



Policy Handbook
2014 - 2015 UNIVERSITY CATALOG
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The Trident University International catalog consists of two parts: **Policy Handbook** and **Academic Programs**. Together these documents reflect current academic policies and procedures, program and degree offerings, course descriptions, and other pertinent information. This catalog was prepared on the basis of the best information available at the time of publication. Pursuant to the [Catalog Rights](#) policy, as laws, rules, accreditation standards, and policies change from time to time, the information in this catalog 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 catalog.

This Policy Handbook, effective Fall 2014 session, replaces and supersedes the 2013–2014 Policy Handbook and its Addenda I–II.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



Introduction

Trident University International (Trident) was originally established as a branch campus of Touro College, New York, on July 1998, by its founding President and CEO, Dr. Yoram Neumann, and was initially accredited by the Middle States Commission on Higher Education (MSCHE). Touro College—including the TUI branch campus—was subsequently re-accredited by MSCHE in 2004. Because of its location in California, robust growth, fiscal and operational stability, and unique online delivery model, TUI was separately accredited by the Western Association of Schools and Colleges (WASC) in February 2005.

Following 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 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 the University. In January 2011, TUI University officially changed its name to Trident University International. Trident continues to be accredited by WASC.

The President and Chief Executive Officer of Trident University International is Andrew Vaughn.

Trident University International Mission

Trident University International provides an exceptional online educational experience for its students—diverse adult learners including current and former members of the military family. Adhering to the highest standards of academic excellence, faculty and staff foster a learning community where students develop critical-thinking and problem-solving skills to enhance their lives and advance their careers.

Trident University International Vision

Trident University International will be the university of choice for adult learners and will be recognized as a leader in academic excellence, affordability, and career advancement.

Statement on Diversity

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



Regional Accreditation

Trident is accredited by the Senior Colleges and University Commission of the Western Association of Schools and Colleges (WASC):

985 Atlantic Avenue, #100
Alameda, CA 94501
Telephone: (510) 748-9001
Website: www.wascsenior.org

State Authorization

Trident operates in most U.S. states, either through authorization, exemption, licensure, or registration. Some states require that approval-related statements be posted on the university website, and some states list “approved” institutions on their websites. Refer to the [State Authorization](#) document for further details about Trident’s state authorization status.

TUI is legally operating in California with Approval to Operate by Means of Accreditation pursuant to California Education Code, Section 94890(a)(1). The approval is effective until June 30, 2019. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Students may contact the University Office of Compliance at compliance@trident.edu for additional information and updates on state authorization.

Trident University has no pending petition in bankruptcy, is not operating as a debtor in possession, has neither filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Contact Information

Mailing Address:

Trident University International
5757 Plaza Drive, Suite 100
Cypress, CA 90630

Telephone: (800) 375-9878
<http://www.trident.edu/>

Physical Facilities

Trident University International
5757 Plaza Drive, Suite 100
Cypress, CA 90630



Admission and Transfer Policies

Admission

Applicants are responsible for submitting a complete application package, including the application form available online at www.trident.edu listing all prior institutions attended. All students are required to have official transcripts on file with Trident to receive proper evaluation of transfer credits and a decision on admission to the University. Students are also required to review and sign the Enrollment Agreement and Disclosure form as part of the admission process.

Prospective students are encouraged to review this catalog, the [Student Fact File](#), program specific information and disclosures prior to signing an enrollment agreement.

Computer Competence Requirements

Trident has adopted the following specific competencies for incoming students:

Ability to perform basic functions in a windows-type operating system, including but not limited to:

- File operations (creating, saving, copying, retrieving)
- Multitasking
- Using standard windows features: navigation tools, sizing and moving features, etc.
- Importing and exporting files
- Formatting
- Page setup and printing
- Basic word-processing activities
- Basic electronic spreadsheet activities
- Designing and developing graphic presentations
- Engaging in basic Internet activities, including subject searches

Computer Hardware/Software Requirements

In order to benefit from the unique features that Trident provides, students will need to possess or have access to a computer with the following configurations:

- A standard Web browser like Microsoft Internet Explorer (IE), Firefox, or Chrome
- Microsoft Office applications, including, as a minimum: PowerPoint, Word, and Excel
- Adobe PDF reader
- Internet connectivity
- Headphones with microphone (required in some programs)

Admission Requirements

Subject to additional college- or program-specific admission requirements, the following standard admission requirements apply:

Bachelor's Degree Programs and Certificates

Students with **fewer than 24 semester hours** of transferable coursework:

- A diploma from an accredited or state approved high school or its equivalent
- A minimum GPA of 2.0 in all high school coursework
- Proof of English proficiency (international students only; see section on [English Proficiency](#))



Students with **24 semester hours or more** of transferable coursework:

- A minimum GPA of 2.0 in all transferable coursework
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

Master's Degree Programs and Certificates

- A conferred Bachelor's degree from a regionally or nationally accredited college or university
- A minimum GPA of 2.5 on the transcript of the most recently conferred Bachelor's or Master's degree
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

Ed.D. Degree Programs

- A conferred Master's degree in Education or a related field from an accredited college or university.
- A minimum GPA of 3.0 on the transcript of the Master's degree
- A minimum of three years of documented leadership experience
- Writing and oral communication skills sufficient to conduct and deliver the results of meaningful research
- Information technology skills sufficient to effectively participate in the Trident Ed.D. pedagogical model
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

Ph.D. Degree Programs

Students **without** a Master's degree from an accredited college or university:

- A conferred Bachelor's degree in a related field from a regionally or nationally accredited college or university
- A minimum GPA of 3.6 on the transcript of the Bachelor's degree
- Analytical and critical thinking skills sufficient for the Doctoral program
- Writing and oral communication skills
- Information technology skills sufficient to participate effectively in Trident's Doctoral pedagogical model, including Internet skills to conduct research effectively
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

Students **with** a Master's degree from an accredited college or university:

- A conferred Master's degree in a related field from a regionally or nationally accredited college or university
- A minimum GPA of 3.0 on the transcript of the Master's degree
- Analytical and critical thinking skills sufficient for the Doctoral program
- Writing and oral communication skills
- Information technology skills sufficient to participate effectively in Trident's Doctoral pedagogical model, including Internet skills to conduct research effectively
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

Required Documents

Subject to additional college- or program-specific admission requirements, the following documents are required for admission:

Bachelor's-Degree-Seeking Students

- Admission Application



- Official transcripts of all prior academic work including military transcripts
- Official high school transcripts (if a student has less than 24 credits of post-secondary education)
- Proof of English proficiency (international students only; see section on [English Proficiency](#))
- Official evaluation of international credits (for students with international transcripts only; see section on [International Transcripts](#))

Master's-Degree-Seeking Students

- Admission Application
- Official transcript from the institution granting the qualifying Bachelor's degree or the most recent Master's Degree.
- Proof of English proficiency (international students only; see section on [English Proficiency](#))
- Official evaluation of international credits (for students with international transcripts only; see section on [International Transcripts](#))

Ed.D.-Degree-Seeking Students

- Admission Application
- Official transcripts of all prior academic work, including transcript from the institution granting the qualifying Master's degree
- A cover letter that describes current leadership qualifications, professional goals, potential research topic(s), and why the student is applying to the degree program at Trident
- Curriculum vitae (resume) showing work experience in education or a related field
- Two letters of recommendation from references that speak to academic qualifications and potential
- A letter of support from a current or past employer that documents your ability to conduct practitioner research (may also serve as one letter of recommendation)
- Scholarly writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

Ph.D.-Degree-Seeking Students

Students **without** a Master's degree from an accredited college or university:

- Admission Application
- Official transcript from the institution granting the qualifying Bachelor's degree
- Cover letter—A letter in which applicants describe their motivation for pursuing a research based Doctoral degree, their area of research interest and future goals. In addition, the letter should explain how their professional experiences and prior academic work have focused their thinking toward the planned doctoral program of study.
- Current curriculum vitae that specifies the applicant's educational and professional background
- Two letters of reference from individuals with direct knowledge of the applicant's academic and/or professional performance and potential for graduate studies
- Scholarly writing sample—Doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.
- Proof of English proficiency (international students only; see section on [English Proficiency](#))
- Official evaluation of international credits (for students with international transcripts only; see section on [International Transcripts](#))
- **College of Education applicants:** Results from the Graduate Records Examination (GRE) taken no more than five years prior to the application date
- **College of Health Sciences applicants:** Results from the Graduate Records Examination (GRE) taken no more than five years prior to the application date



- **College of Business Administration applicants:** Results from the Graduate Management Admission Test (GMAT) taken no more than five years prior to the application date

Students **with** a Master's degree from an accredited college or university:

- Admission Application
- Official transcript from the institution granting the Master's degree
- Cover letter—A letter in which applicants describe their motivation for pursuing a Doctoral degree in their area of interest and explain how their professional experiences and prior academic work have focused their thinking toward the planned program of study
- Current curriculum vitae that specifies the applicant's educational and professional background
- Two letters of reference from individuals who have direct knowledge of the applicant's academic and/or professional performance and potential for graduate studies
- Scholarly writing sample—Doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills
- Proof of English proficiency (international students only; see section on [English Proficiency](#))
- Official evaluation of international credits (for students with international transcripts only; see section on [International Transcripts](#))

Admission Appeals

Student applications that fail to meet admission requirements are submitted to the Committee on Academic Standards (CAS) to determine if any admissions policy exception can be made. Prior to this submission, students will be contacted with a request to submit a personal statement that the committee will review before making a decision. Students who are approved by appeal will be admitted with conditions determined by this committee.

Admission Is Not Guaranteed

Students and applicants concede that neither acceptance of their application nor acceptance of unofficial transcripts guarantees ultimate admission to Trident or to the program of choice. Students enrolled in courses will have until the end of their second consecutive session to ensure that Trident has received all official documents required for admission to the University and program of choice. Students will be placed on an enrollment hold if all documents are not received by this time. In addition, failure to provide official documents of **all** prior academic work, test scores, licensure, or certification as appropriate by the end of the second session may result in the delay or denial of admission, or withdrawal from the University.

Trident reserves the right to seek verification of identity by requesting a color copy of a current and valid identification card such as a government-issued driver's license or state identification card. It is the responsibility of the student to provide the requested information.

To protect its character and standards, Trident reserves the right (and applicants concede the right to the University) to refuse or revoke admission to any student when one or more of the following is true:

- Applications or other admission and supplemental documents contain false, fraudulent, or incomplete statements
- Discrepancies in the application, admission documents, or both cannot be resolved
- The applicant does not meet the admission requirements
- The applicant is a threat or potential danger



- The applicant is disruptive to the University community or its operations

First Session Enrollment

Students enrolling in an undergraduate program without an Associate's degree or 60 earned college-level credits from a regionally or nationally accredited institution will be required to enroll in TUX 101 (The Trident University Experience) in their first session. Students enrolling in an undergraduate program with an Associate's degree or a minimum of 60 earned college-level credits from a regionally or nationally accredited institution will be required to enroll in TUX 301 (The Trident University Experience for Students in Transition) in their first session.

Non-Degree-Seeking (NDS) Students

Trident provides opportunities for individuals not seeking a degree to continue their education by enrolling in courses at the University. Non-degree-seeking students include:

- Students enrolling in courses for the purpose of transferring credits to their "home" (degree-granting) institution.
- Students interested in personal and/or academic growth.
- Students interested in courses that meet continuing education requirements for their professional discipline.

High school students who have completed their sophomore year of high school are eligible to enroll at Trident as non-degree-seeking students. To enroll, they must:

- Complete the online Trident University application for undergraduate admission.
- Submit a recommendation from a guidance counselor.
- Submit an official high school transcript with a minimum 3.0 cumulative GPA.

Enrollment Terms and Conditions for Non-Degree-Seeking Students:

- Permission to attend Trident as a non-degree-seeking student does not guarantee admission or degree-seeking status. Students interested in a degree program must apply for and meet all admission requirements.
- Students holding non-degree-seeking status do not establish [Catalog Rights](#).
- Undergraduate non-degree-seeking students may not complete more than six courses at Trident.
- Graduate (Master's) non-degree-seeking students are required to provide proof of an earned undergraduate degree and may not complete more than three courses at Trident.
- Non-degree-seeking students may apply successfully completed credits toward a Trident degree program if the students are later admitted or accepted for degree-seeking status.
- Non-degree-seeking students are not eligible to enroll in 600- and 700-level courses.
- Non-degree-seeking students are not eligible for federal financial aid and certain other forms of tuition assistance. Students are urged to consult with advisors regarding limitations on tuition assistance.

