



2015 2016

Policy Handbook 2015 - 2016 UNIVERSITY CATALOG EFFECTIVE - FALL 2015



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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 2015 session covering 10/01/2015 to 09/30/2016, replaces and supersedes the 2014–2015 Policy Handbook and its Addenda.

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 (For students with a California residence).



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 Travis Allen.

Trident University International Board of Trustees

Dr. Karen Viechnicki - Board Chair and Chair of the Executive and Finance Committee

Nolan Miura - Board Vice Chair

Dr. Kathryn Hanson - Chair of the Nomination and Governance Committee

Dr. Linda Thor - Chair of the Academic Committee

Dr. Thomas Bloom - Chair of the Audit Committee

Gary Woods - Chair of the Military Advisory Committee

Stan Phillips - Board member

CJ Fitzgerald - Board member

Len Ferrington - Board member

Command Sargent Major (Retired) William J. (Joe) Gainey - Board member

Lieutenant General (Retired) Thomas F. Metz - Board member

General (Retired) William R. Looney - Board member

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

Trident University International encourages and promotes a fully inclusive university environment academically, culturally, personally, and professionally. As forged by its mission, vision, and values, Trident's unique and distinctive character ensures that every member of the Trident university community is valued and respected, regardless of their age, race, color, gender (including gender identity and gender expression), sexual orientation, religion, marital status, registered domestic partner status, national origin or ancestry, physical or mental disability, medical condition (including pregnancy, cancer and genetic characteristics), genetic information, or any other consideration protected by federal, state, and/or local laws. Trident's diverse administration, faculty, and staff are dedicated equally to the success of every student and enhancing the quality of the educational experience. Trident's administration and faculty strive to enrich curricula with ideas and viewpoints from diverse academic, cultural, personal and professional, and disciplinary perspectives, while staff serves students with compassionate commitment and sensitivity to special needs.

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 in the respective states.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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 with transcript holds at prior institutions are responsible to clear the holds to ensure that official transcripts are released timely and submitted to Trident for proper evaluation. Students are also required to review and sign the Enrollment Agreement and Disclosure (EAD) form as part of the admission process.

Following submission and acceptance of the student's application, a student may be fully admitted, conditionally admitted, or provisionally admitted to Trident.

- Full admission - Students will be fully admitted without conditions following receipt of all official transcripts/documents required for admission and upon meeting all other requirements for admission.
- Conditional Admission - Students who do not meet the requirements for admission may be admitted to Trident with conditions following receipt of all official transcripts/documents required for admission and upon approval of an admission appeal by the Committee on Academic Standards (CAS). See Admission Appeals for more information. Conditional admission will be revoked if students fail to meet the conditions imposed by CAS.
- Provisional Admission - Students may be provisionally admitted to Trident prior to the receipt of all official documents required for admission. Provisionally admitted students have until the end of their second session to ensure that Trident has received all official documents required for admission to Trident. Students with transcript holds at prior institutions are responsible to clear the holds to ensure that official transcripts are released timely and submitted to Trident for proper evaluation. Students will be placed on an enrollment hold if all documents are not received by this time. 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 in admission, denial of admission or administrative withdrawal from the University.

Prospective students are encouraged to review this catalog, the [Student Fact File](#), program specific information and disclosures prior to signing the EAD. Students with a California residence are required to review, initial and sign the Performance Fact Sheet for their respective programs prior to executing the EAD.

Admission Requirements

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

Bachelor's Degree Programs

Each student admitted to an undergraduate degree program shall possess the following:

- A diploma from an accredited or state approved high school or its equivalent. (effective



beginning May 2016 Fastrac Session)

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

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)
- A diploma from an accredited or state approved high school or its equivalent (effective beginning May 2016 Fastrac Session)
- 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 potential and leadership qualifications
- 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
- **Glenn R. Jones 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](#))

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

Trident also provides prospective students a Distance Education Readiness Assessment to help students confirm the skills and competencies needed to succeed in a distance education setting, to identify areas of deficiencies and to determine level support needed by the student to be successful in a distance education setting. Prospective students are encouraged to avail themselves of the assessment found on the last page of the on-line application.

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 Appeals

Student applications that fail to meet admission requirements will be reviewed by the Committee on Academic Standards (CAS) to determine admissibility subject to conditions. Prior to the review by CAS, students will be asked to submit a personal statement that CAS will consider before making a decision. Students who are approved by appeal will be admitted with conditions as determined by CAS.

Admission Is Not Guaranteed

Applicants and students concede that neither acceptance of their application nor acceptance of unofficial transcripts, nor enrollment in a course guarantees ultimate admission to Trident or to the program of choice. Students may be provisionally admitted and permitted to enroll in courses; however, they 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 official documents are not received by this time. 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 in admission, denial of admission or withdrawal from the University. Students with transcript holds at prior institutions are responsible to clear the holds to ensure that official transcripts are released timely and submitted to Trident for proper evaluation.

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, along with any other documentation serving as confirmation of identity. Trident shall not require nor permit students to provide military ID as proof of identity. 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, missing or incomplete information
- Discrepancies in the application, admission documents, or any other documentation cannot be resolved
- The applicant does not meet the admission requirements
- The applicant makes threats, is a threat or potential danger, to the University or its staff
- 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 through a pre-designated set of courses 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 Members

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 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.

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.



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 students must have earned a grade of "B-" or higher to meet any degree requirement.
- 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.
- For the maximum units allowed as Transfer Credit please see section on [University Graduation Requirements](#).

Conferred Associates Degrees

Students that have earned an Associate of Science or Associate of Arts degree from a regionally accredited college or approved nationally accredited college, have successfully completed a college level mathematics college, and have successfully complete a college level English Composition course will satisfy all General Education requirements at Trident.

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 and non-duplicate duty 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.

Transfer and Articulation Agreements

Trident has transfer and articulation agreements with the following institutions:

- Barstow Community College
- Central Texas College
- Georgia Military College
- Grossmont College
- Jones International University
- Lanier Technical College
- Martinsburg College
- McLean County Area Emergency Medical Services System
- Pittsburgh Technical Institute
- *Raritan Valley Community College*
- Saddleback College
- Straighterline
- Tarrant County College District (Articulation and ESA)
- United States Army Sergeants Major Academy



- West Los Angeles College

For information regarding these agreements you may contact the [Office of Admission](#).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Trident University International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution 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 or degree, diploma or certificate) will transfer.

