - 350 MHz or faster
- At least 128 Megabytes of RAM
- A CD-ROM drive
- Speakers and a sound card





- A minimum of 56 k Internet connectivity provided by your Internet Service Provider (ISP)

Recommendations for Ph.D. students:

- **Minimum:** a Pentium III chip; 450 MHz or faster; and 256 Megabytes of RAM
- Headphones with microphone

## Copyright Compliance Policy

The Higher Education Opportunity Act ("HEOA") and Department of Education Regulations 34 CFR 668.14(b)(30), require institutions to:

- Provide an annual disclosure to students informing them of federal copyright laws and explain institutional policies and sanctions related to violations of copyright law;
- Develop and implement a written plan to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network; and
- Periodically review and, to the extent practical, offer legal alternatives for acquiring copyrighted material.

Trident University International (TUI) has developed the following policy and plans to combat the unauthorized distribution of copyrighted material by users of the institution's network.

Subject to exceptions contained in 17 U.S.C. §§ 107 and 108

(<http://www.copyright.gov/title17/92chap1.html>), it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitute an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.



Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) and [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Violators of this policy will also be subject to penalties including administrative sanctions up to and including expulsion.

## Legal Alternatives

For legal alternatives to illegal downloading, please see <http://www.educause.edu/legalcontent>.

## Digital Millennium Copyright Act ("DMCA")

Content owners or the person entitled to enforce a copyright on their behalf may notify TUI of any violation of a copyright on the university's system by sending a notice in the form required by the DMCA to: Dr. Afshin Afrookhteh, Chief Compliance Officer, e-mail: [aafrookhteh@tuiu.edu](mailto:aafrookhteh@tuiu.edu)

## University Plan to Address Copyright Infringement

TUI employs technology-based deterrents including: (i) firewalls; (ii) limiting of access to registered devices; (iii) commercial forensic discovery tools; and (iv) e-mail traffic monitoring when appropriate. In addition, TUI educates the TUI community regarding copyright laws through published policies and requires all TUI faculty and staff to execute IT agreements as a condition of employment including an agreement on Network Use.

On an annual basis TUI will review its plan to combat copyright infringement through ongoing discussions between the Chief Information Officer, Chief Compliance Officer and the university leadership team (TLT), and based on benchmarking of peer institutions and identified best practices. Review of the plan may include but not limited to assessment of the effectiveness of the plan, processing of DMCA notices, and disciplinary action taken against violators.

- [Learn more about the Digital Millennium Copyright Act \(DMCA\).](#)
- [Learn more about copyright law in general.](#)



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## Drug and Alcohol Policy

TUI prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any controlled substance by any of its students, faculty and staff in its workplace, on its premises or as part of any of its activities.

In an effort to promote the health, safety and welfare of all members of the TUI community, TUI prohibits:

- The possession and/or consumption of alcoholic beverages by persons under the legal age, as identified by applicable federal, state or local law, on property owned or controlled by the University or as part of any University activity.
- The consumption of alcoholic beverages by all students, faculty and staff so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.
- The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local law.

TUI will impose appropriate sanctions on students and employees for violating the standards of conduct (consistent with applicable laws and regulations) which may include but not limited to expulsion, termination of employment and referral to law enforcement for prosecution.

TUI permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or at events sponsored by TUI when expressly authorized by university administration/leadership.

For information on preventing drug and alcohol abuse please, visit the following website:

<http://www.whitehousedrugpolicy.gov/prevent/programs.html>

For information about the consequences of drug use please visit the following website:

[http://www.whitehousedrugpolicy.gov/publications/html/consdrug\\_fs.html](http://www.whitehousedrugpolicy.gov/publications/html/consdrug_fs.html)

For information about drug and alcohol counseling, treatment or rehabilitation please visit the following website: <http://www.drug-rehabs.com/>

For a description of sanctions under state and federal laws for unlawful possession, use or distribution of illicit drugs and alcohol please visit the following link: [State and Federal Sanctions](#)

Students completing the Free Application or Federal Student Aid (FAFSA) must ensure that the application is completed in its entirety including Section One Question #31. Students who do not answer the question are disqualified.



Pursuant to 34 CFR 668, a student who has been convicted of possessing drugs is not eligible for financial aid under Title IV of the Higher Education Act aid for:

- 1 year period from the date of conviction for the 1st offense.
- 2 year period from the date of conviction for the 2nd offense.
- Indefinite period from the date of conviction for the 3rd or subsequent offense(s).

Students convicted of selling drugs are not eligible for aid for:

- 2 year period from the date of conviction for the 1st offense.
- Indefinite period from the date of conviction for the 2nd or subsequent offense(s).

If a student successfully completes a drug rehabilitation program described in paragraph (d) of this section after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program.

Students receiving a drug conviction during the school year while receiving financial aid must immediately notify their financial aid office and the balance awarded must be returned.

Students who knowingly or willingly provide misleading information face penalties including but not limited to a fine in the amount of \$20,000, or prison.

## Dual Degrees and Concentrations

Students may not earn the same degree more than once.

Example: Students may not earn two Bachelor of Science in Health Science degrees or two MBA degrees.

Students may receive a second degree if the second degree is in a distinctly different program **AND** area/field of study and all requirements for the second degree are met. \*

Example: Students may earn an MBA degree as well as a Master of Science in Health Sciences degree.

Example: Students may **NOT** earn an MBA degree with a concentration in Human Resource Management and seek a second Master's degree in Human Resource Management.

Example: Students may **NOT** earn an MSHS degree with a concentration in Emergency and Disaster Management and seek a second Master's degree in Emergency and Disaster Management.

Example: Students may **NOT** earn an MSHS degree with a concentration in Healthcare Management and seek a second Master's degree in Health Administration.



Completing the requirements for a second concentration does not qualify a student for a second degree.

Students at the bachelor's or master's level may seek a degree with more than one concentration\*\*. Upon meeting all requirements for each concentration a student will be awarded the degree with each concentration noted on the diploma.

Example: A student completing a Human Resource Management concentration and a Finance concentration within the MBA program will be awarded one MBA degree with concentrations in Human Resource Management and Finance.

**\*Tuition Assistance (TA) through the military tuition assistance program is not available for dual/second degrees. Students are urged to contact their education office for information on benefits.**

**\*\*Students must declare multiple concentrations prior to enrolling for the final capstone course in their current program.**

## **E-mail Communication Policy**

All students, faculty, and staff must use the TUI E-Mail for the electronic communication of any topics related to TUI.

It is university policy that at all times TUI students, faculty, and staff maintain respectful, professional, and polite conduct in all communications. The speed, at which email can be sent, however, is not always conducive to this level of professionalism. When people are upset or angry, they often send sarcastic and unpleasant emails in an attempt to vent their frustration. These kinds of emails are not acceptable.

All students, faculty, and staff are expected to treat one another with respect. Negative emotions have no place in any email sent to any member of the University. When upset for any reason, TUI members are encouraged to wait until they 'cool down' before sending any email.

Any student, faculty, or staff sending an irate, sarcastic, rude, harassing, disrespectful or unprofessional email to another member of the University will be subject to disciplinary action. Repeated violations of this policy will be subject to further disciplinary action up to and including dismissal from TUI.