Certificates

Trident offers stand-alone certificates to provide post-baccalaureate graduate students expanded knowledge, including the latest information and research available in a specific field of study.

Certificates do not qualify for Title IV federal financial aid and must be applied for separately from any degree program or concentration.



English Proficiency

Applicants must meet one of the English proficiency requirements listed below:

- Submit transcripts which demonstrate an appropriate duration of attendance at an accredited institution where the medium of instruction is English:

Degree Level	Minimum Duration of Attendance
Undergraduate	Earned equivalent of a high school diploma or 24 semester credits of Bachelor's-level coursework.
Graduate	Earned equivalent of a conferred Bachelor's degree or 12 semester credits of graduate-level coursework in a program.
Doctorate	Earned equivalent of a conferred Master's degree.

- Submit transcripts which demonstrate service in the U.S. Armed Forces for one year or greater, with attendance in enlisted-level or officer-level service school courses.
- Present official documents with an appropriate minimum total score for one of the following exams*:

Degree Level	TOEFL Internet-Based Test (IBT)	TOEFL Computer-Based Test (CBT)	TOEFL Paper-Based Test (PBT)	IELTS	EIKEN
Undergraduate	61	173	500 & TWE 4	6	Grade 2A
Graduate	71	197	525 & TWE 4	6	Grade Pre-1
Doctorate	79	213	550 & TWE 4.5	6.5	Grade Pre-1

**Additional exams and scores may be accepted upon review and approval by the College Dean or designee.*

Trident does not provide English language services or ESL programs.

International Transcripts

Visa services are not provided by Trident University and the institution does not vouch for student status.

Students with international transcripts are required to provide an official evaluation of their credits. Students may refer to www.naces.org to select an evaluation service. The evaluation must include grade equivalency and level of equivalency (graduate or undergraduate) for each course as well as the cumulative GPA. The report is used by Trident to determine which credits will be accepted for transfer. The evaluation must also be received by Trident in the original sealed envelope from the evaluation service selected. The evaluation services listed at www.naces.org are not related to Trident University International and the University makes no representations or warranties on their behalf.

Homeschool Students

Trident has a rich diversity of students who bring educational experiences from both conventional and alternative schooling. When evaluating applications for admission, Trident seeks evidence of academic preparation and proficiency.

Trident requires students to show proof that they have completed their state requirements for high school graduation. Although proof of graduation is traditionally provided through a high school transcript, Trident offers three options for homeschool students to meet this requirement:

- GED (General Educational Development test): Some states require that a homeschool student



take the GED. (If your state requires a GED, then you must request the GED scores be sent to Trident.)

- Course Transcript (provided by outside source): If affiliated with a homeschool program, academy, or consortium, the student should request that the outside source forward an official transcript.
- Academic Portfolio (provided by family source): 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:
 - If the program has been customized by the family, then a detailed portfolio, including a course transcript, is required.
 - The person in charge of the homeschool program must verify the transcript as official and provide the full portfolio to meet the requirements described under [Trident's Home School Academic Portfolio Guidelines](#).

Homeschool Student Documentation

The following documents are required to evaluate the academic background of homeschooled applicants:

- GED Results (if required by state of residence), Course Transcript (provided by homeschool program), or Academic Portfolio.
- Two letters of recommendation from adults not related to the student. A family member, however, who acted as the student's primary instructor, may submit a teacher recommendation. Recommendations are acceptable from private instructors, coaches, clergy, mentors, employers, or sponsors of extracurricular activity.

The submission of SAT or ACT scores is recommended (but not required). A combined math and critical reading total of 1000 on the SAT, or at least composite 21 on the ACT, would strengthen a prospective student's application to Trident.

Additional Degrees and Concentrations

Additional Bachelor's Earned at Trident University

If a student has an earned Bachelor's degree from Trident University, Trident will consider an application for an additional Bachelor's degree.

- Once a degree has been conferred, the student must apply for admission to the additional Bachelor's degree program and meet all admission requirements.
- The final GPA from the most recent degree will be used to make the admission decision.
- Students pursuing an additional degree must select a program that is distinct from their previous degree(s).
- Students must meet standard degree-credit, upper division, and concentration requirements to earn the additional degree.
- General Education requirements will be waived for the additional degree.
- Courses from the first degree may apply to the additional degree but cannot be used to satisfy the Trident residency requirement. (See the [Academic Programs](#) portion of the catalog or the [University Graduation Requirements](#) section of this document for information about the Trident residency requirement.)

Additional Bachelor's with Previous Degree Not Earned at Trident University

- Students must apply for admission and meet all Bachelor's degree admission requirements.



- The final GPA from the most recent degree will be used to make the admission decision.
- Students pursuing an additional degree must select a program that is distinct from their previous degree(s).
- Students must meet Trident's degree-credit, residency, upper division, and concentration requirements to earn the additional degree.
- General Education requirements will be waived if the first degree was completed from a regionally/nationally accredited institution.
- Courses from the previous degree may apply to the additional (Trident) degree but cannot be used to satisfy the Trident residency requirement.

Additional Master's with First Degree Earned at Trident University

- Once a degree has been conferred, the student must apply for admission to the additional Master's degree program and meet all admission requirements.
- The final GPA from the most recent degree will be used to make the admission decision.
- Students pursuing an additional degree must select a program that is distinct from their previous degree.
- Students cannot use more than 30% of the credit required for the additional degree from their previous degree(s).
- Students must meet all specific requirements for the additional Master's degree not already satisfied by the previous degree(s).

Additional Master's with First Degree Not Earned at Trident University

- Students must apply for admission and meet all admission requirements.
- The final GPA from the most recent degree may be used to make the admission decision.
- Students pursuing an additional degree must select a program that is distinct from their previous degree(s).
- Students cannot use more than 30% of the credit required for the additional degree from their previous degree(s).
- Students must meet all specific requirements for the additional Master's degree not already satisfied by the previous degree(s).

Second Concentrations within a Single Degree

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

Coursework completed previously from the first concentration cannot be used to fulfill the requirements of a second concentration within a Bachelor's or Master's degree. When concentrations have duplicate or overlapping courses, the Program Director will determine substitute courses. Completing the requirements for a second concentration does not qualify a student for a second degree.

Additional Certificate

Students completing a second certificate cannot use previously completed coursework from the first certificate to fulfill the requirements of a second certificate. When certificates have duplicate or overlapping courses, the Program Director will determine substitute courses.

Limitations on Tuition Assistance

Students must note that limitations on Title IV financial aid, military tuition assistance, and other forms of tuition assistance may apply to additional degrees at the same level. Students are urged to contact their financial aid or other applicable tuition assistance advisor for appropriate guidance.



Readmission

Eligibility for readmission will be determined by the Office of the Registrar based on student status when leaving the institution. Factors may include GPA, number of courses remaining, academic warning flags, etc. Notice of readmission will be sent by the Registrar to the student.

Catalog Rights will be determined at the time of readmission. Any student who returns following a break in enrollment of five years or fewer will be eligible for the same degree requirements that were in effect prior to their absence. Any student who returns following a break in enrollment of greater than five years will be subject to the catalog in effect at the time of readmission.

Academically Disqualified Students

Academically disqualified students may apply for admission to Trident after one year from the time of disqualification. Students are required to complete the admission process and provide all official transcripts of any academic credit earned or attempted at other institutions since disqualification.

Students with Unapproved Absences Exceeding One Year

Any student seeking to return to Trident after an unapproved absence exceeding one year may seek readmission by completing the admission process, including submitting a new application. Students must inform the University and provide all official transcripts of any academic credit earned or attempted at other institutions during their absence to the Office of the Registrar.

Readmission to Trident will be determined by the Registrar based on student status when leaving the institution, including GPA, number of courses remaining, Academic Warning status, etc. Notice of readmission will be sent to the student by the Office of the Registrar.

Student Withdrawal

Students officially withdrawn from the University who wish to return to Trident may seek readmission by completing the admission process, including submitting a new application. Students must inform the University and provide to the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions while withdrawn. Students readmitted after withdrawal will be subject to the most current program requirements.

Readmission of Service Member

Members of the uniformed services who must leave Trident to perform their duty will be promptly readmitted to the institution without change in academic status upon their return.

Any student agreements (such as catalog rights and time to completion requirements) for military students with breaks in attendance of five years or less will not be invalidated, and there will be no additional fees for military students who are readmitted. Taking courses at other institutions during this time will not constitute a break in enrollment. Students who reenter must provide updated transcript information (if any) from all other institutions attended during the time of deferment or break in enrollment from Trident (including CLEP, JST, etc.).

- Service members will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status they had prior to their deferred status.
- Service members will be entitled to the rights and benefits they had prior to their deferred status.



- Service members will be readmitted to the same program unless they request or agree to be admitted to another program. (If the original program is no longer offered, the service member will be admitted to the program that is most similar.)
- For the first year, service members will be readmitted under the same tuition charged when they entered deferred status unless their military benefits will pay tuition increases (if any). However, the tuition will never be more than the institution is charging other students.
- If a military student is not prepared to resume the program where he or she left off or is unable to complete the program, the institution must make reasonable efforts¹ (at no additional cost to the student) to enable the service member to resume or complete the program. Such help may include, but is not limited to, providing refresher courses.
- To be eligible for readmission, a service member must:
 - Provide notice of absence for service
 - Provide notice of the intent to return to Trident. Please see [Department of Education guidelines](#) for clarification of the aforementioned criteria.

NOTE: Cumulative length of absences cannot exceed five years.

Denial of Readmission

If Trident determines that there are no reasonable efforts to be taken to prepare the service member to resume or complete the program, readmission may be denied. Please see [Department of Education guidelines](#) for clarification of the aforementioned criteria.

Termination of Readmission Eligibility

A service member's eligibility for readmission terminates upon the occurrence of:

- A dishonorable or bad conduct discharge.
- A dismissal of a commissioned officer permitted under Section 1161(a) of Title 10 USC by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.
- A dropping of a commissioned officer from the rolls pursuant to Section 1161(b), Title 10 USC.
- Absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution.

Transfer of Credits

Credits are considered for transfer from any regionally or nationally accredited college or university as well as The American Council on Education (ACE), College Level Examination Program (CLEP), The DANTES Subject Standardized Tests (DSST/DANTES), The Council for Adult and Experiential Learning (CAEL), and Excelsior, and other non-traditional forms of learning as deemed appropriate by College Deans or designees. Decisions on the transfer of credits are ultimately at the discretion of the College Deans or designees. Students may formally appeal transfer decisions to the Provost or designee. Appeals

¹Reasonable efforts are actions that do not place an undue hardship on the institution. An *undue hardship* exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.



must be submitted in writing and must be accompanied by supporting documentation or evidence such as a course syllabus. Students are urged to review the specific policy statement applicable to each degree program regarding maximum transferable credits to the program and concentration, or both. Transfer credits will not be included in the calculation of overall GPA.

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

- Undergraduate students are required to provide official transcripts of **all** prior academic work from regionally or nationally accredited institutions.
- Master's and Doctoral students are required to provide official transcripts of any prior academic work that they wish to be considered for transfer evaluation.
- Undergraduate students with conferred Associate's degrees are required to provide official transcripts from all sources applied to their Associate's degree.
- Active and former military undergraduate students must submit official military transcripts for any service schools or occupational specialties held.
- All eligible college-level coursework will be posted to the undergraduate student's permanent record with the following exceptions:
 - failed coursework
 - withdrawn courses
 - direct equivalents that have been repeated
 - repeated courses unless the transfer institution indicates the course is repeatable
- Undergraduate students must have earned a grade of "C-" or higher to meet the following requirements:
 - General Education Mathematics
 - General Education English
 - Program Core
 - Upper Division Requirements
- Masters and doctoral students must have earned a grade of "B-" or higher to meet any degree requirement.
- Additional forms of non-traditional credit will be posted to the undergraduate student's permanent record only if applied to meet degree requirements.
- 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.
- Master's and doctoral coursework completed within the previous seven years is transferable unless the content is deemed outdated by the college.

Military Credit

Trident grants undergraduate credit for military education as recommended by the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. This is in accordance with transfer credit policies at the University. Students may request evaluation of military credit by submitting official JST transcripts to the Office of Admissions.

Transcripts may be obtained through the appropriate home pages at:

- **ARMY:** <https://jst.doded.mil>
- **NAVY/MARINES:** <https://jst.doded.mil>
- **AIR FORCE:** Transcripts from the Community College of the Air Force (CCAF) at



<http://www.au.af.mil/au/ccaf/transcripts.asp>

- **COAST GUARD:** <https://jst.doded.mil>
- For additional informational links, visit the ACE website at <http://www.acenet.edu/higher-education/Pages/Military-Students-and-Veterans.aspx>.

