

# *ADDENDUM*



2014-2015

**TRIDENT UNIVERSITY CATALOG**  
WINTER 2015 ADDENDUM



---

The Trident University International (Trident) catalog consists of two parts: **Policy Handbook** and **Academic Programs**, which reflect current academic policies, procedures, program and degree offerings, course descriptions, and other pertinent information. This addendum to the catalog was prepared on the basis of the best information available at the time. Pursuant to the catalog rights policy, as laws, rules, accreditation standards and policies change from time to time the information in this addendum will be updated as deemed appropriate by the university administration. Trident University International assumes no responsibility for editorial, clerical, and programming errors that may have occurred in the publication of the addendum.

This addendum is effective beginning the Winter 2015 session modifies and/or updates the 2014-2015 Catalog.







---

## Academic Programs

Effective the Winter 2015, the following sections of the Academic Programs 2014-2015 Trident University Catalog have been amended/added:

**Page 87: Doctor of Education in Educational Leadership, Higher Education Concentration**

Add the following program:

### **Doctor of Education in Educational Leadership Higher Education Concentration**

*This program will be offered beginning with the Spring 2015 session.*

#### **Program Introduction**

The Doctor of Education (Ed.D.) in Educational Leadership is designed for current and emerging leaders, both in traditional and non-traditional educational environments who are looking to lead complex learning organizations. These leaders include individuals who currently hold or are seeking leadership positions within colleges and universities, educators in non-traditional K–12 environments, and professionals in various non-profit and government settings.

#### **Concentration Description:**

The Doctor of Education in Educational Leadership with a Higher Education concentration is a practitioner oriented program intended for students currently holding leadership positions, or aspiring to obtain a leadership position in a post-secondary education setting as academic program administrators, campus administrators, and student affairs or student services professionals. Students learn the conceptual/theoretical, attitudinal, and operation skills to transform post-secondary educational systems and graduates are prepared to lead change in a post-secondary education system. All candidates will develop the skill set necessary to operate as a scholar-practitioner with the completion of a three article dissertation.

#### **Educational Leadership Program Mission**

The Educational Leadership program is committed to developing reflective leaders and practitioner scholars to lead complex learning organizations.

Program Goals, which served as the guidelines for the development of Ed.D. Program Learning Outcomes for students include:

- Promote the development of self and others.
- Self-assess performance regularly using feedback, reflection, goal setting and evaluation. Equitably and ethically sustain people, processes and information, as well as assets of the organization to fulfill the mission, vision and goals of post-secondary educational systems.
- Lead Successful Learning Programs and Organizations.
- Possess the knowledge and ability to promote the success of all students embracing change and fostering a positive organizational culture, effective curricular programs, a student-centered learning environment and encouraging the growth of all staff.
- Become practitioner scholars.



- Engage in scientific methods to assess practice, examine results and promote sound decision-making.
- Participate in professional and policy-making communities.
- Strategically build relations and coalitions to improve the quality of higher education.

### **What Students Can Expect**

The Ed.D. in Educational Leadership is a post-Masters professional practice degree, designed for the working professional. The content and expectations focus on knowledge skills, and dispositions needed by practicing leaders in education. Assessment activities focus on demonstrating the ability to effectively apply expertise and prior experience to the practice of educational leadership in the student's area of specialization.

Successful leaders know how to foster and sustain conditions within organizations that support continuous improvement. The Ed.D. in Educational Leadership curriculum focuses on preparing leaders who can facilitate conditions for organizational learning in order to create organizations that will be effective, adaptable and competitive. Coursework in the Ed.D. program will focus on (1) promoting the development of self and others; (2) leading successful learning programs and organizations; (3) becoming practitioner scholars; and (4) participating in professional and policy making communities. The program culminates in a dissertation and longitudinal reflective self-assessment in which students demonstrate effective application of the program's theories and concepts.

The entire program is offered 100% online through the Trident Learning Community (TLC) learning management system. *Students should note that the Ed.D. program is not a certificate, licensure or credentialing program.* Trident cannot grant or certify any student for a credential as a teacher or administrator. As the requirements for certification/licensure/credentialing vary from state to state, students are urged to contact their state of residence or employment for information on specific requirements/criteria.