Bachelor to Master Dual Credit Program

The Bachelor to Master Dual Credit Program enables outstanding Trident undergraduate students to receive dual undergraduate and graduate credit up to 12 semester hours towards the following degrees:

- Bachelor of Science in Business Administration to Master of Business Administration
- Bachelor of Science in Human Resource Management to Master of Science in Human Resource Management
- Bachelor of Science in Health Sciences to Master of Science in Health Sciences
- Bachelor of Science in Health Sciences to Master of Science in Health Administration
- Bachelor of Science in Homeland Security to Master of Science in Homeland Security
- Bachelor of Science in Leadership to Master of Science in Leadership
- Bachelor of Science in Leadership to Master of Arts in Education
- Bachelor of Science in Information Technology Management to Master of Science in Information Technology Management
- Bachelor of Science in Computer Science to Master of Science in Information Technology Management

To participate in the Bachelor to Master Dual Credit Program students must:

- Have successfully completed at least 90 hours of undergraduate coursework toward their Undergraduate degree.
- Have a minimum Undergraduate Cumulative Grade Point Average of 3.0
- Complete the Bachelor to Master Dual Credit Application Form

In order to apply the dual credit to the applicable Graduate program, the student must

- Be accepted into the appropriate Graduate program at Trident
- Earn a grade of "B-" or better in each of the dual credit course(s).

For more information regarding this program contact your admissions advisor, student services advisor, or academic success counselor.

Students receiving tuition assistance, veteran's affairs funding, or financial aid should consult with the Office of Financial Aid prior to enrolling in this program.



Tuition, Fees, and Financing

Tuition and Fees

Effective: Fall 2015

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	\$375	\$1,500	\$45,000 (All Bachelor's degree programs)
	Partnership	\$300	\$1,200	\$36,000 (All Bachelor's degree programs)
	Retired military			
	Veteran			
	Veteran spouse or dependent	\$250	\$1,000	\$30,000 (All Bachelor's degree programs)
	Military personnel			
Master's Degree	Standard	\$510	\$2,040	Master of Arts in Education: \$18,360 Master of Business Administration: \$22,440 Master of Business Administration (No Conc.): \$18,360 Master of Science in Emergency Disaster Management: \$20,400 Master of Science in Health Administration: \$20,400 Master of Science in Health Sciences: \$20,400 Master of Science in Homeland Security: \$20,400 Master of Science in Human Resource Management: \$18,360 Master of Science in Information Technology Management: \$18,360 Master of Science in Leadership: \$18,360 Dual Degree: \$32,640
	Partnership	\$375	\$1,500	Master of Arts in Education: \$13,500 Master of Business Administration: \$16,500 Master of Business Administration (No Conc.): \$13,500 Master of Science in Emergency Disaster Management: \$15,000 Master of Science in Health Administration: \$15,000 Master of Science in Health Sciences: \$15,000 Master of Science in Homeland Security: \$15,000 Master of Science in Human Resource Management: \$13,500 Master of Science in Information Technology Management: \$13,500 Master of Science in Leadership: \$13,500 Dual Degree: \$24,000
	Retired military			
	Veteran			
	Veteran spouse or dependent	\$325	\$1,300	Master of Arts in Education: \$11,700 Master of Business Administration: \$14,300 Master of Business Administration (No Conc.): \$11,700 Master of Science in Emergency Disaster Management: \$13,000 Master of Science in Health Administration: \$13,000 Master of Science in Health Sciences: \$13,000 Master of Science in Homeland Security: \$13,000 Master of Science in Human Resource Management: \$11,700 Master of Science in Information Technology Management: \$11,700 Master of Science in Leadership: \$11,700 Dual Degree: \$20,800
	Military personnel			
	Military spouse or dependent			



Credential Level	Student Type ¹	Tuition Per Credit	Tuition Per Course	Tuition Per Program (assuming no transfer credits)
Doctoral Degree (Professional)	Standard	\$725	\$2,900	Ed.D. in Educational Leadership: \$43,500
	Partnership	\$650	\$2,600	Ed.D. in Educational Leadership: \$39,000
	Retired military			
	Veteran			
	Veteran spouse or dependent			
	Military personnel	\$625	\$2,500	Ed.D. in Educational Leadership: \$37,500
	Military spouse or dependent			
Doctoral Degree (PhD)	Standard (Excluding 703 and above Dissertation Continuation courses)	\$975	\$3,900	Coursework: Ph.D. in Business Administration: \$54,600 Ph.D. in Health Sciences: \$54,600 Ph.D. in Education: \$54,600 Dissertation: All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date.
	Partnership	\$870	\$3,480	Coursework: Ph.D. in Business Administration: \$48,720 Ph.D. in Health Sciences: \$48,720 Ph.D. in Education: \$48,720 Dissertation: All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date.
	Retired military			
	Veteran			
	Veteran spouse or dependent			
	Military personnel	\$800	\$3,200	
	Military spouse or dependent			
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, grant 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.



Total tuition costs may vary where courses are failed and repeated or degree programs are changed. TUI periodically reviews and adjusts the amount of tuition and fees as deemed appropriate. Any changes to tuition and fees will take effect for the session following notification of such change. Changes to tuition and fees will not require execution of a new Enrollment Agreement and Disclosure (EAD).

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
Official Transcript "Rush Fee"	\$35
Lab Fee for students enrolled in courses with lab portion (optional)	\$59
Graduation Fee	\$150
Duplicate Diploma	\$30
Bounced-check fee	\$30
Payment plan arrangement fee	\$30
Other expedited fees	Varies based on region
Student Tuition Recovery Fund Fee (Non-refundable)	\$0

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 student-at-large, or under a 'special', provisional 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 including but not limited to military tuition assistance (TA), veterans



benefits, federal financial aid or employer reimbursement, 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

Cancellation of Enrollment Agreement

Students have the right to cancel the enrollment agreement (EAD) and obtain a refund of charges paid through attendance at the first class session or the seventh (7th) day after enrollment whichever is later. To cancel, I must give written notice to TUI at Registration@Trident.edu.