Credit for military education will be posted to the undergraduate student's permanent record only if applied to meet degree requirements. Credit for military occupation specialty will be awarded only for primary/rating status with duty dates posted and served in excess of one year. No credit is awarded for any secondary status. Unless directly articulated to a course (or courses) at Trident, military occupational specialty will be transferred into Trident as undergraduate general elective credit with a maximum of 28 semester hours under Trident's Professional, Technical, and Vocational Credit policy (see next paragraph).

Professional, Technical, and Vocational Credit

Trident recognizes the value in the variety of ways in which learning occurs. Professional, Technical, and Vocational (PROTEC) credits earned with passing grades may be transferred and applied as undergraduate general elective credit up to a maximum of 28 semester hours. Transfer credits earned at a nationally accredited institution that are not directly articulated to a course or general education competency will be considered PROTEC credit, with the exception of credits earned at institutions accredited by the Distance Education and Training Council Accrediting Commission and the Accrediting Council for Independent Colleges and Schools. Credit earned at such institutions will be transferred in the same manner as credit from universities and colleges accredited by regional accreditors.

Prior Learning Policy

Trident University International recognizes that many of our students have acquired knowledge through their employer, military service, or other pursuits. Students are encouraged to submit all prior learning credit upon admission. Credit for prior learning experience at Trident may be earned in a variety of ways:

Credit by Examination:

- Advanced Placement (AP) Credit: <http://www.collegeboard.com/student/testing/ap/about.html>. Trident University awards credit only for AP test scores of 3 and higher, if the test is equivalent to current course offerings. Advanced Placement exam scores must come directly from The College Board in a sealed envelope to be considered valid.
- College Level Examination Program (CLEP): <http://clep.collegeboard.org/>.
- DANTES Subject Standardized Test (DSST/DANTES): <http://www.getcollegecredit.com/>.
- Excelsior College Examinations: <http://www.excelsior.edu/static/exams/>. Submit official documents to the Registrar's Office to determine credit.

American Council on Education (ACE) Evaluated Military/Civilian Credit

Trident may award credit for military or civilian training based on the recommendations in the ACE guide. For more information refer to [Military Credit](#) section.

Prior Learning Assessment (Portfolio Based)

Trident is a member of The Council for Adult and Experiential Learning (CAEL), and a pilot member of CAEL's Learning Counts program. Learning Counts is a prior-learning assessment program that is



designed to evaluate and assess an individual's life learning for college credit. See <http://www.learningcounts.org/>.

- A maximum of 30 hours may be earned through Portfolio-Based Prior Learning Assessment. This does not apply to the credit by examination and ACE Evaluated [Military Credit](#) described above.
- Portfolio-Based Prior Learning Assessment only applies to undergraduate courses.

Additional forms of non-traditional credit will be posted to the undergraduate student's permanent record only if applied to meet degree requirements.

International Transfer

Trident will record and apply international credits for transfer with appropriate international credential evaluation by a recognized agency. Students may refer to www.naces.org to select an evaluation agency. (For more information, see [International Transcripts](#).)

International credit will be posted to the undergraduate student's permanent record only if applied to meet degree requirements.

Healthcare Specialty

Applicants who have earned Associate of Arts or Associate of Science degrees in a health-related field of study, have obtained military training in a health care specialty, or hold a license/certificate in a health-related field of practice may be eligible to satisfy 28 program elective units through transfer. Other associate degrees may qualify after review and approval by the College Dean. Only credits for the respective degree, military training, or license/certificate earned will be considered for transfer credit in this category. Students who do not satisfy 28 program elective units must take additional courses to satisfy degree requirements. All credit transfer must comply with Trident's published policies, including [Professional, Technical, and Vocational](#) transfer maximums.

Notice Concerning Transferability of Credits and Credentials Earned at Trident University International

The transferability of credits you earn at Trident University International is at the complete discretion of the institution(s) to which you may seek to transfer. Acceptance of the degree or certificate you earn is also at the complete discretion of the institution(s) to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution(s) to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Trident University International to determine if your credits, degree, or certificate will transfer.



Tuition, Fees, and Financing

Tuition and Fees

Effective: Fall 2014

Tuition Rate Table				
Credential Level	Student Type ¹	Tuition Per Credit	Tuition Per Course	Tuition Per Program (assuming no transfer credits)
Bachelor's Degree	Standard	\$350	\$1,400	\$42,000 (\$43,400 for Bachelor of Science in Health Sciences)
	Retired Military	\$275	\$1,100	\$33,000 (\$34,100 for Bachelor of Science in Health Sciences)
	Veteran			
	Veteran spouse			
	Military personnel	\$250	\$1,000	\$30,000 (\$31,000 for Bachelor of Science in Health Sciences)
	Military spouse			
	Partnership			
Master's Degree	Standard	\$475	\$1,900	Master of Arts in Education: \$17,100 Master of Business Administration: \$20,900 Master of Science in Emergency Disaster Management: \$19,000 Master of Science in Health Administration: \$19,000 Master of Science in Human Resource Management: \$20,900 Master of Science in Health Sciences: \$19,000 Master of Science in Information Technology Management: \$17,100 Master of Science in Leadership: \$17,100 Dual Degree: \$30,400
	Retired Military	\$350	\$1,400	Master of Arts in Education: \$12,600 Master of Business Administration: \$15,400 Master of Science in Emergency Disaster Management: \$14,000 Master of Science in Health Administration: \$14,000 Master of Science in Human Resource Management: \$15,400 Master of Science in Health Sciences: \$14,000 Master of Science in Information Technology Management: \$12,600 Master of Science in Leadership: \$12,600 Dual Degree: \$22,400
	Veteran			
	Veteran spouse			
	Military personnel	\$300	\$1,200	Master of Arts in Education: \$10,800 Master of Business Administration: \$13,200 Master of Science in Emergency Disaster Management: \$12,000 Master of Science in Health Administration: \$12,000 Master of Science in Human Resource Management: \$13,200 Master of Science in Health Sciences: \$12,000 Master of Science in Information Technology Management: \$10,800 Dual Degree: \$19,200
	Military spouse			
	Partnership			



Credential Level	Student Type ¹	Tuition Per Credit	Tuition Per Course	Tuition Per Program (assuming no transfer credits)
Doctoral Degree (Professional)	Standard	\$700	\$2,800	Ed.D. in Educational Leadership: \$42,000
	Military personnel	\$625	\$2,500	Ed.D. in Educational Leadership: \$37,500
	Military spouse			
	Partnership			
	Retired Military			
	Veteran			
	Veteran spouse			
Doctoral Degree (PhD)	Standard (Excluding 703 and above Dissertation Continuation courses)	\$900	\$3,600	Coursework: Ph.D. in Business Administration: \$50,400 Ph.D. in Health Sciences: \$50,400 Ph.D. in Education: \$50,400 Dissertation: All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date.
	Military personnel	\$800	\$3,200	Coursework: Ph.D. in Business Administration: \$44,800 Ph.D. in Health Sciences: \$44,800 Ph.D. in Education: \$44,800 Dissertation: All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date.
	Military spouse			
	Partnership			
	Retired Military			
	Veteran			
	Veteran spouse			
Certificate/ Non-degree	Subject to the same standard and reduced tuition rates at the applicable Bachelor's and Master's levels. Not applicable at the doctoral level			

¹Tuition listed for military personnel, military spouse, partnership, retired military, veteran, and veteran spouse is applicable only to students who meet the eligibility requirements for the relevant tuition assistance or tuition savings program. Other tuition assistance or tuition savings programs may be available. Applicable terms and conditions of all tuition assistance and tuition savings programs may be found on the [University website](#). The University reserves the right to change the terms and conditions of any tuition or tuition savings program or to discontinue it at any time. Trident makes no guarantee regarding qualifications or eligibility for any particular tuition or tuition savings program.

Other Fees:

Application fee for Doctoral programs (Nonrefundable; no application fee for Bachelor's and Master's programs)	\$75
Student ID Card (optional)	\$10
Official Transcript (per copy)	\$10
Lab Fee for students enrolled in courses with lab portion (optional)	\$59
Official Transcript "Rush Fee"	\$25



Duplicate Diploma	\$30
Bounced-check fee	\$30
Payment plan arrangement fee	\$30
Other expedited fees	Varies based on region

Course Materials

All course materials are available to students through Trident's Online Library. Ph.D. students are required to purchase the SPSS statistical software package.

Methods of Payment

Trident accepts military tuition assistance, Title IV financial aid, Veteran Affairs benefits, corporate benefits, private education loans, check, or money order.

Trident also accepts the following major credit cards: American Express, Discover, MasterCard, and Visa.

Installment Payments

Students may arrange a payment plan with the finance department.

Responsibility for Payment

Students accept responsibility for paying any and all tuition and fees in connection with their enrollment and attendance at Trident even if enrolled under non-degree-seeking, "special," or matriculating (with or without conditions) status. If students cannot pay their tuition and fees by the due date, they will make arrangements with Trident to make payments under an appropriate payment plan. Subject to any other applicable policy, if for any reason admission to the university or financial assistance is delayed or denied, the student will be held personally responsible for all tuition and fees due and owing and must pay the tuition and fees in full by the due date.

Suspension of Services

Trident may prevent students from registering for any future sessions, or withhold grade reports, transcripts, diplomas, certificates, and other services (without limitation) if:

- Students fail to pay tuition and fees.
- Students have an account balance and have not obtained a Trident-approved payment arrangement.
- Students fail to comply with the terms of the Enrollment Agreement and Disclosure.



Refund Policy

The refund policy is outlined in the chart below:

Drop/Withdrawal Request Date	Prorated Tuition Charge	Tuition Refund (if applicable)
Before start of the session	0%	100%
Day 1–4	25%	75%
Day 5–8	50%	50%
Day 9–12	75%	25%
After Day 12	100%	0%

Other state-specific refund policies may apply according to the student's state of residence. Refer to the State Specific Refund Policies for further information.

Federal Financial Aid

Eligibility for Federal Financial Aid

Students applying for federal financial aid must meet all eligibility criteria as determined by the Department of Education (ED) by completion of the Free Application for Federal Student Aid (FAFSA). ED defines an eligible student as someone who is a U.S. citizen, permanent resident, or eligible non-citizen. International students (i.e., students attending on an F-1 visa) are not eligible for federal financial aid.

In order to be eligible for federal financial aid, a student must be admitted to an eligible degree program. Eligibility for federal financial aid is based on information provided on the FAFSA and other application documentation. To maintain eligibility, a student must also be making Satisfactory Academic Progress (SAP) in his or her degree plan (see Satisfactory Academic Progress—Academic Warning/Financial Aid Warning/Academic Dismissal policy). Any student who is not making Satisfactory Academic Progress may not be eligible to receive federal financial aid funds. Satisfactory Academic Progress measures both qualitative (GPA) and quantitative progress in determining a student's eligibility for financial aid.

Free Application for Federal Student Aid (FAFSA)

The first step in applying for financial aid is to complete and submit the Free Application for Federal Student Aid (FAFSA). The FAFSA utilizes the federal methodology in determining a student's financial need and eligibility for financial aid, which includes both federal grants and loans. The information is reviewed by the Department of Education (ED) and the Financial Aid Department at Trident University in determining the student's financial aid award. Therefore, it is very important for the student to provide accurate information on the FAFSA.

To begin the process and learn more about financial aid eligibility and the FAFSA application process, students may complete the application at www.fafsa.ed.gov. Students are encouraged to use the IRS



data-retrieval tool when completing their FAFSA to ensure accuracy of their income information. The FAFSA must be completed for each award year.

The Trident University International school code is 041279 (Trident University International, Cypress, CA).

Trident Financial Aid Application

In addition to the FAFSA, Trident students must complete the Trident Financial Aid Application by logging on to the student portal and clicking Financial Aid under the My Record drop-down menu. The Trident application includes loan entrance counseling and verification documents, if applicable. This application must be completed for each academic year.

Federal Loans and Grants

Students admitted to Trident may apply for Federal Pell Grants and Federal Direct Loans (subsidized, unsubsidized, and PLUS).