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## Extensions and Incomplete Grades

It is the experience of TUI that students who pursue an uninterrupted course of study have the highest probability for successfully completing their degree programs. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience. TUI also realizes that adult learners face unforeseen circumstances in their lives requiring temporary breaks in enrollment or interruption of their program of study.

Grades of Incomplete may be assigned when circumstances prevent students from completing and receiving a passing grade for a course. The assignment of a grade of Incomplete is not a student "right" but a courtesy. The request for a grade of Incomplete must be submitted via CourseNet for each specific course prior to the published deadline. The request will not be approved without satisfactory completion of all submitted assignments (Case, TD and SLP) in **modules 1 and 2**. If approved, the 'Incomplete' grade will be assigned with an extension of forty-five (45) days.

Based on the nature of the program and courses, Ph.D. Students in Required Core Courses (Live Courses) and Dissertation Continuation Courses are not eligible for a grade of Incomplete.

If the student fails to complete the course by the deadline, the 'Incomplete' grade is changed to an F (or the appropriate letter grade based on the course work submitted to date). If the student fails to complete the course and military/government tuition assistance (TA) funding was used, the student may be subject to recoupment of the TA. If Department of Veterans' Affairs funds were used, similar restitution of VA Benefit may have to be made by the student to the Department of Veterans Affairs. If federal financial aid was used the disbursements received by the student may be subject to return of Title IV funds calculated based on the last date of academic activity. Students are urged to familiarize themselves with the requirements and restrictions imposed by applicable funding or tuition assistance entities.

Note also that any approved extension does not alter the financial obligations a student may have with the University. Students must also comply with all tuition assistance and financial aid requirements.

In compliance with federal regulations, students receiving a grade of 'Incomplete' and extension for a session but who are not enrolled in the following session and who fail to obtain an official Leave of Absence (LOA) will be reported as "withdrawn" to the National Clearinghouse and National Student Loan Data System.

If a student requests a grade of 'Incomplete' and extension for the last course in the degree program the student will be reported as "withdrawn" to ensure the student enters the grace period/repayment timely in compliance with federal regulations. Upon completion of the course with a passing grade the student's status will be updated from "Withdrawn" to "Graduate".



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## **Federal Financial Aid**

TUI offers Federal Pell Grants, Federal Stafford Direct Loans and ACG and SMART Grants for eligible students.

In addition to multiple eligibility criteria, students must be US Citizens, permanent residents or eligible non-citizens as defined on the Free Application for Federal Student Aid (FAFSA). International students are not eligible for Federal Pell Grants.

### **Federal Pell Grant Program**

The Federal Pell Grant assists undergraduate students with financial need who are attending an eligible public or private postsecondary school. Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants, which do not have to be repaid, are awarded to students based on need and their enrollment. The need is determined by the information provided by the applicant on the Free Application for Federal Student Aid (FAFSA). The FAFSA must be filed each award year. How much the applicant will receive under the Pell Grant program is based on the cost of attendance, the student's expected family contribution (EFC) and the applicant's enrollment status.

### **Federal Stafford Direct Loans**

The U.S. Department of Education is the lender and guarantor for Federal Direct Stafford Loans. These loans may be subsidized by the U.S. government or unsubsidized by the U.S. government. For a subsidized loan the U.S. government pays the interest on the loans while the student is enrolled at least half-time at an eligible postsecondary school. The subsidized loan is awarded based on financial need as determined by the information the applicant provides on the Free Application for Federal Student Aid (FAFSA). The FAFSA must be filed each award year. The unsubsidized loan is not awarded based on a student's need. If the student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest while enrolled in school, or allow it to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount to be repaid. If the student makes interest payments while in school, the total cost of the loan will be less than if the student allows the interest to accrue. PLUS loans are also available to parents with dependent students and graduate students who have reached the aggregate loan limits for subsidized and unsubsidized loans. PLUS loans require approval of credit from the Department of Education prior to funds being awarded.

### **FAFSA Application**

The first step in applying for financial aid is to complete the FAFSA (Free Application for Federal Student Aid). Its purpose is to determine student financial need and several other eligibility factors established by the laws governing the federal student financial aid programs. It is very important to ensure all information is accurately entered on the FAFSA in order for accurate award amounts to be awarded. To begin the process and learn more about eligibility, please complete the application available online at





the following link: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Trident University International school code is **041279** (Trident University International, Cypress, CA).

Please contact the financial aid office at [financialaid@tuiu.edu](mailto:financialaid@tuiu.edu) if you have any questions about financial aid.

### **TUI Financial Aid Application**

In addition to the FAFSA, TUI students must complete the TUI Financial Aid Application by logging on to their SSS.tuiu.edu accounts and clicking the Financial Aid tab on the left hand side. Students must complete all steps of the TUI Financial Aid Application and verification process, if applicable.

### **Verification**

You may be selected as a verification student. This means that the U.S. Department of Education has randomly selected the information entered on your FAFSA to be verified by your institution. The TUI Financial Aid Application will request additional information to confirm data reported on your FAFSA. If you are selected for verification, you will be notified of the additional documents that will be required to complete your file. Once the accuracy of your file is confirmed, an award letter will be released. Changes to your FAFSA may result in a change of your financial aid award. To avoid delays in processing of the financial aid file students must ensure timely response to all requests for information.

### **Eligibility for Federal Financial Aid**

To be eligible for Federal Financial Aid ("Title IV funds") a student must be making satisfactory academic progress towards his/her degree plan (See Satisfactory Academic Progress Policies). Any student who is not making satisfactory academic progress under the standards of this policy may not be eligible to receive Title IV funds. There are two primary measurements that schools must use to establish student eligibility under SAP. They are qualitative (GPA) and quantitative (credit and week completion).

### **Academic Year and Disbursements**

The Trident University academic year is defined as 36 weeks, which is 3 consecutive sessions and:

- 24 units for undergraduate students
- 12 units for graduate students

Accordingly, students are expected to complete 1 course per session at the graduate level and 2 courses per session at the undergraduate level to maintain their scheduled award as shown on the award letter. Students are also expected to remain enrolled for three (3) consecutive sessions (not over-lapping sessions), which coincides with the 36-week academic year and loan period (for students receiving Stafford Loans). Unauthorized breaks in enrollment may result in loss of Title IV financial aid eligibility and/or return of funds already disbursed.





Disbursements occur in the **first** and **third** sessions of a student's academic year after completion of module 1 if all eligibility requirements have been met. First disbursements are released in the first session after completion of module 1. For second disbursements to occur timely, in the third session of a student's academic year, one-half of the academic year must be completed as follows:

- Graduate students must have completed a minimum of 8 credit hours (2 courses) and 18 weeks (2 sessions)
- Undergraduate students must have completed a minimum of 12 credit hours (3 courses) and 18 weeks (2 sessions).
- Completed courses are courses in which students received passing grades.

Students will not become eligible to enter a new award year until they have successfully completed a full academic year of 12 credit hours for graduate students and 24 credit hours for undergraduate students in a total of 36 weeks (3 sessions).