Subject to any noticed change, TUI will refund tuition to the student or payer (where applicable) according to the following prorated tuition schedules:

12 Week Session Refund Policy

The 12 week session 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%

8 Week Session Refund Policy

The 8 week session 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 1–3	25%	75%



Day 4-5	50%	50%
Day 6-8	75%	25%
After Day 8	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. If using Title X Tuition Assistance (TA), the Return of Military Tuition Assistance policy shall apply.

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

8 Week Financial Aid Payment Periods and Enrollment Policy

Students seeking federal financial aid must be registered for all courses in their payment period prior to disbursement of funds for the payment period. 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.

Each payment period is 16 consecutive weeks and 12 credits (3 courses) for undergraduate students and 8 credits (2 courses) for graduate students. If a student fails a course or courses or if there is a break in enrollment, the payment period will need to be extended beyond 16 weeks, because half the credits in the academic year have not been satisfied.



The second payment period is complete once the student has successfully completed the second half of the academic year's weeks and credits. Students are not eligible to enter a new academic year until they have successfully completed a full academic year.

12 Week Financial Aid Payment Periods and Enrollment Policy

Students seeking federal financial aid must be registered for all courses in their payment period prior to disbursement of funds for the payment period. 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.

Each payment period is 18 consecutive weeks and 12 credits (3 courses) for undergraduate students and 8 credits (2 courses) for graduate students. If a student fails a course or courses or if there is a break in enrollment, the payment period will need to be extended beyond 18 weeks, because half the credits in the academic year have not been satisfied.

The second payment period is complete once the student has successfully completed the second half of the academic year's weeks and credits. Students are not eligible to enter a new academic year until they have successfully completed a full academic year.

Academic Year and Disbursements

8 Week Academic Year and Disbursements – Undergraduate Students

The academic year for students enrolled in 8 week sessions is defined as 32 weeks (four consecutive sessions) and 24 credits. Each academic year has two 16 week payment periods (see examples below). Accordingly, students are expected to enroll and successfully complete 3 courses each 16 week payment period to maintain their scheduled award (see examples below).

Students are also expected to remain enrolled in three consecutive (non-overlapping) sessions, which coincides with the 32-week academic year and loan period (for students receiving Direct Loans). Any breaks in enrollment may result in the loss of federal financial aid eligibility, delay of subsequent disbursements, and/or having funds returned if funds have already been disbursed.

First disbursements are released after census of the first session in the payment period, if the student is enrolled in the first payment period and the student has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the first session in the payment period. Second disbursements are released after census of the third session in the second payment period, once one-half of the academic year (first payment period) is successfully completed, the student is enrolled in the second payment period and has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the third session in the second payment period.

Successful completion of the payment period is defined as:

- A minimum of 12 credit hours (3 courses) over two non-overlapping sessions, or over three overlapping sessions (see examples below) in which the following grades are awarded:
 - A, A-, B+, B, B-, C+, C, C-, D

Undergraduate Student Examples:

Example 1 – Non-overlapping



Payment Period 1 = 16 Weeks & 12 Credits		Payment Period 2 = 16 Weeks & 12 Credits	
1 Course	2 Courses	1 Course	2 Courses

Example 2 – Non-overlapping

Payment Period 1 = 16 Weeks & 12 Credits		Payment Period 2 = 16 Weeks & 12 Credits	
2 Courses	1 Course	2 Courses	1 Course

Example 3 – Overlapping

Payment Period 1 = 16 Weeks & 12 Credits		Payment Period 2 = 16 Weeks & 12 Credits	
1 Course	1 Course	1 Course	1 Course
	1 Course		1 Course

Note: Taking additional courses would not increase the amount of financial aid awarded or the timing of the second payment period/disbursement

8 Week Academic Year and Disbursements – Graduate Students

The academic year for students enrolled in 8 week sessions is defined as 32 weeks (four consecutive sessions) and 16 credits. Each academic year has two 16 week payment periods (see example below). Accordingly, students are expected to enroll and successfully complete 2 courses each 16 week period to maintain their scheduled award (see examples below).

Students are also expected to remain enrolled in four consecutive (non-overlapping) sessions, which coincides with the 32-week academic year and loan period (for students receiving Direct Loans). Any breaks in enrollment may result in the loss of federal financial aid eligibility, delay of subsequent disbursements, and/or having funds returned if funds have already been disbursed.

First disbursements are released after census of the first session in the payment period, if the student is enrolled in the first payment period, and the student has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the first session in the payment period. Second disbursements are released after census of the first session in the second payment period, once one-half of the academic year (first payment period) is successfully completed, the student is enrolled in the second payment period and has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the first session in the second payment period.

Successful completion of the payment period is defined as:

- A minimum of 8 credit hours (2 courses) over two non-overlapping sessions (see example below), in which the following grades are awarded:
 - A, A-, B+, B, B-

Graduate Student Example – Non-overlapping:

Payment Period 1 = 16 Weeks & 8 Credits		Payment Period 2 = 16 Weeks & 8 Credits	
1 Course	1 Course	1 Course	1 Course



Note: Taking additional courses would not increase the amount of financial aid awarded or the timing of the second payment period/disbursement

12 Week Academic Year and Disbursements – Undergraduate

The academic year for students enrolled in 12 week sessions is defined as 36 weeks (three consecutive sessions) and 24 credits. Each academic year has two 18 week payment periods (see examples below). Accordingly, students are expected to enroll and successfully complete 2 courses each 12 week session to maintain their scheduled award (see examples below).

Students are also expected to remain enrolled in three consecutive (non-overlapping) sessions, which coincides with the 36-week academic year and loan period (for students receiving Direct Loans). Any breaks in enrollment may result in the loss of federal financial aid eligibility, delay of subsequent disbursements, and/or having funds returned if funds have already been disbursed.

First disbursements are released after census of the first session in the payment period, if the student is enrolled in the first payment period and the student has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the first session in the payment period. Second disbursements are released after census of the third session in the second payment period, once one-half of the academic year (first payment period) is successfully completed, the student is enrolled in the second payment period and has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the third session in the second payment period.