Federal Pell Grants and Federal Direct Loans are known as "Title IV" aid or "federal financial aid." Federal financial aid is disbursed based on student enrollment and attendance status and Satisfactory Academic Progress (SAP). Funds are awarded and disbursed in two payment periods each academic year. Trident University disburses funds to the student's account, and the funds are applied toward the student's tuition and/or cost of attendance. When a Title IV recipient ceases enrollment in all courses before the end of the payment period or fails to successfully complete all required credits, the student may be ineligible for a portion of the federal financial aid awarded and disbursed for that payment period.

Federal Pell Grant Program

The Federal Pell Grant assists undergraduate students who demonstrate financial need (as determined by the FAFSA) and who are attending a Title-IV-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 financial need and their enrollment status. The need is determined by the information provided by the applicant on the FAFSA. The amount the student will receive under the Pell Grant program is based on the Cost of Attendance (COA) and the student's Expected Family Contribution (EFC).

Federal Direct Loans

The U.S. Department of Education is the lender and guarantor for Federal Direct Loans, which include subsidized, unsubsidized, and PLUS loans. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, where applicable, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Subsidized loans are available for undergraduate students with financial need, as determined by the FAFSA. The U.S. Department of Education pays the interest on subsidized loans while the student is enrolled at least half-time at an eligible postsecondary school, during the grace period, and during a period of deferment.

Unsubsidized loans are available to undergraduate and graduate students and are not awarded based on a student's need, but based on the COA. If the student qualifies for an unsubsidized loan, the student



will be responsible for interest that accrues from the time the loan is disbursed until it is paid in full. The student may choose to pay the interest while enrolled in school, or allow it to accumulate. Capitalized 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 amount of the loan at the time repayment begins will be less than if the student allows the interest to accrue.

PLUS loans are also available to parents of dependent undergraduate students and graduate or professional students who have reached the aggregate loan limits for subsidized and unsubsidized loans. PLUS loans require approval of credit from the U.S. Department of Education prior to funds being awarded and disbursed. PLUS loan applicants with adverse credit history may apply by obtaining an endorser without adverse credit history.

Determination of Amount for Federal Direct Loans

The amount of loan eligibility for Trident students will be determined based on the standard tuition rate, with appropriate reductions by the sum of:

- Any tuition adjustments (Veteran Grant, Military Education Grant, etc.)
- 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 student's loan eligibility will be determined by:

- Maximum grade level loan amounts
- The student's remaining unmet financial need
- Student's requested amount of loans
- Student's aggregate loan limits according to National Student Loan Data System (NSLDS) records

For additional information regarding interest rates and loan limits, please visit the U.S. Department of Education's Direct Loan website at www.direct.ed.gov/student.

Verification

Students may be selected for verification. This means that the U.S. Department of Education has randomly selected a student's FAFSA and the information provided on the application to be reviewed and verified by the institution. The Trident Financial Aid Application will request additional information to verify data that the student has reported on their FAFSA. If the student is selected for verification, he or she will be notified of the additional documents that will be required to complete their financial aid file. Once the accuracy of the student's financial aid information is confirmed, an award letter will be released to the student. Changes to a student's FAFSA may result in a change of the financial aid award. To avoid delays in processing of the financial aid file, students must ensure timely response to all requests for information.

Financial Aid Payment Periods and Enrollment Policy

Students seeking federal financial aid must be registered for all courses they intend to take during the first payment period of their academic year. The payment period is the period of time it takes a student to complete both half the number of credits and half the number of weeks of instruction in the academic year. The first payment period is 24 weeks, which is two 12-week, non-overlapping sessions.



(If the student fails the course or courses or if there is a break in enrollment, the first payment period may be extended beyond the first two consecutive sessions.) The second payment period is complete once the student has successfully completed the second half of the academic year. Students are not eligible to enter a new academic year until they have successfully completed a full academic year.

Academic Year and Disbursements

The Trident University academic year is defined as 36 weeks (three consecutive sessions), which comprises:

- 24 credits for undergraduate students
- 12 credits for graduate students

Accordingly, students are expected to enroll and complete one course per session at the graduate level or two courses per session at the undergraduate level to maintain their scheduled award. Students are also expected to remain enrolled for three consecutive (non-overlapping) sessions, which coincides with the 36-week academic year and loan period (for students receiving Direct Loans). Unauthorized breaks in enrollment may result in the loss of federal financial aid eligibility and/or having to return funds if funds have already been disbursed.

First disbursements are released in the first session after the student completes Module 1. For students attending full time and meeting SAP, the second disbursement generally occurs in the third session of a student's academic year, in accord with the following conditions:

- One-half of the academic year (first payment period) must be completed.
- Graduate students must successfully complete a minimum of 8 credit hours (2 courses) over two non-overlapping sessions.
- Undergraduate students must successfully complete a minimum of 12 credit hours (3 courses) over two non-overlapping sessions.
- Courses must be successfully completed with passing grades. Successfully completed credits are those for which the following grades are awarded:
 - Undergraduate-level courses: A, A-, B+, B, B-, C+, C, C-, D
 - Master's-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, P

Credit Completion

Students receiving federal financial aid must complete their program of study within the above maximum time frame. The credits attempted for the program may not exceed 150% of the semester credit hours required for the degree. For example, a student in the 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 Satisfactory Academic Progress review indicates that a student cannot complete the program within the maximum allowed credits, or when 150% is reached, no additional Title IV aid can be awarded or disbursed.

Undergraduate students are 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.

Courses dropped within the add/drop period are not counted toward 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 Satisfactory Academic Progress 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.

Return of Title IV Funds

General Requirements

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may be considered ineligible for all or a portion of Title IV funds that he or she received.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the Title IV program of the U.S. Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

When a student is considered to have withdrawn for Title IV purposes

A student is considered to have withdrawn from a payment period if:

- The student does not complete all the days and credit hours in the payment period that the student was scheduled to complete;
- The student is not scheduled to begin another course within 45 calendar days after the end of the session the student ceased attending, unless the student is on an approved leave of absence.

To determine the amount of funds earned by the student, the 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 U.S. Department of Education based on the student's last date of attendance. Attendance at Trident is defined as academic-related activity, such as submission of written assignments and discussion postings or both. Course logins and reading assignments are not used in the determination of a student's last date of attendance. A student earns federal student aid funds on a prorated basis. Proration is based on the percentage of the payment period the student completed. This is determined by the student's completion of assigned coursework during that payment period of enrollment.

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 for 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 students who officially withdraw from all courses and/or the university, 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, a R2T4 calculation will be completed. A notice will be sent to students when a R2T4 is completed, which will include any balance due.

Payment of Credit Balance Student Accounts

Students are notified electronically, via EFT notification, of all federal student loan disbursements received by Trident. Students may cancel or decline those awards. If the total Title IV funds received is greater than the Trident charges on the student's account for tuition and fees, a credit balance exists. Credit balances are issued by check within 14 days of the date the credit balance is created on the student account, unless the student has provided written authorization otherwise.

Loan Cancellation

When Trident 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 Trident 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 are sent electronically and a record of the notice will be maintained by the Financial Aid Department. If a student notifies Trident that the student wishes to cancel all or a part of a loan, Trident must return and cancel the loan within 14 days of receiving the student's written notice. Trident must inform the student either in writing or electronically as to the outcome of any request for loan cancellation.

Please contact the financial aid office at financialaid@trident.edu if you have any questions about financial aid.

Military Tuition Programs

Trident University International is an active participating institution with the Department of Defense Voluntary Education Partnership MOU which allows Trident to participate in the military tuition assistance program. Trident is also a DANTES Affiliated Military Friendly Institution and Servicemembers Opportunity Colleges (SOC) institution.

Trident charges reduced tuition for eligible military service members and their families for Bachelor's, Master's, and Doctoral programs.

For more information, visit the Trident University website.

Trident University is also approved by the California State Approving Agency to administer Veterans Affairs Education Benefits. Contact financialaid@trident.edu for details.



Student Tuition Recovery Fund (California residents only)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, Trident will not be collecting STRF assessments from California students until such time as the Bureau for Private Postsecondary Education directs institutions to resume collection of the STRF assessments.



Student Information and Procedures

Attending Trident University International

Trident will regard studying at the University as a privilege granted in consideration of achieving specified levels of performance and maintaining the established standards of scholarship and personal and professional conduct. Trident reserves the right to require withdrawal or expulsion of a student at any time it deems necessary in order 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 any adverse action by the Registrar, College Dean, or any other administrator, the student may appeal the decision in writing to the Provost, who may then approve, reject, or modify the decision in question. The decision of the Provost is final.

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

Students who are receiving tuition assistance or other forms of financial aid, and who are subject to adverse action by the University, may also be subject to additional actions or penalties by external and/or funding entities.

Academic Freedom

Trident is committed to the pursuit and transmission of truth. 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 faculty members whose teaching is questioned should be subject to the judgment of their peers only in accordance with the accepted rules of academic due process as determined by the Provost. It also implies the recognized role of the faculty to make recommendations (which will be considered for action by the Provost, President, and CEO) regarding policy decisions which affect educational programs.

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

Academic Participation and Substantive Interaction

Students are required to start their course by participating in the first week of the course and continue to participate in their courses in a regular, timely and substantive manner. Students who fail to submit required assignments may be subject to return of financial aid, tuition assistance (TA) or VA benefits, and be held personally responsible for prorated tuition and applicable fees. (Students must review the



university policy on refunds and return of financial aid or tuition assistance, and immediately contact their advisor with any questions regarding this or any other university policy)

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

- Navigating through the course syllabus and modules to identify, read and understand course and modular objectives/outcomes and the expectations of the professor. Contact professor with questions.
- Accessing the course modules and the Trident library databases to engage in the assigned readings and viewing all video and PowerPoint presentations as well as any other computer-assisted instruction in each module and course.
- Synthesizing the information from the assigned readings as well as any video or PowerPoint presentations and other computer-assisted instruction in each module.
- Posting substantive comments in the online discussions in all modules at a minimum of once per week for each module beginning with module one in the first week of the session.
- Students will be required to read the questions posted; consider the resources and materials needed to properly respond; review the materials; prepare thoughtful, critical responses to the question; review comments from other students in the class; and respond in kind. Simple agreement or disagreement with comments posted by others in the online discussions will not be enough to receive full credit. In order for a student's online discussion comments to receive full credit there must be explanations of agreement or disagreement, introduction of new ideas or personal experiences related to the subject matter of the module or course.
- Conducting independent research for Case and Session Long Project (SLP) assignments, using the various Trident library databases as well as sites on the internet bearing on the subject matter of the curriculum which may include government and educational sites.
- Synthesizing the information from the research before applying to the Case and SLP assignment requirements.
- Preparing modular Case and SLP assignments – communicating with the professor for clarification of expectations and guidance.
- Submitting modular Case and SLP assignments in all modules by the published deadline. Students may refer to the academic calendar for specific modular due dates.
- Incorporating professor feedback into subsequent assignments and modules.
- In courses with labs, students are required to engage by actively participating in and completing each component of the lab.
- Attending and participating in online conferences where applicable. Mere login into the learning management system does not constitute participation or attendance.
- 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 and Committee. Students are required to submit progress reports every session.

The final course grade will be based on the level of participation and quality of the assignments submitted using pre-approved rubrics.

NOTE: For purposes of determining the last date of academic participation, Trident uses the last date of activity, which TRIDENT can readily document through its student services systems or learning management system, through activities including but not limited to engaging in assigned readings and viewing all video and PowerPoint presentations as well as any other computer-assisted instruction in



each module, participation in the online discussions, submission of case assignments or session long projects, or participation in online conferences and dissertation activity by Ph.D. students.

Academic Integrity

Trident 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 enjoy an enriched academic experience 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.

Plagiarism

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 it. 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 and/or complete academic work on your behalf
- **Copy and Paste:** 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 Trident'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:

- 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.
- 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 Smith (2000), is that..."
- Use quotation marks for material (up to about 40 words in length) written by another person,



and properly cite the source.

- Separate material (consisting of 40 or more words) written by another person by indenting a half inch, using no quotation marks, and properly citing the source.
- You are responsible for familiarizing yourself with the course guidelines and the elements of a well-written paper. For questions or concerns regarding plagiarism, you are urged to contact your 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:

- The relevant details shall first be presented to the course professor.
- If the charge is deemed credible, the professor shall contact the student and request an explanation.
- After communicating with the student, the professor may do any one or more 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 other University designee for appropriate sanctions including but not limited to suspension and expulsion from the University.
- A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.
- Trident reserves the right to review all current and previous coursework (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior coursework 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 five business days of the decision.
- Any decision rendered by the Program Director or designee may be appealed to the College Dean or designee within five business days of the decision.
- Any decision rendered by the College Dean or designee may be appealed to the Office of the Provost within five business days of the decision.
- In all cases, the decision of the Provost shall be final and not subject to any further appeals or other proceedings.