### **Credit Completion**

Students receiving Federal Financial Aid must complete their program of study within the above time-frame with no more than 150% of the semester credit hours required for the program, as measured by attempted credits and including transfer credits (for example, a student in MBA program requiring 44 semester credits, may not attempt more than 66 semester credit hours including transfer credits). Students must successfully complete at least 67% of all attempted credits. Students must note that when a SAP review indicates that a student cannot complete the program within the maximum allowed credits all Title IV aid must stop. No financial aid will be disbursed for the student during subsequent sessions.

An undergraduate student is expected to successfully complete 24 credits each academic year and graduate students are expected to successfully complete 12 credits each academic year in order to maintain financial aid eligibility. Therefore, undergraduates should be enrolled in two courses each session and graduate students should be enrolled in one course each session. "Successfully completed" credits are those for which the following grades are awarded:

Undergraduate level courses: A, A-, B+, B, B-, C+, C

Master level courses: A, A-, B+, B, B- (Note that while a student may successfully complete a course with a grade of "B-", he/she must maintain the required 3.0 GPA (B) for the graduate level)

Doctoral level courses: A, A-, B+, B.

Courses dropped within the dropping period are not counted towards attempted credits.

Grades of "W" are not considered in determining GPA but are considered credits attempted.



Grades of "I" (Incomplete) will not be included in the cumulative GPA computations but will be counted in attempted credits. When the grade of "I" is changed to a letter grade, the GPA will be recalculated. If SAP is still not met, a return of Title IV calculation may be required.

All other grades are counted as "unsuccessful completion" for purposes of SAP and Title IV eligibility.

### **Policy for Return of Title IV Funds**

Federal Pell Grants and Federal Stafford Direct Loans are known as "Title IV Funds" or "Federal Financial Aid." Federal financial aid is disbursed based on student enrollment/attendance status and Satisfactory Academic Progress. Funds are awarded each academic year. An academic year is three sessions in length, for a total of 36 weeks, with two payment periods (and corresponding disbursements) in each academic year. A student's first payment period is congruent with the first **two** consecutive sessions of enrollment. The second payment period is the third consecutive session of enrollment. Trident University disburses funds on the student's behalf after they have completed Module 1 of the first session in each payment period to apply to the student's tuition and/or cost of attendance. When a Title IV recipient ceases enrollment in all courses of a payment period, before the end of the payment period the student may be ineligible for a portion of the Federal student aid awarded and disbursed for that payment period.

To determine if any Federal funds must be returned, the Trident University Financial Aid Department will complete the Federal Return to Title IV (R2T4) Worksheet provided by the U.S. Department of Education. This worksheet is used to calculate the portion of the Federal funds earned by the student and the portion (if any) to be returned (unearned by the student) to the Department of Education based on the student's last date of attendance. Attendance at our institution is defined as academic related activity, such as submission of written assignments and/or threaded discussion postings. Course logins and reading assignments are not used in the determination of a student's last date of attendance. In brief, a student earns the Federal student aid funds awarded on a prorated basis according to the percentage of the payment period the student completed based on the student's completion of assigned coursework.

The last date of any academic related activity is used to calculate the percentage of days completed in the payment period, which is equivalent to the percentage of aid for which the student is eligible. If the student has an incomplete in the course(s) and does not enroll in the subsequent session the session end date will be used as the last date of activity. For officially withdrawn students, the date of withdrawal will be used to determine the percentage of the payment period completed. The percentage of unearned aid will be returned. Once it is determined that a student who has received Title IV funds is no longer enrolled prior to the end of the term and the worksheet is completed, the Finance Department will send to the student the following notifications:

- A complete description of the return policy with which the University must comply;
- A dated letter disclosing return amounts and payment period information.



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## **Policy on Determination of Amount for Federal Stafford Direct Loans**

The amount of loan eligibility for any TUI student will be determined based on the following steps:  
The average cost to attend the degree program, determined by the Financial Aid Department. That amount will be reduced by the sum of:

- Any anticipated military tuition assistance;
- Any anticipated Pell Grants;
- Any other estimated financial assistance including scholarships; and
- Expected family contribution (EFC) from the FAFSA for subsidized loan eligibility.

The remainder will be compared to the Title IV limits for loans to determine the maximum amount of loan eligibility for the student based on grade level.

## **Policy on Exit Counseling**

When a TUI student loan borrower ceases enrollment in the university, the student will receive exit counseling documentation. This will include students exiting for any reason, including:

- Students who complete their degree program.
- Students who voluntarily leave their degree program before the end of their degree programs.
- Students who are denied continuation in their degree program because of unsatisfactory academic performance.
- Students who are not enrolled in the current session, including students who may be completing courses from prior sessions with approved extensions and grades of 'Incomplete'.

The Registrar and Financial Aid Department will identify and report all such students each session and provide an exit counseling email with a link to complete the exit counseling electronically. The exit counseling will include:

- A sample loan repayment schedule passed on the total indebtedness incurred while at TUI.
- Available options for loan repayment to include the standard, extended, graduated, and income-contingent/income sensitive plans.
- Information on loan consolidation.
- Debt management strategies.
- Deferment, forbearance and cancellation options.
- The borrower's responsibilities to keep in touch with the lender and make notification of any change of status.
- A clear statement of how to contact TUI.
- Certain entrance counseling topics such as consequences of default, the importance of repayment obligation, the use of the master promissory note and stressing that repayment is required regardless of educational outcome or subsequent employment.
- Information about the SFA Ombudsman's office.
- Contact information about the lenders.
- Advisement on preparation of correspondence to the lender including deferment requests.



In addition, the TUI Financial Aid Department will obtain from the student any change in the student's personal information such as name, address, social security number, driver's license number, addresses of references, and name and address of employer or anticipated employer.

### **Policy on Payment of Credit Balance Student Accounts**

When Title IV funds are received by TUI, they will first be credited to the individual student account within 3 business days. Students are notified electronically, via EFT notification, of all federal student loan disbursements and may cancel or decline those awards. If the total Title IV funds received is greater than the TUI charges on the students account for tuition and fees, a credit balance exists. TUI will issue a check to the student for the credit balance within 14 days. Students should therefore be vigilant about informing TUI of any address changes.

### **Policy on Loan Cancellation**

When TUI credits any student's account with loan funds, the student will receive notice of the following:

- The date and amount of the disbursement.
- The student's right to cancel all or a portion of the loan and to have the loan proceeds returned to the lender.
- The procedures by which the student must notify TUI that he/she wishes to cancel the loan or loan disbursement. This notice will be sent no earlier than 30 days before and no later than 30 days after the student's account is credited.

These notices may be sent either in writing or electronically but if sent electronically, a record of the receipt of the notice will be maintained. If a student notifies TUI that he/she wishes to cancel all or a part of a loan, TUI must return and cancel the loan within 14 days of receiving the student's written notice. TUI must inform the student either in writing or electronically as to the outcome of any request for loan cancellation.

### **Satisfactory Academic Progress (SAP) for Federal Financial Aid Students**

Please see University policy for **Satisfactory Academic Progress - Academic Warning and Academic Disqualification**.

### **Grade Challenges**

It is the right of every TUI student to challenge and/or appeal grades that have been posted on their student record. However, students are required to follow published policies and procedures for formal grade challenges and requests for grade changes. Below is an outline of these policies and procedures:

### **Modular Assignment Grades**

The following policies and procedures apply to all challenges to grades awarded for modular assignments:

1. A challenge to a modular assignment grade must be submitted to the professor of record for the course within 5 business days after the student receives the official assignment grade notice.