Successful completion of the payment period is defined as:

- A minimum of 12 credit hours (3 courses) over two non-overlapping sessions (see examples below) in which the following grades are awarded:
 - A, A-, B+, B, B-, C+, C, C-, D

Undergraduate Student Examples:

Example 1— 2 courses per 12 week session

Payment Period 1 = 24 Weeks & 12 Credits		Payment Period 2 = 12 Weeks & 8 Credits
2 Courses	2 Courses	2 Courses

Example 2 — 3 courses per payment period

Payment Period 1 = 24 Weeks & 12 Credits		Payment Period 2 = 24 Weeks & 12 Credits	
2 Courses	1 Course	2 Courses	1 Course

Example 3 — One course per session

Payment Period 1 = 36 Weeks & 12 Credits			Payment Period 2 = 36 Weeks & 12 Credits		
1 Course	1 Course	1 Course	1 Course	1 Course	1 Course



Note: Taking additional courses would not increase the amount of financial aid awarded or the timing of the second payment period/disbursement

12 Week Academic Year and Disbursements – Graduate

The academic year for students enrolled in 12 week sessions is defined as 36 weeks (three consecutive sessions) and 12 credits. Each academic year has two 18 week payment periods (see example below). Accordingly, students are expected to enroll and successfully complete 1 course each 12 week session to maintain their scheduled award (see examples below).

Students are also expected to remain enrolled in three consecutive (non-overlapping) sessions, which coincides with the 36-week academic year and loan period (for students receiving Direct Loans). Any breaks in enrollment may result in the loss of federal financial aid eligibility, delay of subsequent disbursements, and/or having funds returned if funds have already been disbursed.

First disbursements are released after census of the first session in the payment period, if the student is enrolled in the first payment period and the student has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the first session in the payment period. Second disbursements are released after census of the third session in the second payment period, once one-half of the academic year (first payment period) is successfully completed, the student is enrolled in the second payment period and has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the third session in the second payment period.

Successful completion of the payment period is defined as:

- A minimum of 8 credit hours (2 courses) over two non-overlapping sessions (see example below), in which the following grades are awarded:
 - A, A-, B+, B, B-

Graduate Student Example:

Payment Period 1 = 24 Weeks & 8 Credits		Payment Period 2 = 12 Weeks & 4 Credits
1 Course	1 Course	1 Course

Note: Taking additional courses would not increase the amount of financial aid awarded or the timing of the second payment period/disbursement

Credit Completion

Students receiving federal financial aid must complete their program of study within the below 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 BSBA program requiring 120 semester credits may not attempt more than 180 semester credit hours, including transfer 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. Students must successfully complete at least 67% of all attempted credits and will be placed on Academic/Financial Aid Warning if this requirement is not met (See section on Satisfactory Academic Progress). Courses dropped within the add/drop period are not counted toward attempted credits



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:

1. 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
2. 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The non-refundable Student Tuition Recovery Fund Fee is \$ zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).



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.

Student Course Assignment Responsibility

Students have the responsibility to save all of their assignments and files created for submission within a course.

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.

Student Services

Academic Success

academicsuccess@trident.edu

Academic Success is committed to providing supplementary support for students at all levels. The Academic Success Counselors (ASCs) primarily focus on the successful transition of new students at the university. The ASCs also provide specialized support for students who: a. may not meet the university's admission requirements; b. fall below satisfactory academic progress; or c. have physical or mental impairments through the use of Academic Success Plans. The ASCs collaborate regularly with staff and faculty to identify and address the needs of students who experience personal, professional, or academic issues that may prevent them from successfully completing their current courses and persist toward graduation.

Admissions

admissions@trident.edu

The Admissions Department is responsible for establishing student records for all applicants to the University, screening for admission eligibility and facilitating the transfer credit process between the prospective student and the Office of the Registrar. Advisors initiate correspondence and communication about admission requirements and file completion for enrollment for the University.

Alumni Association

www.trident.edu/students-and-alumni/alumni/

The Trident University Alumni Association strives to serve the social, professional, and academic needs of our alumni while helping them stay connected to their wonderful school. Trident alumni are a community of leaders in government, industry, education, and public health, representing a wellspring of knowledge and connectivity. From business executives and leaders in academia to politicians –



Trident University alumni engage at the highest level to their fields, and are recognized for their accomplishments and contributions.

Our Alumni Association provides a variety of opportunities to help Trident graduates:

- Stay connected and current on university news and events.
- Connect with classmates, professors and friends from all over the world.
- Play a role in recruiting high-caliber students into our active community of learners and leaders.
- Get involved in rewarding volunteer opportunities like:
 - Community initiatives
 - New chapter formations
 - Prospective and current student mentoring
 - Support and advising for transitioning military veterans.

Upon graduation, students automatically become members of the alumni association with access to all benefits including Alumni access to Library, Alumni Career Support and the new Alumni Association Newsletter.

Bursar and Student Finance

bursar@trident.edu; accountsreceivable@trident.edu

The Bursar and Student Finance offices are responsible for ensuring students financial account are maintained accurately while providing exceptional customer service. The Bursar and Student Finance offices are prepared to answer any questions, such as balances, tuition due, etc., students have regarding their financial account with Trident to ensure the seamless progression in reaching their higher education objectives. The Bursar and Student Finance Offices makes every effort to assist our students while meeting all federal and state compliance requirements and maintaining WASC accreditation standards.

Career Center

Trident4Careers@trident.edu

When you pursue your education online with Trident, you'll have access to an array of student services in the Career Advising and Development Center. Many of these resources are accessible 24 hours a day, seven days a week through My Career Center on our student portal.

My Career Center is a password-protected, virtual career center designed to assist students and alumni in career readiness self-assessment, job search, career exploration and professional development.

Trident University offers an array of career services for students and alumni, including resume help, resources and tips about developing in your career, as well as career counseling/coaching.

The Career Center offers assistance to students in seeking to determine which program is best suited for their career goals, matching their academic studies, skills, interests, and abilities with a potential career path and finding the right job opportunity.

At My Career Center, you can set up virtual center or (for local students/alumni) in-person individual career counseling appointments, sign up for webinars, look for mentors, take an assessment, prepare your resume or practice for an interview. Student may take advantage of a wide variety of resources, in



print format and on the Career Center's student portal page, that support career planning and development.