Communication

It is University policy that at all times Trident students, faculty, and staff maintain respectful, professional, and polite conduct in all communications, including telephonic and email. The speed at



which email can be sent 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 types 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 communication directed to any member of the University. When upset for any reason, Trident members are encouraged to wait until they are less upset before sending any email or other communication. Information about proper “netiquette” may be found on the Internet.

Any student, faculty, or staff sending an irate, sarcastic, rude, harassing, disrespectful, or unprofessional email or other communication 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 Trident.

Complaint and Grievance Resolution

It has been the long-established philosophy and practice of Trident that grievances be addressed in a non-adversarial climate. When grievances cannot be resolved informally, students have available to them a number of mechanisms, as set forth in this catalog, for seeking redress. Students may contact the Student One Stop (SOS) Department for assistance and guidance.

Academic Grievance

Students are encouraged to resolve concerns involving a professor or an academic matter in an informal manner by first communicating with the course professor via email. The communication must be professional and must 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; and then, if necessary, to the College Dean. If the matter remains unresolved, it may be submitted to the Provost’s Office.

Non-Academic Grievance

Students are encouraged to resolve concerns involving a non-academic matter in an informal manner by first communicating with the appropriate administrative unit of Trident. 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 administrative unit, the student may submit the matter with supporting evidence to the Director of that unit. If the matter remains unresolved, it may be submitted to the appropriate Vice President. Students may contact the Student One Stop (SOS) Department for assistance and guidance.

Complaint Resolution System

The formal Complaint Resolution System (CRS) is designed to provide rapid and definitive resolution of complaints requiring formal investigation of actions inconsistent with Trident policy, accreditation standards, or state or federal regulations, including allegations of conflict of interest, discrimination, or harassment. The complainant must indicate in the complaint that a serious effort was made to informally resolve the grievance. Upon receipt, complaints are forwarded to appropriate department supervisors for formal investigation and resolution. 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 at compliance@trident.edu. The complaint will be conveyed to appropriate officials and may be shared with other parties as deemed appropriate.

Complaints to External Agencies

Complaints associated with academic program quality and accreditation standards may be filed with the Western Association of Schools and Colleges (WASC), at www.wascsenior.org/comments.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

All other complaints may be filed with the appropriate state agency in your state of residence. Students may access specific contact information for the various states using the [Student Complaint Process by State](#) link at the following website: <http://www.sheeo.org/node/434>.

Students who receive military tuition assistance or veterans benefits may submit complaints to the [Postsecondary Education Complaint System](#), the [VA hot line](#), or the [Principle of Excellence Complaint Intake Questionnaire](#).

Medium of Instruction

All courses at Trident are offered on line and taught in the English language. This includes all content and course-related materials. Trident has no dormitory facilities and has no responsibility to find or assist a student in finding housing.

Trident ensures a high-quality learning experience by utilizing modern teaching and learning tools that create an engaging learning process with an instructor-controlled environment.

It is the policy of the university to provide feedback on submitted assignments within 72 hours of submission. For Dissertation related submissions, it is the policy of the university to provide feedback within 2 weeks.

Trident students may use the online library resources at no additional cost. The library may be accessed through the Trident Learning Community student portal.

Trident students also have access to services including but not limited to Admissions and Enrollment, Advising, Transcripts and Records, Finance/Financial Aid, Career Development, IT, and Student Success and Disability Services.

Catalog Rights

A student's degree or certificate requirements are determined by the catalog in effect during the first session in which they remain enrolled after the add and drop period. A student may elect to adopt the requirements of the most current catalog by submitting a formal request to the Office of the Registrar. The most current catalog refers to the catalog in place at the time of the request.



Students declaring or changing degree programs will be subject to the requirements in effect at the time of the declaration or change. They will be allowed to continue with previously established General Education requirements.

Catalog rights will remain in effect as long as the student maintains continuous enrollment in their degree program. Students readmitted after an unapproved absence exceeding one year or students readmitted after withdrawal from Trident are subject to review of catalog rights as outlined in the policy on Readmission.

Catalog rights of students cannot supersede any accreditation standards, state or federal regulation, or benefit requirements of programs including (but not limited to) military Tuition Assistance (TA), federal student Financial Aid (FA), and Veterans Administration (VA).

Maximum Time to Degree

- All Bachelor's and Master's degree requirements must be fulfilled within seven consecutive years. The normal time to degree for an undergraduate degree is considered to be four years. The normal time to degree for a Master's degree is considered to be two and one-half years.
- All Doctoral/Ph.D. degree requirements must be fulfilled within nine consecutive years. Dissertation continuation for doctoral candidates may not exceed three years without written approval by the Director of the Ph.D. program and/or College Dean. The normal time to degree for a Doctoral/Ph.D. degree is considered to be six years.

These maximum timeframes exclude approved leaves of absence granted by the University.

Students readmitted after an unapproved absence exceeding one year or students readmitted after withdrawal from the University are subject to the catalog in effect at the time of readmission if maximum time to degree has been exceeded.

University Graduation Requirements

Bachelor's-Level Programs

- Total Credits: Undergraduate students are required to earn a minimum of 120 semester credit hours to be eligible to graduate from Trident University International. Some programs may require more units. See table below.
- Residency: Students must complete a minimum of 32 semester credit hours at Trident University International.
- Upper Division Course Requirement: Students must complete a minimum of 36 semester credit hours of coursework at the 300 and 400 levels.
- General Education Program: Students must complete the General Education Program requirements as stated in the catalog.
- Academic Program: Students must also satisfy all requirements of the individual program.
- Minimum Grade: Students must receive a minimum grade of "D" in undergraduate coursework taken at Trident.
- Capstone Grade: Students must receive a minimum grade of "C" in the undergraduate program capstone course.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 2.0 in



all undergraduate coursework taken at Trident.

Degree Programs	General Program Plans and Concentrations	Trident Minimum Residency Credits	Maximum Units Met Through Transfer Credit	Total Degree Credits
Bachelor of Science In Business Administration	All concentrations	32	88	120
Bachelor of Science in Computer Science	All concentrations	32	88	120
Bachelor of Science in Health Sciences	BSHS (No concentration) Health Care Management Public Health PH – EOHS PH – HCM PH – HE	32	92	124
Bachelor of Science in Health Sciences	PH – Certificate in EDM	32	96	128
Bachelor of Science in Human Resource Management	BS-HRM (No concentration)	32	88	120
Bachelor of Science in Information Technology Management	All concentrations	32	88	120
Bachelor of Science in Leadership	All concentrations	32	88	120

Master's-Level Programs

- **Total Credits:** Master's-level students must earn a minimum of 36 semester credit hours to be eligible to graduate from Trident University International. Some programs may require more units. See table below.
- **Residency:** Students must complete a minimum of 28 graduate-level semester credit hours at Trident University International. Some programs may require more units. See table below.
- **Academic Program:** Master's-level students must also satisfy all requirements of the individual program.
- **Minimum Grade:** Students must receive a minimum grade of "B-" in masters coursework taken at Trident.
- **Grade Point Average Requirement:** Students must receive a minimum cumulative GPA of 3.0 in all masters coursework taken at Trident.

Degree Programs	General Program Plans and Concentrations	Trident Minimum Residency Credits	Maximum Units Met Through Transfer Credit	Total Degree Credits
Master of Arts in Education	All concentrations	28	8	36
Master of Business Administration	All concentrations	32	12	44



Degree Programs	General Program Plans and Concentrations	Trident Minimum Residency Credits	Maximum Units Met Through Transfer Credit	Total Degree Credits
Master of Science in Emergency and Disaster Management	All concentrations	28	12	40
Master of Science in Health Administration	All concentrations	28	12	40
Master of Science in Health Administration/ Master of Business Administration Dual Degree	MSHA/MBA	64	N/A	64
Master of Science in Health Sciences	All concentrations	28	12	40
Master of Science in Human Resource Management	MSHRM (No concentration)	32	12	44
Master of Science in Information Technology Management	All concentrations	28	8	36
Master of Science in Leadership	All concentrations	28	8	36

Doctoral Programs

Ph.D. Programs

- Total Credits: Total Degree Credit Hour Requirement comprises 56 semester credit hours of coursework.
- Residency: Ph.D. students must complete a minimum of 52 semester credit hours (40 in coursework and 12 in dissertations) at Trident University International.
- Academic Program: Ph.D. students must satisfy all requirements of the individual program.
- Qualifying Exam: Ph.D. students must pass their qualifying exam.
- Dissertation: Ph.D. students must conduct their research (i.e., collect data, analyze it, and provide a report and full discussion of the findings), write the full five-chapter dissertation proposal, and successfully defend the dissertation proposal and completed dissertation within a maximum number of 12 sessions.
- Minimum Grade: Students must receive a minimum grade of “B” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

Ed.D. Programs (Available in Winter 2015)

- Total Credits: Total Degree Credit Hour Requirement comprises 60 semester credit hours of coursework.
- Residency: Ed.D. students must complete a minimum of 40 semester credit hours at Trident University International.
- Academic Program: Ed.D. students must also satisfy all requirements of the individual program.
- Minimum Grade: Students must receive a minimum grade of “B” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.



Degree Programs	General Program Plans and Concentrations	Trident Minimum Residency Credits	Maximum Units Met Through Transfer Credit	Total Degree Credits
Doctor of Education in Educational Leadership	All concentrations	40	20	60
Doctor of Philosophy in Business Administration	All concentrations	52	4	56
Doctor of Philosophy in Educational Leadership	All concentrations	52	4	56
Doctor of Philosophy in Health Sciences	All concentrations	52	4	56

Teach-Out

It is the policy of Trident to ensure the viability of each and every one of its program offerings by committing sufficient resources to start and sustain approved programs. It is also the policy of Trident 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.

Programmatic Teach-Out

Students in Programs/Concentrations/Certificates/Courses that have been designated as “Teach-Out” will be able to continue and complete their course of study pursuant to their approved degree plan subject to the conditions detailed below.

Program: In the event a decision is made to suspend, retire, or otherwise terminate a program, to the greatest extent possible, Trident 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. When appropriate and necessary, reinstated and readmitted students will work with their academic advisor in choosing an alternative program.

Concentration/Certificate: In the event a decision is made to suspend, retire, or otherwise terminate a concentration/certificate, to the greatest extent possible, Trident will ensure the equitable treatment of students and will make every good faith effort to assist students in completing their respective concentrations by offering courses until each existing student enrolled in a concentration completes the concentration. No new students will be admitted to the concentration. Where appropriate and necessary, reinstated and readmitted students shall work with their academic advisor in choosing an alternative concentration/certificate.

Course: In the event a decision is made to suspend or retire a course, to the greatest extent possible, Trident will ensure the equitable treatment of students and will make every good faith effort to assist students in completing their respective programs/concentrations by offering alternative courses. In this case, the student’s degree plan will be amended accordingly.



In instances when courses or programs are no longer available or changes have been mandated by a state or accrediting body, Trident shall work with affected students to identify substitutions that would not hinder the student from timely graduation.

University Closure Leading to Teach-Out

Trident will submit a teach-out plan or appropriate agreement to WASC and the Accrediting Commission for their prior approval upon the unlikely occurrence of any of the following:

- The Secretary of Education notifies WASC that the Secretary has initiated 1) an emergency action against Trident in accordance with Section 487(c)(1)(G) of the HEA, or 2) 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.
- WASC acts to withdraw, terminate, or suspend accreditation or candidacy of Trident.
- Trident notifies WASC that it intends to cease operations entirely or close a location that provides 100 percent of at least one program.
- A state licensing or authorizing agency notifies WASC that Trident's license or legal authority to provide an educational program has been or will be revoked.

Teach-Out Plan

A written teach-out plan will be developed by Trident and include:

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

Teach-Out Agreement

When appropriate, Trident 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:

- Be consistent with applicable standards of accreditation and Commission policies
- 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 appropriate educational program. Such a program must be of acceptable quality and reasonably similar in content, structure, and scheduling to the Trident program to meet all obligations owed to existing students.
- Ensure that the teach-out institution can provide students access to the program and services without requiring them to move or travel substantial distances
- Notify another accrediting agency if the teach-out institution holds accreditation from that agency
- Specify additional charges, if any, levied by the teach-out institution and provide for notification to the students of any additional charges



Students with Disabilities

Section 504 of the Rehabilitation Act of 1973, 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 oneself, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Temporary conditions lasting less than six months are not considered a disability.