2. The professor shall issue a formal response to the modular grade challenge within 3 business days of receipt.
3. If approved by the professor a grade change will be reflected in the course record.
4. Grade challenges denied by the professor may be appealed to the Faculty Lead within 2 business days after the student receives the formal response from the professor.
5. The Faculty lead shall issue a formal response to the assignment grade appeal within 5 business days of receipt. This response shall be copied to the professor. If approved by the Faculty Lead the appropriate grade change will be reflected in the course record.
6. The decision of the Faculty Lead may be appealed to the Program Director (or designee) for blind review within 2 business days, only if and when an assignment grade adversely impacts the course final grade. Otherwise, the decision of the Faculty Lead on an assignment grade challenge is final.
7. Students choosing to appeal the decision of the Faculty Lead acknowledge and agree that the final grade after appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

## Final Course Grades

The following policies and procedures apply to all challenges to final course grades:

1. A grade challenge must be submitted to the professor of record within 5 business days after the official final grade notice.
2. The professor shall issue a formal response to the grade challenge within 5 business days of receipt.
3. Grade challenges denied by the professor may be appealed to the Faculty Lead within 2 business days after formal response from the professor.
4. The Faculty Lead shall issue a response to the appeal within 5 business days of receipt.
5. If approved by the Faculty Lead a grade change recommendation shall be submitted to the Office of the Registrar.
6. In the event of denial by the Faculty Lead the student may appeal to the Program Director (or designee) of the appropriate program.
7. Any appeal to the Program Director shall be submitted within 2 business days of the response from the Faculty Lead. The student's appeal to the Program Director must include the following:
  - a) A statement clearly identifying the course, the courses number, the Session and the professor,
  - b) The reason for the challenge and all relevant facts and documentation to allow the Program Director (or designee) to make a decision concerning the challenge.



8. The burden of proof for all grade challenges/appeals rests with the student who must clearly demonstrate that the grade being challenged or denial of earlier challenges were the result of error or discrimination, or were otherwise arbitrary or capricious.
9. The Program Director (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within 10 business days of receipt of the student's appeal.
10. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

### **Grade Petition for Extra-Ordinary Circumstances**

TUI recognizes that students face unforeseen special, extra-ordinary or extenuating circumstances in their lives that adversely impact their ability to complete and submit course requirements timely. TUI is committed to work with students facing such circumstances to identify appropriate and flexible solutions to ensure successful completion of educational objectives. In the event of special, extra-ordinary or extenuating circumstances leading to a failing grade in a course, students may submit a formal grade petition requesting an opportunity to submit missing work for a grade change. The following procedures apply to all grade change petitions:

1. A grade change petition must be submitted through the automated process in the Student Services System within 30 days of posting of the course final grade.
2. The petition must be supported by documentation of special, extra-ordinary or extenuating circumstances.
3. The Program Director (or designee) shall review the petition and supporting documents, consider the academic record of the student and render a decision within 5 business days.
4. If approved, the student will be permitted to submit missing coursework required to complete the course objectives within a specified timeline.
5. The course Professor will review and assign appropriate grades to the new submissions.
6. Upon completion of the assignments, the Professor shall post a final grade within 5 business days.
7. Students acknowledge and agree that approval of a grade change petition is not guaranteed.
8. Students further acknowledge and agree that the final grade will depend on the quality of the assignments submitted and that approval of a grade change petition does not guarantee a passing grade.
9. Approval of the grade petition does not alter a student's obligations under any tuition assistance program or financial aid agreement.



10. Denial of any grade petition may be appealed to the college Dean within 5 business days. The Dean shall render a decision within 5 business days. The decision of the Dean on all grade petition appeals shall be final.

## Grading and Academic Performance

In order to maintain good academic standing a student must demonstrate satisfactory progress toward completing his/her degree. This progress is measured by assigning grades and computing session grade point averages as well as overall grade point averages for all work completed at Trident University International.

TUI uses the following grading scale.

- A = 4 grade points per semester credit
- B = 3 grade points per semester credit
- C = 2 grade points per semester credit
- D = 1 grade point per semester credit
- F = 0 grade points per semester credit
- W = Withdrew. Assigned only to course(s) approved to drop after the second week of the session, not included in the grade point average computations. PR = in progress (Issued ONLY to 699 and 700 level courses in doctoral programs, doesn't include in GPA calculation)
- I = Incomplete

Grades of "B", "C", and "D" can be assigned "+" or "-" with "+" adding .333 and "-" deducting .333 from the numeric grade. Grades of "A" can be assigned a "-" deducting .333 from the numeric grade.

The following grade values are assigned for each credit:

A = 4.0 A- = 3.666

Good B+ = 3.333 B = 3 B- = 2.666

Average C+ = 2.333 C = 2 C- = 1.666

Poor, D+ = 1.333 D = 1 D- = .666

Failing F, = 0





## Cancellation of Failed Grades

Subject to the conditions set forth below, students who receive a failing grade in a course may repeat that course. If a passing grade is achieved in the repeated course, the passing grade may cancel the prior failed grade and be computed in the GPA in place of the original grade.

The conditions for the repeat and cancel of failed grades are as follows:

1. Repeated course(s) must be taken at TUI in order to cancel the failing grade(s);
2. Courses failed as a result of violations of the Academic Integrity Policy are **NOT** subject to cancellation;
3. Students repeating a class multiple times may cancel failed grades in the same course up to the maximum allowed by this policy;
4. The student's official transcript will reflect all courses; however, the cancelled course will be designated with an "R" to indicate that it was repeated;
5. Students may **NOT** cancel prior failed grades by simply changing concentrations or programs.
6. Three failing grades (whether same course three times or 3 different courses) at the undergraduate level may be repeated and cancelled;
7. Two failing grades (whether same course twice or 2 different courses) at the masters' level may be repeated and cancelled;
8. One failing grade at the Ph.D. program may be repeated and cancelled. A Ph.D. student who receives a failing grade in DBA699, DHS699 or DEL699 may repeat the course twice.
9. Exceptions to the number of repeat and canceled courses based on extraordinary or extenuating circumstances will be considered by the College Dean or designee. Requests must be submitted in writing and accompanied by supporting documentation or evidence.
10. Students may formally appeal decisions on the number of repeat and canceled courses to the Vice President for Academic Affairs or designee. Appeals must be submitted in writing within 5 business days and must be accompanied by supporting documentation or evidence. Other terms and conditions of this policy are not subject to exception or appeal.

## Graduation Honors Recognition

TUI offers graduation with honors for undergraduate and master's degrees students as follows:

- Cum Laude - Students with a cumulative GPA of 3.4 through 3.59.
- Magna Cum Laude - Students with a cumulative GPA of 3.6 through 3.79.
- Summa Cum Laude - Students with a cumulative GPA of 3.8 and above.





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## **Institutional Review Board**

TUI has a standing committee known as the Institutional Review Board (IRB). This committee exists for the protection of human subjects and requires those students and faculty conducting research involving human subjects to submit their research proposals for review. Among others, the charge of the IRB is to ensure adherence to federal, state and local regulations as well as established ethical principles including respect for persons, beneficence, and justice, as enunciated by the Belmont Report.