Each year the Career Center plans a variety of events such as career panel presentations, employer information sessions and virtual career fairs that connect students with employers who are recruiting for internships and career positions are planned and open to all students. The Career Center also assists students who are seeking employment and/or work experience by listing opportunities for full-time and part-time positions, internships and on-campus student assistant/work study positions.

More information about all programs and services are posted on the Career Center webpage. The Career Center programs and services are free to currently registered students, and alumni, of the University. Appointments with counselors should be scheduled at least a week in advance due to heavy demands for services.

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.

Financial Aid Office

financialaid@trident.edu

The Financial Aid Office is responsible for facilitating the student financial aid process while providing excellent customer service. The Financial Aid Office is equipped to provide students with necessary financial aid information, so they are able to achieve their higher education goals. The Financial Aid Office provides information on eligibility requirements for Title IV student financial aid, Department of Defense Tuition Assistance, Veteran's Benefits, private educational loans, and payment plan options for students and assist students with applying for aid/benefits. The Financial Aid Office strives to assist our students while meeting all federal compliance requirements and maintaining WASC accreditation standards.

Office of the Registrar

registration@trident.edu

The Office of the Registrar is responsible for maintaining timely and accurate records of the academic progress and accomplishments of its students, provide efficient, knowledgeable and respectful delivery of services to a diverse student population and implement and enforce university policies and regulations in support of the academic integrity of the institution. The office adheres to the guidelines on professional practices and ethical standards developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). We also comply with this Family Educational Rights and Privacy Act (FERPA) to ensure accuracy, security and integrity of students' academic records.

Outreach and Partnerships

outreach.partnership@trident.edu

Outreach and Partnerships provides informational and recruitment programs to Military, Corporate, Government, and Community Colleges partners. Through relationship development, and the opportunities these relationships provide, the Outreach and Partnerships team will serve the needs of our business partners, prospective and current students.



Trident's Partnership Support Team is dedicated to:

- Strategizing with you to develop initiatives to meet your education, training, and development needs
- Spreading the word to your employees and their families, through events, meetings, and webinars
- Coordinating opportunities and initiatives to better meet student needs
- Supporting your organization from sourcing to hiring, and serving as a professional development resource for your employees and their families.

Student One Stop

sos@trident.edu

The Student One Stop Department is a call/help center that accepts incoming calls and emails from students. This department also serves as the operator function for the university as well as the frontline technological support team. Support staff provides assistance by addressing questions pertaining to Trident University in a wide range of areas including: transcripts, financial aid, the admissions process, commencement information, official student grievances, registration, and departmental referrals. The goal of the Student One Stop (SOS) is to provide excellent customer support to Trident students while making the experience as friendly and seamless as possible for our students.

Students may contact their Student One Stop with regard to any questions, concerns, or problems to obtain an appropriate resolution and/or referral.

Student Services

advisement@trident.edu

Trident has supportive staff dedicated to work with continuing students at the undergraduate, masters, and/or doctoral levels. Student Services is committed to partnering with students, faculty, and other departments to assist with the overall retention and graduation of students and to empower students to develop and implement sound educational plans consistent with their personal values, goals, and career plans. Student Services Advisors serve as academic advisors focusing on the student experience and supporting student success, retention, and graduation.

The Student Services Advisor assists students with course sequencing and recommendations, registration, providing current knowledge on program requirements, and clarifying academic policies and operational procedures. This approach provides students with one available point of contact for academic and administrative direction regardless of their degree level.

Students may contact their Student Services Advisor with regard to any advising questions, concerns, or problems to obtain an appropriate resolution and/or referral.

Trident IT Help Desk

sos@trident.edu

Trident IT HelpDesk supports students, staff, and faculty. We offer technology assistance with Accounts and Passwords, Educational Technologies, Email/Calendar and Collaboration, Software, Device responsive enabled technologies including Mobile/Tablet/ Laptop/Desktops, Phone/Voicemail, and FAQ's and Help for Students and Faculty.



Trident Military Assistance Center

tmac@trident.edu

The Trident Military Assistance Center (TMAC) provides a wide range of support services and resources to assist military members, veterans and their dependents in reaching their educational and career goals.

Support Services and resources include financial management information; career planning, job search, self-assessment and career transition / advancement advising, provided through Trident Career Advising and Development Center (CADC); partnerships with non-profit organizations such as Centurion Military Alliance (CMA); community referral services; veteran's benefit counseling with Trident's VA Certifying Officials, and video tutorials on "What to Expect When Using VA Benefits and FA Benefits at Trident University.

Trident University Store

clientcare@designemb.com

The Trident University Store is an online store that provides a place for Trident students, alumni, staff and faculty to purchase Trident apparel and a variety of gifts, from pen sets to coffee mugs, and more. The store is set up and managed by an outside agency, EMB Designs.

University Library

library@trident.edu

Trident University International offers a comprehensive library to all students and faculty. The resources available include databases such as Academic Search Complete, Proquest Central and ebrary. These sources provide access to thousands of publications and are available 24 hours a day, 7 days a week. Trident University International has a professional librarian available to students and faculty as needed. The Librarian works on-site and remotely and responds to student and faculty requests promptly. In addition, the Librarian creates instructional materials in the use of library resources which are available online to all Trident users.

Where appropriate, TUI staff assists students to access the various library databases and locate particular resources within, whether they are articles, electronic books or other reference materials. To meet the needs of TUI's highly mobile student population, the library collections are fully online. When students encounter technical issues, TUI staff is available for assistance. Additional support is available through the Student One Stop as well as the appropriate database publishers.

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](#).

Credit Hour

A credit hour is the unit of measure to award academic coursework based on a 50 minute hour of instruction. A required number of total credit hours are the foundation for granting degree programs. One unit of credit per week is the equivalent of a scheduled lecture, online discussions, or lab and a minimum of three hours of student preparation, reading, and writing time. A total of 150 hours per term



is the equivalent of four units of credit per course. A four unit course typically requires at least 12.5 or 18.75 hours of coursework per week over the term of a 12 or 8-week sessions respectively. In addition to lecture time, this policy also defines other instructional formats such as online discussions and blended lab learning.