It is the policy of Trident not to deny any qualified individual with a disability access to or participation in any aspects of educational activities and services. It is also the policy of Trident to offer reasonable accommodation in the form of modifications or adjustments that will enable a qualified student with a disability to participate in educational activities and services. Given the pedagogical model and the online nature of coursework at the institution, accommodation for extended time for completion of assignments and modules is available. The ADA does not require modifications or adjustments that would fundamentally alter the nature of the education or learning outcomes of a course or degree program; lower 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 Trident University Office of Student Success Counseling 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 Office of Student Success Counseling, prior to admission to the University or upon diagnosis (if after admission), documented proof of the claimed disability using the [Trident University International Verification of Disability form](#).

The form must be completed in its entirety, providing:

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

The Office of Student Success Counseling will evaluate requests for accommodations after careful consideration of the information provided, including analysis of whether:

- The information provided is current
- The information is sufficiently detailed
- The provider identified has sufficient expertise
- The request is reasonable
- The requested accommodation represents a fundamental alteration or imposes an undue



hardship

- Alternative accommodations will suffice

The Office of Student Success Counseling, after consultation with the appropriate Dean, Program Director, and/or faculty, will render a decision on student requests for accommodations. Any appeals or requests for exceptions must be directed to Trident University's Associate Provost.

Career Advising and Development Center

The Career Advising and Development Center provides assistance in career planning, job search, self-assessment, and career transition/advancement assistance to enable our diverse student body to employ the skills and knowledge gained through the education experience at Trident University International. In light of the numerous factors associated with securing employment, Trident University cannot and does not guarantee that students or graduates will be placed in any particular position or place of employment. Trident does not provide 'placement' services for students or graduates.

Institutional Review Board

The Institutional Review Board (IRB) is a standing committee of Trident that exists for the protection of human research subjects. It requires students and faculty who are conducting research involving human subjects to submit their research proposals to the committee for review. Among other responsibilities, 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 issued by the U.S. Department of Health and Human Services.

Respect for Persons: The ethical principle of respect for persons includes the requirement to recognize persons as independent beings capable of voluntarily deciding whether or not to participate in research. The IRB also 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 the confidentiality of subjects. In research involving children, federal guidelines mandate the use of parental consent forms and assent forms for the minor.

Beneficence: Beneficence regarding research means protecting research subjects from harm and acting in their best interests. In order to prevent harm, the IRB requires researchers 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 IRB and potential subjects, and whether the research can be approved based on the listed risks and benefits analysis.

Justice: The ethical principle of justice requires that people be treated fairly. Subjects have the right to be aware of the potential risks of research when they are asked to participate. This principle also requires 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 another segment of the population.



IRB Membership

The IRB shall have no fewer than five members, with varying backgrounds, who are appointed by the Provost. Appointments are for two years. The membership shall include at least three faculty members representing at least two colleges offering a Doctoral program (approved by the Dean of the College, the Faculty Council on Committees [FCC], and the Provost), at least one non-scientist member (appointed by the Provost), and at least one member, not otherwise associated with the University, representing the community (nominated by the IRB Committee and approved by the FCC and Provost). The Provost shall appoint the Chair of the IRB.

Any IRB member must disclose a conflict of interest to the IRB Chair and recuse him-/herself from voting, review, and discussion of that protocol, except for addressing questions from the IRB as requested. Conflict of interest for an IRB member includes (but is not limited to) a protocol which an IRB member participates in as a researcher, supervises (e.g., as a dissertation chair), or has a financial interest in. The IRB shall propose and establish guidelines and forms for exempt, expedited, regular, and full reviews. The IRB shall also propose and establish amendments to guidelines, procedures, and processes consistent with federal regulations and University policy.

IRB Process

All research projects at Trident performed by any member of the Trident community (students, faculty, staff, or administrators) that includes the collection of data through intervention or direct interaction with identifiable individuals or the collection of identifiable private information will be referred to the Trident Institutional Review Board (IRB) for review. **No member of the Trident community may collect research data on human subjects absent Trident IRB approval.** Starting Fall 2015, All students submitting IRB applications will be required to include an IRB training certificate from the National Institutions of Health (NIH). The IRB training is accessible at <https://phrp.nittraining.com>.

Candidates must complete the entire IRB application and submit relevant supporting documents as outlined in the application. Supporting documents include (but are not limited to) prior or external IRB approvals, written permission from appropriate administrators at the study site on their department's letterhead, participant consent form(s), research protocol, data collection instrument(s), documents used to recruit participants (e.g., contact letters, flyers, advertisements), a statement concerning financial interests of the researcher, and written proof of consent or compliance with requirements of foreign jurisdictions. The informed consent should include the title of the study; name and credentials (e.g., Doctoral candidate) of the principal researcher; description of the study (including risks and benefits to subjects); description of financial benefit to subjects or the student; description of the voluntary nature of the study and the participant's right to withdraw; contact information for the Principal Researcher, Committee Chair, and IRB Chair; and spaces for the signature of the research participant and/or legal representative (if applicable).

Items Required for IRB Review

- ☐ Completion of all sections of IRB application
- ☐ Prior or external IRB approvals (if applicable)
- ☐ Written permission from appropriate administrators at the study site (on their department letterhead)
- ☐ Participant consent form
- ☐ Title of study



- ☐ Name and credentials of Principal Researcher (e.g., Doctoral candidate)
- ☐ Description of the study (including risks and benefits to subjects)
- ☐ Statement concerning financial interests of the researcher
- ☐ Description of voluntary nature of the study and the right to withdraw
- ☐ Current contact information for Principal Researcher, Committee Chair, and IRB Chair
- ☐ Spaces for signature of research participant and/or legal representative (if applicable)
- ☐ Participant assent form (if applicable for children under 18)
- ☐ Copy of research protocol/methodology section of dissertation proposal
- ☐ Data collection instruments (e.g., survey, interview form, data extraction form, etc.)
- ☐ Documents used to recruit participants (e.g., contact letters, flyers, advertisements)
- ☐ HIPAA waiver (if applicable)

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 are urged to ensure that the application form is completed and all relevant supporting documentation is submitted.

IRB Reviews

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

The IRB Chair or IRB Chair designee may perform expedited reviews. When the IRB Chair determines that a full review is required, the IRB will conduct such a review at its next available regularly scheduled meeting. An IRB quorum (three members) is required to convene an IRB meeting. Based on majority vote, the IRB may recommend approval, approval with amendments, a request for further information, or denial. All recommendations by the IRB including minutes (where appropriate) from the meetings shall be communicated to the applicant and retained by the IRB Chair.



Registration and Enrollment

Instructional Sessions

Trident offers four main sessions (Fall, Winter, Spring, and Summer) and four inter-sessions (November, February, May, and August) between the main sessions. Each session is 12 weeks in duration. All courses at Trident comprise 4 semester credit hours. A full-time load at the undergraduate level is considered to be two courses (or 8 semester credit hours) per 12-week session. A full-time load at the graduate or Doctoral level is considered to be one course (or 4 semester credit hours) per 12-week session.

Maximum Course Load

Students may be enrolled in a maximum of four active courses at any time. Active courses are defined as current courses and any course(s) on extension from previous terms.

Add-and-Drop Policy

The add-and-drop period ends two weeks after the start of the session. Students are responsible for the management of their course registration and status through the TLC Portal. All students are required to follow the [published deadlines](#) for registration including adding and dropping of courses. Please refer to the [Refund Policy](#) regarding applicable processing fee and prorated tuition.

Withdrawal

Students are urged to actively and regularly participate in their courses in compliance with the University policy on [Academic Participation and Substantive Interaction](#). 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 for review. If the request is approved, the student will be deemed as **officially withdrawn with a grade of “W” assigned for the course(s) in an ongoing session**. 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.

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.

Unofficial Withdrawal

Students receiving financial aid will be deemed as on “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 in a timely fashion). Such



students will be subject to partial return of financial aid already received. Students will receive a notice informing them of the [Return of Title IV Funds](#) repayment calculation and billing process.

Military Withdrawal

The grade of Military Withdrawal (WM) may be assigned to students (or their spouses using tuition assistance) 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 (or other appropriate official where applicable) MUST confirm that:

- Military obligations require withdrawal from the course(s),
- With the grade of “WM,” the TA funds will not be refunded to the military (consistent with our policy for grades of “W”), and
- The military will not seek recoupment of tuition TA from the student (or spouse).

It is the responsibility of the student (or spouse where applicable) to provide the required documentation and to ensure that their TA will not be recouped. Students must note that the military withdrawal notwithstanding, they remain responsible for any applicable out-of-pocket tuition not covered by military tuition assistance.

Students using military TA who have also received financial aid under the Title IV federal financial aid program must comply with all applicable federal regulations pertaining to withdrawal from a course or program.

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 Withdrawal

The grade of Withdrawal (W) may be assigned retroactively to students who request to 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 withdraw 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 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. Students using tuition assistance (TA) might be required to repay the TA for any course subject to a retroactive withdraw. Students are urged to consult with their education service officer regarding implications before submitting request for retroactive withdrawal.

Retroactive Withdrawal Procedure

- The student must submit the [Retroactive Withdrawal Petition](#) 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.



Leave of Absence

It is the experience of Trident that students who pursue an uninterrupted course of study have the highest probability of successfully completing their degree programs. Those students are also the best performers in their degree programs and receive the maximum benefit from their learning experience. Trident 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 a future session, a formal request for a Leave of Absence (LOA) must be submitted through the TLC Portal. To be eligible for an LOA for a future session, students must be currently enrolled and complete the session preceding the LOA. Students not officially or conditionally admitted to Trident are not eligible for a Leave of Absence. The request for a Leave of Absence must include the reason for the leave and the future session(s) for which the leave is requested. Requests for an LOA must be received and approved prior to the Module 1 due date in the session for which the LOA is sought. If the LOA is approved and the course(s) which fall under the LOA time frame are dropped, the student must follow the published University [Refund Policy](#). In the event a student is incapacitated and unable to submit a timely request or 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. Once the student is reported as withdrawn, an LOA cannot be approved.

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, and a copy will be added to 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 affect an active or current session, a grade of "Incomplete" and extension may be sought for the current course(s). (See Trident's policy on [Course Extensions and Appeal Policy](#)). 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 the 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). Trident will not assess any additional charges to the student's account while the student is on an approved LOA.

All students who are deemed as withdrawn must submit a request for reinstatement or readmission.

The following reasons support the application for an 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
- Other situations which result in unavoidable breaks in class attendance, if approved by the University

Failure to Return from Approved Leave of Absence

Students who fail to return to active status by the LOA return date will be considered Unofficial Withdrawal as of the date the LOA began. This may obligate financial aid students to return aid monies previously disbursed. If a student is deemed as withdrawn and has federal student loans, the six-month grace period for repayment will have begun on the first day of the LOA.



Course and Grading Policies

Grades

In order to maintain good academic standing, a student must demonstrate satisfactory progress toward completing his or her degree. This progress is measured by assigned grades and computed session grade point averages as well as overall grade point averages for all work completed at Trident. Official release of final grades occurs at the published end of each session. Students requiring proof of completion of a course may request and obtain a letter from the Office of the Registrar verifying the course completion date. Only at the conclusion of the session will an official transcript be released.

Grading and Academic Performance

Trident 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 to course(s) after the add/drop period, not included in the GPA calculation
- WM = Military Withdrawal, not included in the GPA calculation
- I = Incomplete, not included in the GPA calculation
- R = course repeated, not included in the GPA calculation
- NP = Not Progressing, not included in the GPA calculation
- PR = In Progress, not included in GPA calculation
- P = Passing, credit earned, not included in the GPA calculation

In addition to the grades listed, grades of A-, B+, B-, C+ and C- can be assigned as final grades by instructors. The plus (+) adds .333 and the minus (-) deducts .333 from the associated numeric grade (e.g., a C+ grade is worth 2.333). There are no A+, D+ or D- grades at Trident.

The following numeric grade values are assigned for each credit:

- A = 4.0, A- = 3.666
- B+ = 3.333, B = 3.0, B- = 2.666
- C+ = 2.333, C = 2, C- = 1.666
- D = 1.0
- F = 0 (Fail)

To meet graduation requirements, undergraduate students must receive a minimum grade of "D", masters students must receive a minimum grade of "B-", and doctoral students must receive a minimum grade of "B".

Undergraduate students must also receive a minimum grade of "C" in the undergraduate program capstone course.