Respect for persons as an ethical principle includes an appreciation of persons as independent beings capable to voluntarily decide whether or not to choose to participate in research.

The IRB additionally addresses the issues of safeguarding individuals unable to make informed decisions, such as children or those not competent to understand the benefits or risks resulting from research. The IRB also considers procedures to ensure confidentiality of subjects. In research involving children federal guidelines mandate the use of parental consent forms and assent forms for the minor.

Beneficence regarding research is concerned with protecting subjects from harm and acting in the best interest of research subjects.

In order to prevent harm the IRB requires the researcher to carefully consider and analyze the risks and benefits of their study and then formally address them individually. The IRB Committee then has the responsibility to determine if these potential risks and benefits are clearly spelled out for both the Committee and potential subjects and whether the research can be approved based upon the listed risks/benefits analysis.

Justice as an ethical principle to be considered in human subject studies refers to the fact that subjects have the right to be aware of the potential risks of research when they are asked to participate.

It also asks the researcher to consider who or which group will benefit from the proposed research. The researcher needs to ensure that potential risks are not being taken by only one segment of the population for the benefit of other larger groups of individuals.

## **Membership**

The IRB membership shall include no less than five members appointed by the Vice President for Academic Affairs. Appointments are for two years. The membership shall include one faculty member from each of the colleges offering a Ph.D. program (recommended by the appropriate Dean and approved by the Vice President for Academic Affairs), one staff member (appointed by the Vice President for Academic Affairs), and one member, not otherwise associated with the university, representing the community. The Vice President for Academic Affairs shall appoint the Chair for the IRB.



The IRB shall propose guidelines and forms for exempt, expedited and regular/full reviews to be approved by the Vice President for Academic Affairs. The IRB shall also propose amendments to guidelines, procedures and processes consistent with federal regulations and university policy.

### **The Process**

All research projects at TUI performed by any member of TUI community (Students, Faculty, Staff, and Administration Members) that includes the collection of data through intervention or direct interaction with identifiable individuals or the collection of identifiable private information will be referred for review by TUI Institutional Review Board (IRB). NO DATA MAY BE COLLECTED ABSENT IRB EXEMPTION OR APPROVAL.

Candidates/Applicants must complete the IRB Application and submit relevant supporting documents as outlined in the application. Such documents include but are not limited to prior/external IRB approvals, consent form, survey instrument and contact letters.

The timetable for review will vary depending on the nature of the study and issues of concern as well as the extent to which supporting documents have been provided.

In order to reduce delays, candidates/applicants are urged to ensure that the application form is fully completed and all relevant supporting documentation submitted.

### **Reviews**

The decision, whether or not a research project is exempt or subject to IRB review following the aforementioned criteria, shall be made by the Chair of the IRB. The Chair of the IRB will keep a file on all decisions for IRB referrals or exemptions.

Expedited reviews may be performed by the IRB Chair, appropriate IRB member for his/her respective college or by the Vice President for Academic Affairs for research outside the Colleges. A written report will be submitted to the Chair of IRB for each expedited review followed by a formal recommendation of the IRB to the Vice President for Academic Affairs.

All regular/full reviews will require the IRB quorum (3 members) and be completed within two weeks from the time that the referral was sent to IRB. For each review the IRB can recommend approval, approval with amendments, request further information, or denial. All recommendations by IRB including minutes (where appropriate) from the meetings shall be forwarded to the Vice President for Academic Affairs for confirmation.

In the event that approval is denied, and the applicant refuses to re-apply, the recommendation of the IRB may be appealed by formal petition to the Office of the Vice President for Academic Affairs. The Vice



President for Academic Affairs shall render a decision within one week from the date of submission of the petition. The decision of the Vice President for Academic Affairs shall be final and binding.

## **Instructional Sessions**

TUI operates with four main sessions (Fall, Winter, Spring and Summer) and four interim sessions (November, February, May and August) between the main sessions. Each session is 12 weeks in duration. All courses at TUI receive four (4) semester credit hours. A full time load at the undergraduate level is considered to be 2 courses or 8 semester credit hours per 12-week session.

## **Leave of Absence**

It is the experience of TUI that students who pursue an uninterrupted course of study have the highest probability for successfully completing their degree programs. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience. TUI also realizes that adult learners face unforeseen circumstances in their lives requiring temporary breaks in enrollment or interruption of their program of study.

Generally, when professional or personal obligations will prevent students from enrolling in any given session, a formal request for a Leave of Absence must be submitted through the Student Services System.

The request for a leave of absence must include the reason for the leave and the session or sessions for which the leave is requested. Except in extraordinary circumstances, the request must be received and approved prior to the start of the LOA. In the event a student is incapacitated and unable to provide advance notice, a family member or other authorized individual may make the written request, or the student may make the request at the earliest opportunity. The request will be approved if all requirements for the LOA are met and there is a reasonable expectation the student will return from the LOA.

Requests will be considered and status changes will be approved on a case by case basis. In approving the LOA, the deciding official must conclude there is reason to believe the student will return at the conclusion of the LOA. Approval of the request will be communicated to the student in writing, with a copy kept in the student's file. The approval will set forth the LOA Start Date as well as the official Return Date.

When circumstances leading to the LOA impact an active/current session, a grade of 'Incomplete' and extension may be sought for the current course(s) through the Student Services System (Please see university policy on Extensions and Grades of Incomplete). If the extension request is approved, the



student must complete the course(s) by the deadline and return as an active matriculating student by the LOA Return Date.

Leaves of Absence **are limited to a maximum of 180 days in any 12 month period** including breaks and holidays. Pursuant to the provisions of Title IV of the Higher Education Act, **students on federal financial aid are urged to first contact their financial aid advisor regarding impact of the LOA on their eligibility.**

During the Leave of Absence, students will not be considered withdrawn but may not apply for or receive federal financial aid (although if they have a credit balance, those funds may be returned to the student). TUI will not assess any additional charges to the student's account while he/she is on an approved LOA.

Failure of financial aid students to return to active status after the LOA is considered to be a withdrawal as of the date the LOA began which may subject financial aid students to return of aid previously disbursed. If a student is deemed as withdrawn and has federal student loans, the 6-month grace period on repayment will have begun on the first day of the LOA.

All students who are deemed as withdrawn must submit a request for reinstatement if they wish to resume studies. Such students will be subject to the most current program requirements. (Please see Trident University International policy on withdrawal and reinstatement.)

**Reasons for an LOA:** The following reasons support the application for a LOA (though others may be considered): a medical condition of the student or a medical condition affecting a member of the student's family that would be covered by the Family and Medical Leave Act (FMLA), including birth or adoption of a child; military deployment; jury duty for a sustained period; or other situations which result in unavoidable breaks in class attendance, if approved by the University.

## **Maximum Timeframe to Complete a Degree or Program of Study**

- The normal time to degree for an undergraduate degree is considered to be four (4) years. All requirements established for the completion of an undergraduate degree program must be Completed within seven (7) \* consecutive years.
- The normal time to degree for a master's degree is considered to be two and one-half (2-1/2) years. All requirements established for the completion of a master's degree program must be Completed within seven (7) \* consecutive years.