Lecture Courses

Undergraduate and graduate courses include instructor led presentations of selected course materials, lectures, and assignments included in the Module Home, Background, Case, and Session Long Project (SLP). Three credit hour units are assigned to lecture courses, for a total of 112.5 hours per term. For courses designated with lab work, two credit hours units are granted for lecture time. Students are expected to access and participate in each module of every course on a weekly basis. Students are also required to adhere to the university policy on Academic Participation and Substantive Interaction as published in the University catalog.

Online Discussions

All lecture courses are required to have online discussions based on questions generated from modular course materials to exchange practical ideas, topic application, and experiential learning. One credit hour is assigned to discussion activities facilitated by the instructor through social interaction in the online environment. A total of 37.5 hours are assigned to discussion activities per term. Students are expected to access and participate in the discussions on a weekly basis for each module. Students are also required to adhere to the university policy on Academic Participation and Substantive Interaction as published in the University catalog.

Laboratory Courses

Courses with lab components are assigned one credit hour for simulations and practica as stated in the Federal Definition of Credit Hour. Since these courses incorporate hands-on learning, the equivalent of one credit hour is earned in addition to the two credit hours for lecture and one credit hour for online discussions during the term.

Additional or Reduced Units

Additional or reduced units for any course varying from the 4-unit credit hour format must be justified if the course requires more extensive or less reading, writing, discussions, or lab time. Course proposals must be approved by the respective Trident University Committees and Office of Compliance.

Trident University Responsibilities

Trident's credit hour policy re-enforces adherence and progress using established tools to measure the "accuracy and reliability" of credit hour results for all academic programs and new course development instructional formats. Through its academic assessment process Trident University will periodically evaluate and report on the compliance and enforcement of this policy to ensure that it meets the requirements of federal regulations and "commonly accepted practice in higher education."

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 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.

Housing

Trident has no dormitory facilities under its control. In as much as all programs and courses are offered and taught online, there is no residency requirement for attending Trident University. As such, the university has no responsibility to find or assist a student in finding housing.

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/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

- Bachelor's degree requirements must be fulfilled within seven consecutive years. The normal time to degree completion for a Bachelor's degree is four years.
- Master's degree requirements must be fulfilled within seven consecutive years. The normal time to degree completion for a Master's degree is two and one-half years.
- Doctor in Education Leadership (Ed.D.) degree requirements must be fulfilled within 4.5 consecutive years. The normal time to degree completion for a Doctor in Education Leadership (Ed.D.) degree is three years.



- Doctor in Philosophy (Ph.D.) degree requirements must be fulfilled within nine consecutive years. The normal time to degree completion for a Doctor in Philosophy (Ph.D.) degree is six years.

These maximum timeframes exclude approved breaks in enrollment (e.g., leaves of absence (LOA)) granted by the University.

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 PH –EDM	32	88	120
Bachelor of Science in Homeland Security	BSHLS (No concentration)	32	88	120
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



Degree Programs	General Program Plans and Concentrations	Trident Minimum Residency Credits	Maximum Units Met Through Transfer Credit	Total Degree Credits
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 29 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	29	7	36
Master of Business Administration	No concentration	29	7	36
Master of Business Administration	All concentrations	36	8	40-44
Master of Science in Emergency and Disaster Management	All concentrations	32	8	40
Master of Science in Health Administration	All concentrations	32	8	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	32	8	40
Master of Science in Homeland Security	MSHLM	32	8	40
Master of Science in Human Resource Management	MSHRM (No concentration)	29	7	36
Master of Science in Information Technology Management	All concentrations	29	7	36
Master of Science in Leadership	All concentrations	29	7	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

- 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 Disabilities Services Coordinator, 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

A Disabilities Services Coordinator 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 Disabilities Services Coordinator after consultation with the appropriate Dean, Provost, and Office of Compliance will render a decision on student requests for accommodations. Any appeals or requests for exceptions must be directed to the Office of the Provost.

Institutional Review Board

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

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 choose 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 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 is concerned with protecting subjects from harm and acting in the best interest of research subjects. 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 upon the listed risks and benefits analysis.

Justice. The ethical principle of justice requires 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

Federal regulations require that the membership includes at least five members with diverse backgrounds (including one scientist member, one non-scientist member, and one member who is not affiliated with Trident). The IRB membership at Trident University includes the following:

- Director of Institutional Research (Chair)
- Institutional Research Analyst (Permanent Member)
- Four faculty members representing at least three colleges with doctoral degree programs (with at least one faculty member meeting the definition of a scientist member)
- One non-scientist staff member
- At least one community member, not affiliated with Trident University
- Chief Compliance Officer (Ex-officio member)

The Faculty Council on Committees elects the faculty members. The IRB Committee nominates and recommends candidates for the non-scientist staff and community member positions. The Provost and IRB Chair give final approval to all appointments of IRB members. The term for members shall be three years for faculty members (subject to faculty contract term), one year for non-scientist staff member, and one year for non-affiliated members. Memberships may be renewed for a subsequent term.

What Requires IRB Review and Approval?

Any research involving human subjects must be approved by the Trident IRB. *Research* is defined as “a systematic investigation including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (45 CFR 46.102). This includes pilot studies and preliminary studies, but does not include surveys that are designed to improve programs (rather than contribute to a body of knowledge). Human subjects are defined as a “living individual about whom an investigator conducting research obtains: 1) data through intervention or interaction with the individual, or 2) identifiable private information.” No member of the Trident community (students, faculty, staff) may access or collect research data on human subjects without Trident IRB approval.

The Process

Step 1: Complete required online certification on “*Protecting Human Research Participants.*”



Go to <https://phrp.nihtraining.com> to access training. When completed, upload certificate to the *IRB Certificate* dropbox in Module 1 of your 800-level class (for doctoral students). Please refer to the [IRB website](#) for instructions on how to upload documents.

Step 2: Doctoral students must have their dissertation proposal/protocol approved by their Program Director prior to submitting their IRB application. Other researchers (e.g. faculty, staff) should contact the Office of Institutional Research regarding requirements prior to submitting an IRB application.

Step 3: Complete pre-IRB Review to determine specific IRB requirements for your study.

Go to <https://www.surveymonkey.com/s/Pre-IRB>

Step 4: Obtain required permissions from study site.