Grade Appeal

Although the university presumes that grades assigned are correct, the university has established this grade appeal policy and procedure both to protect students against academic and administrative evaluations and decisions that may be alleged as prejudicial, capricious, or arbitrary, and to preserve the authority of professors to evaluate student work in a non-prejudicial, objective, and consistent manner. This policy and procedure, available equally to undergraduate and graduate students, allows students to appeal final course grades only. Students who believe that the grade(s) received on individual assignments 1) were prejudicial, capricious, or arbitrary, and 2) had a direct bearing on the student's final course grade, should provide proof in the form of supporting documentation when filing a grade appeal. The final grade on the student record could be lower, higher, or the same as the grade initially appealed.

Students are required to follow published procedure relating to grade appeals, as outlined below.

The following apply to all appeals to final course grades:

Level 1 Appeal:

- A grade appeal must be submitted within 10 business days following receipt of the final grade notice.
- Students will submit the initial grade appeal to the professor of record. The student's professor of record will review all work submitted and assign an appropriate grade within five business days of receipt.

Level 2 Appeal:

- The decision made by the professor of record may be appealed to the Program Director within three business days following formal response from the professor.
- The Program Director shall issue a response to the appeal within five business days of receipt.

Level 3 Appeal:

- The student may appeal the decision of the Program Director to the Committee on Academic Standards (CAS) within three business days of receipt of the Program Director's decision.
- The Committee on Academic Standards (CAS) will review all work submitted, and render a final determination within five business days of receipt.
- The CAS decision may include affirmation of the Program Director's decision, or referral to the Dean for final review and resolution.

Upon final resolution at any level of appeal (professor of record, Program Director, CAS, or the Dean), a final course grade will be assigned and submitted to the Office of the Registrar.

Repeating Courses and Cancellation of Failed Grades

Subject to the conditions set forth below, when students receive a grade in a course that does not meet minimum degree program requirements, they may repeat the course. Upon repeating the course, if the student receives a satisfactory grade, the prior grade may be canceled and no longer computed in the student's GPA, subject to the conditions below. It is the student's responsibility to notify the Office of the Registrar once a course has been repeated.

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



- Repeated course(s) must be taken at Trident in order to cancel the failing grade(s)
- Courses failed as a result of violations of the Academic Integrity Policy are *NOT* subject to cancellation; however, the course may be repeated at Trident.
- Students repeating a class multiple times may cancel failed grades in the same course up to the maximum allowed by this policy.
 - Undergraduate students may repeat and cancel a maximum of three courses (whether the same course or three different courses).
 - Master's students may repeat and cancel a maximum of two courses (whether the same course or two different courses).
 - Ed.D. Students may repeat and cancel a maximum of one course.
 - Ph.D. Students may repeat and cancel:
 - DBA699, DHS699, and DEL699 twice
 - Any 700 and 701 dissertation-phase courses twice.
 - One course other than DBA 699, DHS 699, DEL 699, and any 700 or 701 course.
- The student's official transcript will reflect all courses; however, the canceled course will be designated with an "R" to indicate that it was repeated.
- Students may NOT cancel prior failed grades by simply changing concentrations or programs.
- 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.

This policy does *not* apply to courses from which the student has withdrawn; letter grades of "W" are not canceled when a course has been retaken and passed.

Course Extensions and Appeal Policy

A course extension gives the students 30 additional days from the end of the session to complete the course. A course extension may be granted when circumstances prevent students from completing all required coursework before the end of the term. A course extension request will not be approved without passing all submitted assignments (Case, SLP, and Discussion) in Modules 1, 2, and 3. Course extension requests must be submitted via the TLC Portal for approval to the course instructor of record at least two weeks prior to the last day of the session. If approved, an interim "Incomplete" grade will be assigned, and the student will be granted up to 30 days of additional time to complete the course. If denied, the student may appeal the denial decision to the Committee on Academic Standards. All appeals must be submitted within three business days of the denial. CAS will respond within eight business days of receipt.

If the required number of assignments has not been submitted, a student is ineligible for an extension. The extension (and associated assignment of a grade of "Incomplete") is not a student "right" but a courtesy.

The student should consider all options (including [Withdrawal](#)) before deciding to request an extension in a course. Although in some cases a course extension may be preferable to withdrawing from a course, there are also consequences associated with an extension (e.g., compressed time frame to complete the course; limited or no feedback from the instructor on assignments). Please refer to the provisions discussed under the [Student Responsibilities Following Approval of Course Extension](#) section.



Extensions for Extraordinary Circumstances

If a student has submitted work but has not met the extension deadline as stated above due to extraordinary circumstances, the student may apply for an extension to the Committee on Academic Standards (CAS) before the last day to submit assignments for the session. A student who has been granted a course extension due to extraordinary circumstances will be given 30 days from the end of the session to complete the course. Students will be required to submit written documentation of extraordinary circumstances.

Examples of extraordinary circumstances include the following:

- Impending military deployment that lasts for more than 30 days and during which the student has limited or no access to the Internet
- A medical event requiring hospitalization and/or a medical condition that results in lengthy incapacitation
- Adverse effects of a natural disaster (e.g., hurricane, tornado, flood)
- Death of an immediate family member (for purposes of this policy, an “immediate family member” is defined as: spouse, children, parents, domestic partners or their children, brothers, sisters, grandparents, grandchildren, in-laws, step-relatives and other relatives living in one’s home).

NOTE: “Increased operational tempo” or “expanded role at work” are not considered to be extraordinary circumstances. However, students experiencing “increased operational tempo” or an “expanded role at work” are eligible to apply for a standard course extension as defined above.

Examples of acceptable documentation:

- Written verification on letterhead from commanding officer or supervisor
- Physician’s written verification that student has been incapacitated for more than 30 days, and that such incapacitation occurred during the session in which student has requested the course extension (NOTE: Physician’s verification should **not** include medical diagnosis)
- Obituaries or copies of death certificates
- Insurance claims or other verification that student has been impacted by a natural disaster

Student Responsibilities Following Approval of Course Extension

Receiving approval of a course extension does not alter the financial obligations a student may have with Trident.

Students must also comply with all tuition assistance and financial aid requirements. In compliance with federal regulations, students who have been granted a course extension 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 Student Clearinghouse and National Student Loan Data System. A withdrawal from the university may impact the student’s financial aid eligibility, Student Academic Progress (SAP), and planned graduation date.

If a student requests a course extension for the last course in the degree program, the student will be reported as “withdrawn” to ensure the student enters the grace period for repayment in a timely manner and 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.”



If a student completes the course by the deadline, the student will receive the letter grade earned.

If a student fails to complete the course by the deadline, the “Incomplete” grade will be changed to the appropriate letter grade earned.

If the student fails to complete the course (or receives a non-passing grade) and military or 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 benefits 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. If employer reimbursement was used, the student may be subject to return of the reimbursed amount to the employer.

Students are urged to familiarize themselves with the requirements and restrictions imposed by applicable funding or tuition assistance entities.

Satisfactory Academic Progress— Academic Warning/Financial Aid Warning/Academic Dismissal

In order to maintain good academic standing, students must demonstrate satisfactory progress toward completing their degree. This progress is measured by assigned grades and computed session grade point averages as well as overall grade point averages for all work completed at Trident.

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 “D” (1.0) or higher and maintain a cumulative GPA based on the scale below:

Student Classification (accepted transfer credits + earned Trident credits)	Required Minimum Cumulative Program GPA
Level 1: 0–23 Credits	1.5
Level 2: 24–47 Credits	1.75
Level 3: 48–71 Credits	2.0
Level 4: 72 Credits or more	2.0

- Students in the graduate (Master’s) programs must complete each graduate course with a grade of “B-” (2.666) or higher and maintain a cumulative GPA of 3.0 (B) or higher 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 higher and maintain a cumulative GPA of 3.0 (B) or higher for all courses applying toward the degree.

Satisfactory Academic Progress (SAP) will be measured and evaluated after each session. Students who fail either of the SAP standards 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 Academic Warning. 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.

Students on Academic Warning are required to develop a plan for academic success with their Academic Success Counselors to raise their grade point average to the required level within two active sessions. Failure to remedy the grade point average deficit in the required time may result in academic disqualification. Students on Academic Warning may not take classes in overlapping sessions.

If all other requirements are met (e.g. successful completion of the weeks and credits of the payment period), financial aid students may be eligible for aid while on Academic Warning. Financial aid students who fail to achieve SAP after the payment period they are on Academic Warning for are subject to losing their eligibility to receive additional funds. Undergraduate students may re-establish financial aid eligibility by raising the cumulative GPA to the minimum required for their grade level. Graduate students may re-establish financial aid eligibility by raising the cumulative GPA to the minimum required for graduation from the program.

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 email 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 and dismissal. Approval of academic dismissal 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 time frame for completion of a degree. Notice of academic dismissal will be sent to students by the Office of the Registrar and will become part of the student's permanent record.

Academically dismissed students may submit to the Office of the Dean of their respective college a one-time request for reconsideration and readmission. The College Dean or designee will render a decision on the request within five business days. Approval of readmission does not guarantee academic success or eligibility for financial aid or any other type of tuition assistance.

Graduation Honors Recognition

Trident offers graduation with honors for Bachelor's 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.



General Policies

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.
- Periodically review and (to the extent practical) offer legal alternatives for acquiring copyrighted material.

Trident 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. Sections 107 and 108 (www.copyright.gov/circs/circ21.pdf), 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, see the website of the U.S. Copyright Office at www.copyright.gov.

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 www.educause.edu/legalcontent.

Digital Millennium Copyright Act (DMCA)

Content owners or the person entitled to enforce a copyright on their behalf may notify Trident of any violation of a copyright on the University's system by sending a notice in the form required by the DMCA to the Chief Compliance Officer at compliance@trident.edu.



University Plan to Address Copyright Infringement

Trident University educates the Trident community regarding copyright laws through published policies and requires all Trident faculty and staff to execute agreements, including an agreement on network use, as a condition of employment.

Drug and Alcohol Use

Trident 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 Trident community, Trident prohibits:

- The possession/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 that adversely affects academic or job performance and endangers the physical well-being of other persons or themselves, or which may lead 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.

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

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

For information on preventing drug and alcohol abuse and the consequences of drug abuse, visit www.whitehouse.gov/ondcp.

For information about drug and alcohol counseling, treatment, or rehabilitation, visit 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, visit [State and Federal Sanctions](#).

Students completing the Free Application for Federal Student Aid (FAFSA) must ensure that the application is completed in its entirety including Section One, Question #23. Students who do not answer the question are disqualified.

34 CFR 668.40—Conviction for possession or sale of illegal drugs

(a)

(1) A student is ineligible to receive Title IV, HEA program funds, for the period described in paragraph

(b) of this section, if the student has been convicted of an offense under any federal or state law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment



for which the student was receiving Title IV, HEA program funds. However, the student may regain eligibility before that time period expires under the conditions described in paragraph (c) of this section.

(2) For purposes of this section, a conviction means only a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record is not relevant for purposes of this section, nor is a determination or adjudication arising out of a juvenile proceeding.

(3) For purposes of this section, an illegal drug is a controlled substance as defined by Section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6)), and does not include alcohol or tobacco.

(b)

(1) Possession. Except as provided in paragraph (c) of this section, if a student has been convicted—

(i) Only one time for possession of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for one year after the date of conviction;

(ii) Two times for possession of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for two years after the date of the second conviction; or

(iii) Three or more times for possession of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for an indefinite period after the date of the third conviction.

(2) Sale. Except as provided in paragraph (c) of this section, if a student has been convicted—

(i) Only one time for sale of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for two years after the date of conviction; or

(ii) Two or more times for sale of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for an indefinite period after the date of the second conviction.

(c) 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.

(d) A drug rehabilitation program referred to in paragraph (c) of this section is one which—

(1) Includes at least two unannounced drug tests; and

(2)

(i) Has received or is qualified to receive funds directly or indirectly under a federal, state, or local government program;

(ii) Is administered or recognized by a federal, state, or local government agency or court;

(iii) Has received or is qualified to receive payment directly or indirectly from a federally or state-licensed insurance company; or

(iv) Is administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

(Authority: 20 U.S.C. 1091(r))



Students convicted of a drug charge 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 or prison.

Family Educational Rights and Privacy Act/Retention of Student Records

Retention of Student Records

It is the policy of Trident 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 transferred credits and prerequisite degrees
- Courses in which the student was enrolled and dates of attendance
- Grades assigned for all courses in which the student was enrolled
- Details on Academic Warning (if any)
- All credits transferred from any source other than Trident
- Details on degree(s) awarded
- Enrollment and degree verification
- Application and certification for VA Benefits

These records are currently maintained at:

5757 Plaza Drive, Suite 100
Cypress, California 90630

Family Education Rights and Privacy Act

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.