### **Program Learning Outcomes**

- In collaboration with stakeholders, determine organizational values and build a vision and mission for the success of all students in that organization.
- Apply theories and models that contribute to a positive organizational culture.
- Manage the operation of learning organizations.
- Communicate proficiently with other professionals, lay groups such as boards, the public, consumers, and policy makers through scholarly writing and skilled oral/written communication.
- Develop capacity to build strategic relationships among diverse constituencies.
- Demonstrate the ability to practice ethically and model equitable professional behavior.
- Build and use knowledge of global perspectives in professional practice.
- Use research, professional practice knowledge, and critical thinking skills as practitioner scholars.
- Demonstrate information literacy through the use of a diverse range of appropriate information and educational technologies to improve practice.
- Apply advanced knowledge of teaching and learning to instructional leadership.



---

**Required Program Courses (40 Semester Credit Hours)**

EDD 602	Leadership Theory and Practice	4
EDD 603	Communication for Education Leaders	4
EDD 611	Strategic Planning for Education Leaders	4
EDD 632	Legal Aspects for Educational Leadership	4
EDD 605	Applied Research	4
EDD 607	Advanced Applied Research	4
EDD 612	Assessment and Program Evaluation	4
EDD 680	Dissertation Supervision I	4
EDD 690	Dissertation Supervision II	4
EDD 700	Dissertation Supervision III	4

**Required Concentration Core Courses (20 Semester Credit Hours)**

EDD 640*	Current Issues in Higher Education	4
EDD 641*	Higher Education Administration	4
EDD 642*	Student Development Theory	4

Select two courses from the following:

EDD 643*	Management of Change in Higher Education	4
EDD 644*	Curriculum in Higher Education	4
EDD 635	Professional Development and Mentoring	4
EDD 645*	Current Issues in E-Learning in Higher Education Settings	4

*\* Course descriptions for courses indicated with an asterisk will be available in the Spring 2015*

*Addendum*

**Total Degree Credit Hour Requirement**

60 Semester Credit Hours

**Page 144: Bachelor of Science in Computer Science – Cybersecurity Concentration**

- In the Required Concentration Core Courses, substitute
  - ITM 447 Information Security Systems Auditing and Digital Forensics with
  - CSC 414 Advanced Networking: Wireless, Hybrid Networks

**Page 122: Master of Science in Health Administration – Conflict Resolution Management**

- In the Required Concentration Core Courses, substitute
  - NCM 599 Capstone in Conflict Resolution Management with
  - MGT 501 Management and Organizational Behavior

**Page 171: Conflict Resolution Management Certificate**

- In the Required Certificate Core Courses, substitute
  - NCM 599 Capstone in Conflict Resolution Management with
  - MGT 501 Management and Organizational Behavior

**Page 233: Course Descriptions**

- In the ITM Information Technology Management course descriptions
  - Delete ITM 447 Information Security Systems Auditing and Digital Forensics and course description
- In the NCM Conflict Resolution Management course descriptions
  - Delete NCM 599 Capstone in Conflict Resolution Management and course description



- 
- Add NCM 599 Capstone in Conflict Resolution Management and course description added to Teach-Out courses section (Page 262+)





---

## Policy Handbook

Effective the Winter 2015, the following sections of the Policy Handbook 2014-2015 Trident University Catalog have been amended/added:

### Page 17-18: Other Fees

Replace the Other Fees Table with the following:

Application fee for Doctoral programs – Nonrefundable (no application fee for Bachelor and Master's programs)	\$75
Student ID Card (optional)	\$10
Official Transcript (per copy)	\$10
Official Transcript “Rush Fee”	\$35
Lab Fee for students enrolled in courses with lab portion (Optional)	\$59
Graduation Fee	\$150
Additional Diploma	\$30
Bounced check fee	\$30
Payment plan arrangement fee	\$30
Other expedited fees	Varies based on region

### Page 39-41: Withdrawal

Replace all information in the Withdrawal section with the following:

#### Withdrawal from course(s)

Students are required to actively and regularly participate in their courses in compliance with the University policy on Academic Participation and Substantive Interaction. Students unable to complete a course may request a withdrawal from a course after the published add/drop deadline by submitting a request in writing to the Office of the Registrar at [registration@trident.edu](mailto:registration@trident.edu). Upon approval, a grade of ‘W’ will be assigned to the student for the course and will become a permanent part of the student’s official transcript. Subject to other applicable policies or regulations, failure to participate does not constitute a drop or withdrawal from the course. To avoid academic penalties, students must take affirmative steps to timely drop or withdraw from their course(s). Students requesting to drop or withdraw will be responsible for all applicable tuition and fees.