- The normal time to degree for a doctoral/PhD degree is considered to be six (6) years. All requirements established for the completion of doctoral/PhD degree must be fulfilled within nine (9) \* consecutive years (Dissertation continuation for doctoral candidates may not exceed 3 years without written approval by the Director of the Ph.D. program and/or College Dean)

\* The maximum timeframes exclude any approved leaves or other breaks in enrollment.

Students receiving Federal Financial Aid must complete their program of study within the above time-frame with no more than 150% of the semester credit hours required for the program, as measured by attempted credits including transfer credits (for example, a student in MBA program requiring 44 semester credits, may not attempt more than 66 semester credit hours including transfer credits).

## Medium of Instruction

All courses at TUI are taught in the English language. This includes all content and course related materials.

TUI has created the 'Cyber Classroom' on the Internet. This 'Cyber Classroom' is case and applications oriented, emphasizing a high level of interaction between professors and students and among students.

TUI ensures a high quality learning experience by utilizing synchronous as well as asynchronous learning modalities creating a complete interactive learning process with an instructor controlled environment.

## Protection from Sexual Assault or Harassment

### General Policy

TUI reaffirms the principle that its students, faculty, and staff have the right to be free from sexual assault and/or harassment by any member of the TUI community. In clarifying this policy, TUI attempts to ensure that no student, student applicant, employee or employee applicant is subject to sexual assault or harassment. Sexual assault and/or harassment of any kind and under any circumstance are reprehensible and are unequivocally prohibited at TUI. If an act of sexual assault or harassment occurs at TUI, the University will take such disciplinary actions as is deemed appropriate to the incident. If a member of the TUI community finds he/she is a victim of sexual assault or harassment he/she may register a report with the local police or pursue the matter through TUI's internal procedures.

### Rights of a Victim of Sexual Assault

A victim of sexual assault on campus has the right to the services and procedures listed in the paragraphs below. In addition, the victim has the right to lodge a complaint with local police, to obtain sexual assault counseling, and to obtain medical care.



Police may be contacted by telephone by dialing 911.

Sexual Assault Counseling may be obtained at: 24 Hour Crisis Hotline – (714)957-2737.

Emergency medical care may be obtained locally at:

Los Alamitos Medical Center  
3751 Katella Blvd.  
Telephone 714-826-6400

## Operating Procedures

If you believe that you have been harassed by any member of TUI, or you believe that someone else is being harassed, you must promptly report the facts of the incident(s) to the Human Resources Department, the Chief Compliance Officer, or the President of TUI.

1. Make your complaint in writing, if possible; however, a verbal complaint can be made as well. You may report such activities even though you were not the subject of the alleged harassment.
2. Include as many factual details as possible which may include names of people involved, names of witnesses, and dates of incidents of objectionable behavior.
3. An investigation of all reported incidents of alleged harassment and/or retaliation will be conducted by TUI in a discreet manner.
4. Where evidence of harassment or retaliation is found, disciplinary action, up to and including termination of employment, or expulsion may result.

## Retention of Student Records

It is the policy of TUI that all formal student records will be maintained in the office of the University Registrar. The information that will be retained includes:

- Date of application for admission by the student
- Disposition of application for admission
- Official degree plans issued
- Official transcripts for credits transferred in and for prerequisite degrees
- Dates of attendance and courses in which the student was enrolled
- Grades assigned for all courses in which the student was enrolled
- Details on academic probation, if any
- All credits transferred from any source other than TUI
- Details on degree(s) awarded



- Enrollment and degree verification
- Application and certification for VA Benefit

These records are currently maintained at 5757 Plaza Drive, Suite 100, Cypress, California 90630.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

In compliance with FERPA, TUI will have written permission from students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials\* with legitimate educational interest\*\*;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena\*\*\*;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

\* TUI considers "school official" to include faculty members, administrators; board members; advisors, support or clerical staff; information technology staff; and a contractor, consultant, volunteer or other party to whom TUI has outsourced institutional services or functions.

\*\* TUI considers a school official to generally have a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

\*\*\*Under certain circumstances TUI will make a reasonable effort to notify the student of an order or subpoena in advance of compliance, so that the student may seek protective action.





TUI does not presently disclose, but may at a future date, without consent, "directory" information such as a student's name, dates of attendance, status and/or degree received if any. Please contact us at [registration@tuiu.edu](mailto:registration@tuiu.edu) if you DO NOT wish TUI to disclose the above directory information.

Under FERPA, students also have the right to:

- Inspect and review their education records;
- Seek amendment of inaccurate or misleading information in their education records;
- Consent to most disclosures of personally identifiable information from education records.

Requests pertaining to education records must be directed to office of the Registrar at ([registration@tuiu.edu](mailto:registration@tuiu.edu)).

Complaints of alleged violations may be addressed to:

Family Policy Compliance  
Office US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
Phone: (202) 260-3887

Complaints must:

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contains specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;
  - Names and titles of those school officials and other third parties involved;
  - A specific description of the education record around which the alleged violation occurred;
  - A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;
  - The name and address of the school, school district, and superintendent of the district;
  - Any additional evidence that would be helpful in the consideration of the complaint.

## **Satisfactory Academic Progress - Academic Warning and Academic Disqualification**

Students are expected to remain actively engaged in their academic work and maintain the following **minimum grade point averages**.





- Students in the undergraduate programs must complete each undergraduate course with a grade of "C" (2.0) or better and maintain a cumulative GPA of 2.0 (C) or better for all coursework applying toward the degree.
- Students in the graduate (Master) programs must complete each graduate course with a grade of "B-" (2.67) or better and maintain a cumulative GPA of 3.0 (B) or better for all graduate level coursework applying toward the degree.
- Students in the doctoral degree programs must complete each doctoral course with a grade of "B" (3.0) or better and maintain a cumulative GPA of 3.0 (B) or better for all courses applying toward the degree.

Satisfactory academic progress (SAP) will be measured and evaluated after each session. Students who receive failing grades or who fail to maintain the required grade point average for their respective degree programs will receive formal **notice of an academic warning** via email from the Office of the Registrar. The notice will identify the requirements to be met by the student in order to be removed from warning status. The requirements may include repeating failed courses and/or raising the cumulative GPA above the minimum required for graduation from the program. A copy of the notice will become part of the student's permanent file.

If all other requirements are met, financial aid students may be eligible for disbursements while on academic warning status. Financial aid students who fail to meet SAP after the academic warning period are subject to losing their eligibility to receive additional funds. Students may re-establish financial aid eligibility upon meeting the requirements as identified in the notice of warning.

The performance of students on academic warning will be reviewed every session. When the academic performance requirements have been met, the student will be removed from academic warning. A formal notice will be sent to the student via e-mail from the Office of the Registrar. A copy of this notice will become part of the student's permanent file.

Students with multiple failed grades will be subject to academic disqualification. Approval of academic disqualification will be based on factors including, but not limited to, the number of failed grades, the student's overall past academic performance, the level of academic deficiency, and the student's probability of achieving satisfactory academic standing within a reasonable time frame consistent with the university policy on the maximum timeframe for completion of a degree. Notice of academic disqualification will be sent to students by the Office of the Registrar and will become part of the student's permanent record.