Under the Family Education Rights and Privacy Act (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@trident.edu.

In compliance with FERPA, Trident will require 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**
 - Trident considers **school officials** to include faculty members, administrators, board members, advisors, support or clerical staff, and information technology staff, as well as any contractor, consultant, volunteer, or other party to whom Trident has outsourced institutional services or functions including research studies.



- Trident considers a school official to have a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 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
 - Under certain circumstances Trident 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.
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific state law

Complaints of alleged compliance violations may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Complaints must:

- Be submitted in a timely manner, no later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain 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, or any correspondence exchanged between the student and the school (or both) 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

Directory Information

Trident may at any time, without consent, disclose “directory” information such as a student’s name, address, email address, telephone number, date and place of birth, program of interest, date of inquiry, dates of attendance, and status and/or degree received, if any, including honors or awards. Trident also considers student images (photographs, videos, or other media containing a student’s image or likeness obtained at various events or functions) as directory information and uses such student images in efforts to promote the University and publicize its activities. Please contact the University at registration@trident.edu if you do NOT wish Trident to disclose directory information or images related to you.



The USA PATRIOT Act and FERPA

President George W. Bush signed the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act on October 26, 2001. Section 507 of the USA PATRIOT Act amends FERPA by permitting institutions to disclose, without the knowledge or consent of the student, personally identifiable information from the student's education records to the Attorney General of the United States or his designee in response to an *ex parte* order (one filed without notice to the student) in connection with the investigation or prosecution of terrorism crimes. Also, the school is not required to record such disclosures.

Protection from Sexual Assault or Harassment

General Policy

Trident reaffirms the principle that its students, faculty, and staff have the right to be free from sexual assault/harassment by any member of the Trident community. In clarifying this policy, Trident attempts to ensure that no student, student applicant, employee, or employee applicant is subject to sexual assault or harassment. Sexual assault/harassment of any kind and under any circumstances is reprehensible and is unequivocally prohibited at Trident. If an act of sexual assault or harassment occurs at Trident, the University will take disciplinary action as deemed appropriate to the incident. If a member of the Trident community finds he or she is a victim of sexual assault or harassment, he or she may register a report with the local police or pursue the matter through Trident'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 24 hours a day at the Orange County Sexual Assault/Rape Crisis Hotline at (714) 957-2737.

Emergency medical care may be obtained locally at:

Los Alamitos Medical Center
3751 Katella Ave.
Los Alamitos, CA 90720
Telephone: (714) 826-6400

Operating Procedures

If you believe that you have been harassed by any member of Trident, 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 Trident:

- 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.
- Include as many factual details as possible which may include names of people involved, names of witnesses, and dates of incidents of objectionable behavior.
- An investigation of all reported incidents of alleged harassment and/or retaliation will be conducted by Trident in a discreet manner.



- Where evidence of harassment or retaliation is found, disciplinary action, up to and including termination of employment, or expulsion, may result.

United States Constitution Day

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

- memory.loc.gov/ammem/collections/continental/
- www.archives.gov/exhibits/charters/charters.html

Voter Registration

The Higher Education Act of 1998 has a provision that every college must have enough voter registration forms on hand to register all students. The forms must be requested from the state 120 days prior to the voter registration deadline. Recognizing that all Trident students are in remote locations across the nation and the globe, it is the policy of Trident University International 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 or state. Students are urged to check with their local election officials for further information regarding voter registration, where and how to vote, etc. The official responsible for voting is the Secretary of State (or equivalent) of your state of residence. Remember that you can only register at one location.

Note that pursuant to the Help America Vote Act (HAVA), first-time voters will be asked to show photo identification that includes their address 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 using the following link: www.fec.gov/voteregis/vr.shtml.

California residents who have yet to register may choose to register with assistance from the California Secretary of State's website at http://www.sos.ca.gov/elections/elections_vr.htm.



Faculty Listing

Amundsen, Scott A. (2010)**Associate Provost**

Academic Affairs

Ph.D. University of North Carolina Greensboro

Anglin, Gayl (2014)**Professor and Faculty Lead**

Health Sciences

B.A. Oregon State University; M.A. University of Southern California; Ph.D. University of Southern California

Archambault, Elizabeth (2014)**Professor and Faculty Lead**

Education

B.A. McGill University; M.A. Cal State San Bernardino; Ed.D. University of Southern California

Bustos, Rudolph (2010)**Professor and Faculty Lead**

Emergency and Disaster Management

B.A. Westfield State College; M.Ed. Springfield College; Ph.D. Capella University

Corcoran, Daniel (2008)**Professor and Faculty Lead**

Business Administration

B.S. University of Nebraska at Omaha; M.P.A. University of Nebraska at Omaha; Ph.D. Touro University International

Fernandez, Heidi (2013)**Professor and Faculty Lead**

General Education- Math

B.A. University of Florida; M.S. Walden University; Ed.D. University of Florida

Fitzgerald, Stephen (2004)**Director of Faculty Development**

Academic Affairs

B.S. Rutgers University; M.S. California School of Professional Psychology; Ph.D. Alliant International University

Garmon, Michael (2004)**Professor and Faculty Lead**

Business Administration

B.S. Thomas A. Edison State College; M.A. University of Phoenix; Ph.D. Touro University International

Gomez, Frank C. (2001)**Ph.D. Program Professor**

Health Sciences

B.S. California State University, Los Angeles; M.P.H. University of California, Los Angeles; Dr.P.H. University of California, Los Angeles

Gonzales, Dana (2013)**Ph.D. Program Mentor**

Health Sciences

B.S. University of Central Arkansas; M.S. University of Arkansas, Little Rock; Ph.D. Public Policy, University of Arkansas, Fayetteville

Gorlovsky, Alexander (2012)**Full-Time Instructor**

General Education

B.M. Rubin Academy; M.M. University of Southern California

Guzman, Indira (2006)**Professor and Program Director**

Computer Information Systems

B.S. Donetsk National Technical University; M.S. Syracuse University; Ph.D. Syracuse University

Hanson, Stefan (2010)**Professor and Program Director**

Business Administration

B.A. University of Chicago; M.B.A. New York University; Ph.D. New York University

Hebble, Annette (2008)**Professor and Faculty Lead**

Business Administration

B.A. Eisenhower College; M.A. University of Virginia; M.S.A. University of Houston; Ph.D. University of Houston



Hegamin, Angela (2005)**Professor and Program Director**

Health Sciences/Public Health

B.S. University of California, Davis; M.S. University of California, Los Angeles; M.A. University of Southern California; Ph.D. University of Southern California

Hom, Jennifer (2014)**Full-Time Instructor**

General Education

B.S. College of the Holy Spirit; M.S. Purdue University, Indiana

Kaifi, Belal (2011)**Professor and Faculty Lead**

Business Administration

B.S. San Jose State University; M.P.A. California State University, East Bay; Post Doctorate Business Administration, University of San Francisco

Kang, Heesam (2009)**Professor and Faculty Lead**

Business Administration

B.A. Yonsei University; M.B.A. Oklahoma City University; Ph.D. University of Texas at Arlington

Kim, Heeja (2002)**Professor**

Educational Leadership

B.S. Ewha Woman's University; M.A. University of Georgia; Ph.D. University of Georgia

Kunz, Thomas (2013)**Full-Time Instructor**

General Education

B.A. University of North Carolina at Wilmington; M.F.A. University of North Carolina at Wilmington

Li, Wenling (2005)**Professor and Ph.D. Program Director**

Educational Leadership

B.A. Beijing Normal University; M.A. Beijing Normal University; Ph.D. Beijing Normal University; Post Doctorate University of Illinois at Urbana-Champaign

Lind, Mary (1995)**Professor and Faculty Lead**

Computer Information Systems

B.S. Duke University; M.B.A. University of North Carolina, Greensboro; Ph.D. University of North Carolina, Chapel Hill

Louis, Debra (2003)**Professor and Program Director**

Business Administration

B.A. University of Texas at Austin; M.B.A. Southern Illinois University; Ph.D. Cornell University

Mahoney, Michael K. (2012)**Provost and Executive Vice President**

Academic Affairs

Ph.D. University of California, Santa Barbara

McNaughton, Drumm (2005)**Professor and Faculty Lead**

Business Administration

B.S. U.S. Naval Academy; M.A. Fielding Graduate Institute; Ph.D. Fielding Graduate Institute

Mohanty, Lisa (2009)**Professor and Faculty Lead**

General Education

B.A. University of California, Irvine; M.A. University of California, Riverside; Ph.D. University of California, Riverside

Mohre, Kara (2013)**Full-Time Instructor**

General Education

B.B.A. Averett University; M.Ed. University of Virginia

Mullen, Timothy (2013)**Professor and Faculty Lead**

English

B.A. Loyola University of Chicago; M.A. Chapman University; Ph.D. University of Wales

Murray, Tanya (2013)**Professor and Program Director**

General Education

B.S. Mary Washington University; Ph.D. Syracuse University

**Nazarchuk, Sharon (2004)****Professor and Faculty Lead**

Health Administration

R.N. Mercy Hospital School of Nursing; B.A. Wilkes College; M.H.A., Wilkes University; M.A. State University of New York; Ph.D. State University of New York

Ofoe, Nathaniel (2010)**Professor and Faculty Lead**

Health Sciences/Public Health

B.S. Oklahoma City University, Oklahoma; M.P.H. College of Public Health, University of Oklahoma, Dr. P.H. College of Public Health, University of Oklahoma

Orozco, Holly (2009)**Dean**

College of Health Sciences and College of Education

Dr.P.H. Loma Linda University

Perkins-Munn, Tiffany (2013)**Ph.D. Program Mentor**

Educational Leadership

B.A. George University; M.A. City University of New York; Ph.D. City University of New York

Pollard, Simcha (Stephen) K. (2011)**Dean**

College of Business Administration and College of Information Systems

Ph.D. The Ohio State University

Rensvold, Roger (2006)**Professor and Faculty Lead**

Business Administration

B.S. Troy University; M.S.S.M. University of Southern California; Ph.D. Georgia Institute of Technology

Ross, Robert (2014)**Full-Time Instructor**

General Education

B.A. The University of North Carolina at Chapel Hill; M.Ed. North Carolina State University

Rhynders, Patricia (2004)**Professor and Program Director**

Health Sciences/Public Health

B.S. State University of New York; M.P.H. California State University, Long Beach; Ph.D. Texas Woman's University

Richards, Mina (2009)**Professor and Faculty Lead**

Information Systems

B.S. California State University, Los Angeles; M.B.A. University of Phoenix; M.S.M.I.S. Claremont Graduate University; Ph.D. Nova Southeastern University

Rumala, Bernice B. (2014)**Professor and Program Director**

Health Sciences

B.S. University of the State of New York, Excelsior College; M.A. Columbia University; Ed.M Columbia University; M.Phil Columbia University; Ph.D. Columbia University

Sato, Heidi (2003)**Director of Institutional Leadership**

Academic Affairs

B.S. University of California, Berkeley; M.P.H. Columbia University; Ph.D. Trident University International.

Schreiber, Deborah (2004)**Professor and Program Director**

Education

B.S. University of Cincinnati; B.S.Ed. University of Cincinnati; M.Ed. University of Cincinnati; Ed.D. Boston University

Shachar, Mickey (2003)**Professor and Program Director**

Health Administration

B.A. Bar-Ilan University; M.B.A. Heriot-Watt University; Ph.D. Trident University

Shackman, Joshua (2001)**Professor and Faculty Lead**

Business Administration

B.A. University of Michigan; M.A. University of California, Los Angeles; Ph.D. University of California, Los Angeles



Sun, Qin (2010)

Professor and Faculty Lead

Business Administration

B.A. Beijing Normal University; M.B.A. California State University, Dominguez Hills; Ph.D.

University of North Texas

Swigart, Margaret (2008)

Professor and Faculty Lead

Business Administration

B.A. Upper Iowa University; M.B.A. Western Illinois University; Ph.D. University of Nebraska

Wang, Wendy (2010)

Professor and Faculty Lead

Computer Information Systems

B.A. Northwestern University; M.A. University of Mississippi; Ph.D. University of Mississippi

Weems, Jessica (2013)

Full-Time Instructor

B.S. University of California, San Diego; Ph.D. University of Utah

Wesolek, Michael L. (2008)

Professor

Education

B.S. Fayetteville State University; M.S. Embry-Riddle Aeronautical University; M.A.Ed. Touro University International; Ph.D. Touro University International



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