#### Withdraw from University

Students who wish to withdraw from the University must submit a request in writing to the Office of the Registrar at [registration@trident.edu](mailto:registration@trident.edu). Once the request is processed, the student will be deemed as officially withdrawn with a grade of ‘W’ assigned for any course(s) in an ongoing session. Students



requesting to withdraw will be responsible for all applicable tuition and fees. Subject to other applicable policies or regulations, failure to participate does not constitute a withdrawal from the university.

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

### **Unofficial Withdrawal**

Students will be deemed as an “Unofficial Withdrawal” when they have any unapproved break in enrollment (failure to enroll for a subsequent session) Students receiving financial aid, veterans’ benefits or tuition assistance (TA) will be subject to partial return of financial aid, veterans’ benefits or tuition assistance already received. Students will receive a notice informing them of applicable Return to Title IV Repayment calculation, return of TA or other benefits based on applicable policies and the billing and payment process. If the return of funds creates a balance due on the student’s account, the student will be solely responsible for the account balance and will be required to remit payment to the university.

For students who are deemed as an unofficial withdrawal and who have federal student loans, the 6-month grace period or repayment will begin on the first day following the unofficial withdrawal designation.

### **Withdrawal based on Military Obligations**

Students receiving military tuition assistance (TA) whose cessation/interruption of academic activity (failure to complete a course timely) is the result of documented military service obligations must submit a withdrawal request in writing to the Office of the Registrar at [registration@trident.edu](mailto:registration@trident.edu). It shall be the responsibility of the student to provide the required documentation regarding service obligations before the official end of the course/session. The documentation must be dated and signed by a commanding officer or appropriate official and must verify:

- the service obligations
- that such obligations will require cessation of academic activity
- the dates impacted by the service obligations

Students receiving military tuition assistance (TA) are urged to contact the university immediately upon knowledge of military service obligations that may result in cessation/interruption of academic activity. The University will work with the student to identify solutions that will not result in a student debt for the returned portion of the TA (if applicable). Any return of unearned TA will be based on the published schedule on TA returns.

### **Withdrawal by Students Using GoArmy Portal**

Students enrolling through the GoArmy Portal are required to submit any withdrawal request through the portal for processing. For more information regarding submission of a withdrawal request students may visit the GoArmy Portal, contact a GoArmy representative or send a request to [registration@trident.edu](mailto:registration@trident.edu).

### **Administrative Withdrawal**

Students may be administratively withdrawn from a course or courses after the add/drop period but prior to the ending date of a session for the following reasons:





- 
- Failure to comply with university requirements
  - Disciplinary suspension or dismissal for the remainder of an academic session or longer
  - Administrative error
  - Other reasons deemed appropriate by the proper administration officer

Recommendations for an administrative withdrawal are submitted to Office of the Registrar. The Office of the Registrar completes an Administrative Withdrawal form for each student to be administratively withdrawn. The Office of the Registrar notifies the student once the withdrawal has processed.

A grade of Withdrawal (W) will be recorded on the student's official record and transcript by the Office of the Registrar. The grade of Withdrawal (W) is not computed in a student's grade point average. The date and reason for the withdrawal will be recorded as of the last day of recorded attendance, and the amount of any tuition and fees assessed will be aligned with the University refund schedule.

Recommendations to administratively withdraw a student after a session has officially ended will be reviewed by the Office of the Registrar on a case-by-case basis.

Administrative withdrawals may affect student financial aid status and graduation requirements.

Students may petition an administrative withdrawal within five days by submitting an appeal to the Provost as specified in the [Attending Trident University International](#) policy.

### **Retroactive Withdrawals**

The grade of Withdrawal (W) may be assigned retroactively to students who request to retroactively withdraw from a course or courses after the end of the session. Students are eligible for a retroactive withdrawal if they have experienced circumstances that have significantly impaired their ability to complete coursework and prevented withdrawal from the course (or courses) in an official/timely manner. Specific documentation is required in order for a retroactive withdrawal request to be considered. The supporting documentation must:

- Clearly describe the student's circumstances preventing a timely request
- Confirm that the circumstances were beyond the student's control
- Provide evidence that the student was unable to anticipate or predict the circumstances leading to the request
- Include official verification from a source other than the student or relative of the student. This documentation must include the phone number or email address of the verifying source.