Academically disqualified students may submit a one-time request for reconsideration and readmission to the Office of the Dean of their respective college. The College Dean or designee will render a decision on the request within 5 business days. Approval of readmission does not guarantee financial aid eligibility.

## Statement on Diversity

As forged by its mission and innovative vision, TUI's unique and distinctive character, ensures an uncompromising commitment to offering access to affordable higher education to all individuals who meet the criteria for admission, regardless of age, gender, cultures, ethnicity, socio-economic class and disability. At all times, TUI shall strive to ensure equitable representation of all diverse groups in its student body. TUI's diverse administration, faculty and staff shall be equally dedicated to the success of all students. The diversity of TUI administration and faculty shall help enrich curricula while a diverse staff shall serve students with sensitivity to special needs. TUI also encourages the diversity of educational content. To this end, TUI professors are free to develop courses using and present in their courses diverse sources of content and viewpoints in all topics and disciplines.

## Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and subsequent amendments protect qualified individuals from discrimination based on their ability.

Individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. People who have a record of, or who are registered as having a physical or mental impairment that substantially limits one or more major life activities are also covered. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Temporary conditions lasting less than 6 months are not considered as a disability.

It is the policy of TUI to not deny access, by a qualified individual with a disability, to or participation in, any aspects of educational activities and services. It is also the policy of TUI to offer reasonable accommodation in the form of modification or adjustment that will enable a qualified student with a disability to participate in the educational activities and services. Given the pedagogical model and the on-line nature of coursework at the institution typical accommodations available are extended time for completion of assignments and modules. The ADA does not require modifications or adjustments that would fundamentally alter the nature of the education or the learning outcomes of a course or degree program being sought, lowering the academic standards or compromise the integrity of the school, department, or program. All inquiries, requests, claims or complaints by students or prospective



students must be directed to the Vice President for Student Experience following the procedures for verifying disability and requesting accommodations.

**NOTE:** the ADA does not require modifications or adjustments that would impose an undue hardship on the institution. Undue Hardship includes any action that is unduly costly, extensive, or disruptive.

### **Procedures for verifying disability and requesting accommodations**

Any student requesting reasonable accommodations must first provide to the Vice President for Student Experience documented proof of the claimed disability using the [Trident University International Verification of Disability form](#). The form must be completed in its entirety providing:

1. Claimant's name and date of birth
2. Name and contact information of physician or other professional verifying disability
3. Information about diagnosis and prognosis, as well as functional limitations resulting from the disability
4. Clear statement of the accommodations being requested including accommodations suggested by the physician or other professional

Requests for accommodations will be considered by the Vice President for Student Experience after careful consideration of the information provided with analysis of the following:

1. Whether the information provided is current
2. Whether the information is sufficiently detailed
3. Whether the provider identified has sufficient expertise
4. Whether the request is reasonable
5. Whether the requested accommodation represents a fundamental alteration or imposes an undue hardship
6. Whether alternative accommodations suffice

The Vice President for Student Experience, after consultation with the appropriate Program Director and/or faculty, will render a decision on student requests for accommodations.

Any appeals or requests for exceptions must be directed to the university Chief Compliance Officer.

## **Teach-Out Policy**

It is the policy of TUI to ensure the viability of each and every one of its program offerings by committing sufficient resources dedicated to start and sustain approved programs. It is also the policy of TUI to ensure that no program is terminated or closed without proper and timely notice to students, faculty



and staff. Decisions on continuation or termination of a program will be made only after formal review and careful consideration of findings.

In the event a decision is made to terminate a program, TUI will ensure the equitable treatment of students and will make every good faith effort to assist students in completing their respective programs by offering courses until each existing student enrolled in a program completes the program. No new students will be admitted to the program.

Upon the occurrence of any of the following, TUI will submit to WASC and the Commission for its prior approval, a teach-out *plan* or appropriate *agreement*:

1. The Secretary of Education notifies WASC that the Secretary has initiated an emergency action against TUI in accordance with section 487(c)(1)(G) of the HEA or an action to limit, suspend, or terminate Trident University International's participation in any Title IV, HEA program, in accordance with section 487(c)(1)(F) HEA, and that a teach-out plan is required.
2. WASC acts to withdraw, terminate, or suspend accreditation or candidacy of TUI.
3. TUI notifies WASC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
4. A state licensing or authorizing agency notifies WASC that TUI's license or legal authority to provide an educational program has been or will be revoked.

The teach-out will be a written plan developed by TUI that will include among others:

1. Last date of classes;
2. Date of closure;
3. Arrangements for disposition of all student records, including educational, accounting and financial aid records;
4. An explanation, accompanied by appropriate supporting documentation and timelines of how TUI will notify students of closure and/or the teach-out;
5. Procedures to ensure that the education and services provided to students will not be materially disrupted and that obligations are timely met;

When appropriate, TUI will submit to WASC and the Commission a teach-out agreement with another institution accredited by a nationally recognized accrediting agency. The teach-out agreement will:

1. Be consistent with applicable standards of accreditation and Commission Policies;
2. Provide for the equitable treatment of students by ensuring that the teach-out institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by TUI, to remain stable, carry out its mission, and to meet all obligations to its existing students;



3. Ensure that the teach-out institution can provide students access to the program and services without requiring them to move or travel substantial distances;
4. Provide for notification of another accrediting agency if the teach-out institution holds accreditation from that agency; and
5. Specify additional charges, if any, levied by the teach-out institution and provide for notification to the students of any additional charges.

## Transfer Policy

Credits are considered for transfer from any regionally or nationally accredited and CHEA approved college or university, as well as ACE, CLEP, DANTES, CAEL and Excelsior. Decisions on the transfer of credits are ultimately at the discretion of the College Deans or designees. TUI may also accept foreign credits for transfer with appropriate foreign credential evaluation by a recognized agency such as the World Education Services (WES). Students are urged to review the specific policy statement applicable to each degree program regarding maximum transferable credits to the program and/or concentration.

TUI has adopted the following conditions and procedures for transfer of credits:

- Student are required to provide **official transcripts of ALL prior academic work without exception;**
- Prior academic work will be articulated during the admission process;
- All courses, whether applied to a program or general elective in transfer will be posted to the student's permanent record;
- Transfer credits will not be included in the calculation of overall GPA;
- At the undergraduate level a student may transfer in academically transferable credit no matter the date of completion. Where the content of a course is deemed outdated or no longer equivalent or relevant by the College, the credits for that course will transfer as general elective credits only;
- Graduate coursework submitted for transfer must have been completed within the prior seven (7) years unless the content is deemed outdated or no longer equivalent or relevant by the College;
- Students may formally appeal transfer decisions to the Vice President for Academic Affairs or designee. Appeals must be submitted in writing within 5 business days and must be accompanied by supporting documentation or evidence.



## Tuition and Fees

TUI educational value should be assessed by the student based on tuition, quality of education, future increase in marketability, and earning power. TUI is one of the most affordable higher education institutions. Higher education is the single most important investment a student will ever make.

### Bachelor's Level (Effective Nov. 2008)

\$295 per credit, \$1,180 per course

\$250 per credit, \$1,000 per course for Military students using military tuition assistance or MGIB; military spouses; Federal and state employees; and California residents.