Permission should be on their department letterhead and contain the following: 1) a statement indicating that permission has been granted for your study, 2) a brief description of the study and what is involved, 3) understanding of any potential risks (e.g. if vulnerable population involved, HIPAA-protected data being collected, etc.), 4) any understandings/agreements between the agency and you (e.g. confidentiality agreements), and 5) signature from appropriate administrators.

Step 5: Complete and submit your IRB application.

1. Doctoral students should complete their IRB application in their ePortfolio and upload to *IRB Application* dropbox in Module 1 of 800-level course. Other researchers may complete the IRB application form obtained [here](#).
2. Include all documents requested in the pre-IRB review.
3. Ensure that all applicable items are completed. For more information on how to answer questions, please refer to the *Guide for Completing the IRB Application*.

Step 6: Send an email to IRB@trident.edu to request an IRB review.

Specify which type of review you are requesting (based on results of the pre-IRB review discussed in step 3). Please allow up to two weeks to receive the results back on your initial IRB review (less time for an exempt review and follow up reviews).

Step 7: Make revisions as requested until approved by IRB.

After receiving the results back on your initial IRB review, you will be advised of any items that need to be addressed. Please use track changes in making revisions. When ready for an IRB review, please follow instructions in step 6. Ensure all items are addressed to avoid delay in the approval process.

Step 8: Report changes and renew IRB approval (if needed)

- Before requesting IRB approval, doctoral students must obtain approval from their Dissertation Mentor and the Doctoral Program Director if they make any changes to their research methodology. Other researchers should inform the Office of Institutional Research regarding changes to their research methodology.
- Request IRB approval for changes to research methodology by submitting an IRB Amendment Form
- For renewal of IRB approval, submit Annual Renewal Request Form
- Report any adverse incidents immediately to IRB@trident.edu



Tips for avoiding a lengthy review process

1. Ensure all items are completed
2. Ensure there are no discrepancies between documents submitted
3. Be clear and concise.
4. Make all changes requested (or explain why changes were not made).
5. Use track changes (or highlight changes that were made).
6. Notify IRB via email as soon as you upload documents for review in the IRB dropbox





Items Required for IRB Review

Required for all Studies:

- ☐ Certificate of completion of online training on *“Protecting Human Research Participants.”*
- ☐ Completed IRB application
- ☐ Approved research protocol/methodology
- ☐ All data instruments (e.g. surveys, questionnaires, data fields accessed from existing sources)
- ☐ Permission to administer study and/or access data (e.g. written permission from appropriate administrators at study site, copy of service agreement, and/or supporting documentation that data is public use)

Required for Studies Involving Data Collection

- ☐ Informed Consent Form. See [example](#)

This form should include:

- ☐ Title of study
- ☐ Name and credentials of Principal Researcher (e.g. doctoral candidate)
- ☐ Why the participant was selected for the study (i.e. selection/eligibility criteria)
- ☐ Purpose of the study
- ☐ Procedures involved for participants
- ☐ Potential risks and discomforts (such as inadvertent release of sensitive information)
- ☐ Potential benefits to subjects and/or society
- ☐ Whether participant will receive payment for participation
- ☐ Statement regarding confidentiality
- ☐ Description of voluntary nature of the study and the right to withdraw
- ☐ Contact information for Principal Researcher, Dissertation Mentor, and IRB
- ☐ Signature (or e-signature) block for indicating consent of research participant and legal representative (if applicable)
- ☐ Participant assent form (if applicable for children under 18)
- ☐ All documents used to recruit participants (e.g. contact letters, flyers, advertisements)

Other Requirements (if applicable)

- ☐ HIPAA waiver (for studies involving protected health information)
- ☐ Other IRB approvals (if study site has its own IRB)



Reviews

When a new application is received by the IRB Committee, it is screened for: 1) whether the principal researcher has IRB certification, 2) whether the proposal/protocol was approved by Program Director of the Doctoral Program, and 3) the completeness of application. Any IRB application not meeting screening requirements will be returned to the applicant. The IRB Chair or designee will determine whether the research is exempt, expedited, or requires full committee review. The IRB Chair (or designee) will complete the exempt review. An expedited review will be performed by an IRB member and/or IRB Chair.

If a full review is required, the IRB application will be reviewed at its next available regularly scheduled meeting. An IRB quorum (majority) is required to convene an IRB meeting. Based on majority vote, the IRB may recommend approval, approval with amendments, request 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.

The time period for IRB approval 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. Because IRB approval is dependent upon the Principal Researcher addressing all issues found in the review, an estimate cannot be provided regarding the total time required for an IRB review. Please allow up to two weeks to receive feedback on submitted IRB applications (less time for an exempt review and follow up reviews).

Upon satisfactorily meeting the requirements, the candidate will receive an approval letter from the Chair of the IRB.

Trident Administrative Holidays

Trident University International observes the following holidays:

Thanksgiving Holiday – November 26 and 27, 2015

Winter Holiday – December 24 and 25, 2015

New Year's Eve Holiday- December 31, 2015

New Year's Day – January 1, 2016

Martin Luther King Day – January 18, 2016

President's Day – February 15, 2016

Memorial Day – May 30, 2016

Independence Day- July 4, 2016

Labor Day – September 5, 2016



Registration and Enrollment

For 8 week sessions, registration at Trident begins 8 weeks prior to the session start; for 12 week sessions, registration begins 12 weeks prior to the session start. The majority of students enroll through the Trident Learning Community (TLC) portal or the GoArmy Portal. Enrollment dates and important deadlines are available on the [University Calendar](#).

Instructional Sessions

Trident offers four 12-week sessions (Fall, Winter, Spring, and Summer) and monthly 8-week sessions (January, February, March, April, May, June, July, August, September, October, November, December). Most 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) at any given time. A full-time load at the graduate or Doctoral level is considered to be one course (or 4 semester credit hours) per session.

Maximum Course Load

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.

8 Week Session Maximum Course Load

Students may be enrolled in a maximum of three 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

12 Week Session 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.

8 Week Session Add and Drop Policy

The add-and-drop period ends 8 days 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

Withdrawal from course(s)

Students are required to actively and regularly participate in their courses in compliance with the University policy on Academic Participation and Substantive Interaction. Students unable to complete a course may request a withdrawal from a course after the published add/drop deadline by submitting a request in writing to the Office of the Registrar at withdrawal@trident.edu. Upon approval, a grade of 'W' will be assigned to the student for the course and will become a permanent part of the student's official transcript. Subject to other applicable policies or regulations, failure to participate does not



constitute a drop or withdrawal from the course. To avoid academic penalties, students must take affirmative steps to timely drop or withdraw from their course(s). Students requesting to drop or withdraw will be responsible for all applicable tuition and fees.