Examples of acceptable supporting documents include (but are not limited to):

- Physician's written verification of student incapacitation lasting longer than 30 days, and verification that said incapacitation occurred within the session for which student is requesting the retroactive withdrawal (medical records and diagnosis information are not to be submitted)
- Legal documents, such as a death certificate or evidence of jury service
- Official communications from an employer, such as a termination letter or job offer letter, which clearly shows that student's place of employment has been a source of disruption (such to include, for example, severe financial hardship, job relocation)



---

If a student is requesting a retroactive withdrawal from some but not all courses, the documentation must clearly indicate the reason for such a request and why the reason for the request impacts some but not all of the courses for the given term.

It is highly recommended that students requesting a retroactive withdrawal consult with the Financial Aid Office to ensure that their aid will not be impacted by the withdrawal. Retroactive withdrawals are not eligible for refund of tuition or return of tuition assistance (TA). Students using TA should contact their education service officer (ESO) for guidance before seeking a retroactive withdrawal.

### **Retroactive Withdrawal Procedure**

The student must submit the Retroactive Withdrawal form and supporting documentation to the Office of the Registrar.

- The Office of the Registrar will review the request and supporting documentation within five business days upon receipt.
- Upon review and determination that the documentation is sufficient, the request will be forwarded to the Committee on Academic Standards (CAS) for a decision.
- The CAS will forward its decision to the Office of the Registrar within five business days.
- The Office of the Registrar will notify the student of the committee's decision and will assign a grade of "W" retroactively to the student's record.

All CAS decisions are final. Requests for further review will not be granted.

### **Return of Aid Based on Withdrawal**

Students receiving financial aid under Title IV of the Higher Education Act, or benefits under any Veterans Affairs Programs, or Federal Tuition Assistance (TA) under Title X will be notified of any applicable return of financial aid or tuition assistance funds required as a result of any 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 and will be required to remit payment to the university.

#### **Return of Federal Financial Aid**

For an explanation of the return of federal financial aid please refer to the Federal Financial Aid section of this catalog under the heading of 'Return of Title IV Funds'.

#### **Return of Veterans Affairs Benefits**

Students using Veterans Affairs (VA) benefits, who withdraw, will be responsible for all applicable tuition and fees. Trident University is required to submit notification to the Department of Veteran Affairs for any course withdrawals. The course withdrawal will likely result in recoupment of VA funding for the enrollment period. If the withdrawal is due to mitigating circumstances, the Department of Veterans Affairs may request additional documentation from the student to verify the reason for the withdrawal. The VA will make the final determination regarding recoupment of tuition, or applicable housing allowance or living expense stipends.

#### **Return of Military Tuition Assistance**

To comply with the Department of Defense Memorandum of Understanding, students utilizing Tuition Assistance (TA) who officially withdraw may be subject to return of unearned TA on a proportional basis as set forth in the schedule below. The unearned TA will be returned to the specific Service. Students

---



shall remain subject to all applicable institutional policies including refund policy and return of financial aid policy. Note: Subject to other applicable policies or regulations, failure to participate does not constitute a drop or withdrawal from the course or the university. Students will receive a notice informing them of any applicable returns, resulting account balance and payment process. Unearned TA is subject to a return up to the 60% point of the session; thereafter, tuition is deemed 100% earned and not be subject to return or refund.

Where the need to withdraw is the result of documented military service obligations the University will work with the student to identify solutions that will not result in a student debt for the returned portion. Where the withdrawal is not the result of documented military service obligations, the student will be responsible for repayment of any returned tuition/TA in addition to any other tuition amount owed by the student.

Please refer to the following schedule of return table and examples for explanation of the proportional return of TA funds:

<b>Withdrawal during a Week defined as a 7 day period beginning on Monday:</b>	<b>Tuition Charged to Student</b>	<b>Tuition Charged to Military</b>	<b>Tuition Returned to Military</b>
Up to the start of session and Week 1	100%	0%	100%
Week 2	100%	25%	75%
Week 3-4	100%	75%	25%
Week 5-6	100%	80%	20%
Week 7	100%	90%	10%
Week 8 and after	100%	100%	0%

Example 1: When a student withdraws during week 5 of a 12 week session, 20% of the total tuition will be returned to the military. Where the withdrawal is not the result of documented military service obligations, the student will be responsible for repayment of the 20%.

Example 2: A student who withdraws, during week 8 of a 12-week session will be deemed to have earned 100% of the tuition for the session. Once 100% of tuition is deemed earned it is not subject to refund or return.



**TRIDENT  
UNIVERSITY**  
INTERNATIONAL

Copyright © 2014 Trident University. All Rights Reserved.