### Master's Level (Effective Nov. 2008)

\$345 per credit, \$1,380 per course

\$250 per credit, \$1,000 per course for Military students using military tuition assistance or MGIB; military spouses; Federal and state employees; and California residents.

### Doctoral Level (Effective Nov. 2008)

\$575 per credit, \$2,300 per course

\$460 per credit, \$1,840 per course for Military students using military tuition assistance or MGIB and for military spouses. Students in the dissertation stage will register for one course of four semester credit hours per session for a cost of US \$2,300 per session.

## Other Fees

<b>Application fee for Ph.D. programs (no application fee for Bachelor and Master's programs)</b>	<b>US \$75*</b>
<b>Reinstatement Fee</b>	<b>US \$75</b>
<b>Student ID Card (optional)</b>	<b>US \$10</b>
<b>Official Transcript (per copy)</b>	<b>US \$10</b>
<b>Lab Fee for students enrolled in courses with lab portion (Optional)</b>	<b>US\$59</b>

\*non-refundable



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## Textbook and Course Materials

All textbooks and course materials are on TUI's cyber Library, and available to students at no additional cost.

Ph.D. students are required to purchase an SPSS grad package or SPSS student version software package.

## Method of Payment

TUI accepts all major credit cards (Visa, Master Card and American Express).

## Installment Payments

Students may arrange a payment plan through finance department.

## Military Tuition and TUI's Military Discount Program (MDP)

Trident is a DANTES affiliated university. Trident charges reduced tuition for eligible military service members and their families for Bachelor's and Master's programs. With the MDP a student may be able to cover the full cost of their coursework with military TA benefits.

For more information visit: <http://www.trident.edu/tuition-fees/military-discount-program/> TUI also accepts the GI Bill and VA benefits. Please contact [vahelp@tuiu.edu](mailto:vahelp@tuiu.edu) for details.

## Refund Policy

- Drop requests submitted prior to the start date of the session will receive a 100% refund (there will be a \$100 per course fee if course materials have been shipped)
- Drop requests submitted during the first four calendar days of the session will receive a 75% refund
- Drop requests submitted between the 5th and 8th calendar days of the session will receive a 50% refund
- Drop requests submitted between the 9th and 12th calendar days of the session will receive a 25% refund
- Drop requests submitted after the 12<sup>th</sup> calendar day of the session will receive no refund.

## Tuition Deferral Policy

Based on the commitment of TUI to the success of its students and for their convenience, TUI offers Tuition Deferral programs for qualified students. Students who qualify for financial aid may be eligible to apply for tuition deferral. The terms and conditions of the tuition deferral vary based on the nature of the benefits and approval is made on a case-by-case basis. The nature of the benefits





notwithstanding, students are ultimately responsible for payment of all tuition and fees for all courses registered.

## United States Constitution Day

TUI celebrates United States Constitution Day on September 17th of each year. For additional information about Constitution Day please visit the following websites:

<http://memory.loc.gov/ammem/collections/continental/>

<http://www.archives.gov/exhibits/charters/charters.html>

## Voter Registration Policy

The Higher Education Act of 1998 has a provision that every college and university must have enough voter registration forms on hand to register the campus 120 days prior to the election. Recognizing that all TUI students are in remote locations across the nation and the globe, compliance with the specifics of the Act is nearly impossible. Thus, it is the policy of Trident University to make a “good faith effort” to comply with the requirements of the Act by providing information regarding voting and voter registration.

Presidential elections are held every four years on the Tuesday after the first Monday of November. There may be additional primary elections in your town and/or state. Students are urged to check with their local elections officials for further information regarding voter registration, where and how to vote, etc... More than likely, the official responsible for voting is the Secretary of State of your state of residence. Remember that you can only register at one location.

Note that pursuant to Help America Vote Act (HAVA) first-time voters will be asked to show photo identification with address on the identification to prevent voter fraud, and to ensure that voters who are eligible to vote will have their votes counted.

Students who have yet to register to vote may choose to register to vote using the following link: <http://www.fec.gov/votregis/vr.shtml>

Login Student Services account: <https://sss.trident.edu/>

## Withdrawal Policy

Students who wish to withdraw from the University, an ongoing session or a course in an ongoing session after the published drop deadline, must submit a request in writing to the Office of the Registrar. If approved after review, the student will be deemed as **officially withdrawn with a grade of ‘W’ assigned for the course(s) in an ongoing session**. Such request can only be made prior to the official





ending date of the session and will not be considered retroactively. Students requesting to withdraw will be responsible for all applicable tuition and fees.

Students receiving financial aid under Title IV of the Higher Education Act will be notified of any applicable return of financial aid funds required as a result of the withdrawal. If the return of funds creates a balance due on the student's account the student will be solely responsible for the account balance.

For students who withdraw and have federal student loans, the 6-month grace period on repayment will begin on the first day following the withdrawal.

### Unofficial Withdrawal

Students receiving financial aid will be deemed as an "Unofficial Withdrawal" when they have any unapproved break in enrollment (failure to enroll for a subsequent session) or unexcused cessation/interruption of academic activity (failure to complete a course timely). Such students will be subject to partial return of financial aid already received. Students will receive a notice informing them of the Return to Title IV Repayment calculation and billing process.

Students are urged to actively and regularly participate in their courses in compliance with the university policy on **Academic Participation/Substantive Interaction**.

Students receiving or applying for financial aid are urged to consult with their financial aid advisor regarding approved breaks in enrollment and requirements for course completion.

### Military Withdrawal

The grade of Military Withdrawal (WM) may be assigned to military students who request to withdraw from a course after the drop deadline due to military obligations (deployment, training, etc). Specific documentation is required in order for a military withdrawal request to be considered. The supporting documentation from the Commanding Officer MUST:

1. Confirm that military obligations require withdrawal from the course(s); AND
2. Clearly state the understanding that by requesting the grade of WM, the TA funds will not be refunded to the military (consistent with our policy for grades of "W"); AND
3. Confirm that the military will NOT seek recoupment of tuition assistance (TA) from the student.

It is the responsibility of the student to provide the required documentation.

Students using military TA who have also received financial aid under the Title IV federal financial aid program are not eligible for a military withdrawal and must comply with all applicable federal regulations pertaining to withdrawal from a course or program.



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### **Failure to Return from Approved Leave of Absence**

Students who fail to resume their program of study following an approved Leave of Absence will also be deemed as withdrawn as of the first day of the leave of absence which may subject the student to return of financial aid. For students who are withdrawn and have federal student loans, the 6-month grace period on repayment will have begun on the first day of the LOA.

### **Reinstatement**

Withdrawn students who wish to resume their studies must submit a request for reinstatement to the Educational Advisement Center. Students who are reinstated will be subject to the most current program requirements. Academically disqualified students are not eligible for reinstatement.

Students may be reinstated under academic probation if they have failed to maintain the required Grade Point Average (GPA) or have received failing grades towards the degree requirements. Such students are encouraged to seek advice from their Academic Advisor prior to enrollment for any future sessions and should enroll for no more than 1 course per session. Students under probation due to failing grades are required to begin repeating prior failed course(s) upon reinstatement. (NOTE: course(s) must be retaken at Trident University International in order to cancel the previous failing grades).