The last day to submit a course withdrawal request is published on the [Trident University Calendar](#).

Withdraw from University

Students who wish to withdraw from the University must submit a request in writing to withdrawal@trident.edu. Once the request is processed, the student will be deemed as officially withdrawn with a grade of 'W' assigned for any course(s) in an ongoing session. Students requesting to withdraw will be responsible for all applicable tuition and fees. Subject to other applicable policies or regulations, failure to participate does not constitute a withdrawal from the university.

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

Unofficial Withdrawal

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

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

Withdrawal by Students using Military Tuition Assistance (TA)

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

The last day to submit a course withdrawal request is published on the [Trident University Calendar](#).

Withdrawal by Students Using GoArmy Portal

Students enrolling through the GoArmy Portal are required to submit any withdrawal request through the portal for processing. Although the GoArmy portal will allow you to withdraw after Trident's withdrawal deadline dates, Trident will disallow the withdrawal request and your final grade will be posted based on completed coursework. For more information regarding submission of a withdrawal request students may visit the GoArmy Portal, contact a GoArmy representative or send a request to registration@trident.edu. The last day to submit a course withdrawal request is published on the [Trident University Calendar](#).



Administrative Withdrawal

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

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

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

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

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

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

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

Retroactive Withdrawals

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

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

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

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



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

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

Grades posted as a result of academic integrity policy violations are not eligible for retroactive withdrawal.

Retroactive Withdrawal Procedure

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

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

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

Return of Aid Based on Withdrawal

Students receiving financial aid under Title IV of the Higher Education Act, or benefits under any Veterans Affairs Programs, or Federal Tuition Assistance (TA) under Title X will be notified of any applicable return of financial aid or tuition assistance funds required as a result of any withdrawal. If the return of funds creates a balance due on the student's account, the student will be solely responsible for the account balance and will be required to remit payment to the university.

Return of Federal Financial Aid

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

Return of Veterans Affairs Benefits

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

Return of Military Tuition Assistance

To comply with the Department of Defense Memorandum of Understanding, students utilizing Tuition Assistance (TA) who officially withdraw may be subject to return of unearned TA on a proportional basis



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

The University will work with the student to identify solutions that will not result in a student debt for the returned portion.

12 Week Session Return of Military Tuition Assistance

Please refer to the following schedule of return table and examples for explanation of the proportional return of TA funds for 12 week sessions:

Session Percentage	Percent of Tuition Assistance Refund	Week/Days
0-9%	100%	Week 1/Day 7
10-25%	75%	Week 2-3/Day 8-21
26-60%	25%	Week 4-7/ Day 22-49
61-100%	0%	Week 8-12/Day 50+

Example 1: When a student withdraws during week 4 of a 12-week session, 25% of the total tuition will be returned to the military.

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

8 Week Session Return of Military Tuition Assistance

Please refer to the following schedule of return table and examples for explanation of the proportional return of TA funds for 8 week sessions:

Session Percentage	Percent of Tuition Assistance Refund	Week/Days
0-9%	100%	Week 1/Day 7
10-25%	75%	Week 2/Day 8-14
26-60%	25%	Week 3-5/Day 15-34
61-100%	0%	Week 6-8/Day 35+

Example 1: When a student withdraws during week 4 of an 8-week session, 25% of the total tuition will be returned to the military.



Example 2: A student who withdraws, during week 6 of an 8-week session will be deemed to have earned 100% of the tuition for the session. Once 100% of tuition is deemed earned it is not subject to refund or return.

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 census 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.

To be eligible for an LOA for a future session, students must be currently enrolled and complete the session preceding the LOA. If a student withdraws from the session preceding the requested LOA, the LOA may be approved as of the withdrawal date.

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 withdrawn 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 grades are as follows:



- Repeated course(s) must be taken at Trident in order to cancel the grade(s)
- Courses will be cancelled in the order they are taken.
- 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 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 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 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 session.

A course extension request will not be approved without satisfactory completion of submitted assignments (Case, SLP, and Discussion) in the first 50% of the course. (For six module courses, modules 1-3 must be complete. For four module courses, modules 1-2 must be complete.)

Course extension requests must be submitted via the TLC Portal for approval to the course instructor of record by the Friday before the last day to submit coursework as indicated on the [Trident University Academic Calendar](#). 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.

A student is found to be in violation of Trident's Academic Integrity Policy is not eligible for course extensions.

If a student has submitted less than 50% of the coursework and/or has not met the extension deadline as stated above due to extraordinary circumstances, the student may apply for an extension for extraordinary circumstances to the Committee on Academic Standards (CAS) up to 7 days after the last



day to submit coursework as indicated on the [Trident University Academic Calendar](#). A student who submits no coursework during the session is ineligible for an extension for extraordinary circumstances.

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.

A student is found to be in violation of Trident's Academic Integrity Policy is not eligible for course extensions.

All deadlines for course extensions for extraordinary circumstances are published on the [Trident University Academic Calendar](#).

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.

Course Extension due to Extraordinary Circumstance examples

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 the qualitative and quantitative standards below.

Satisfactory Academic Progress (SAP) will be measured and evaluated after each session. Students who fail either the Qualitative or Quantitate standards outlined below will receive formal notice of 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. A copy of the notice will become part of the student’s permanent file.

Qualitative Standard:

Students are expected to remain actively engaged in their academic work (see Academic Participation and Substantive Interaction Policy) 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
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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 and higher	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.

Quantitative Standard:

Students must successfully complete at least 67% of all attempted credits and will be placed on Academic/Financial Aid Warning if this requirement is not met. Applied transfer credits and courses with a grade of W assigned are included in this calculation.

Requirements for Students on Academic Warning:

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.

Satisfactory Academic Progress and Financial Aid

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. Students may re-establish financial aid eligibility by meeting both qualitative and quantitative standards outlined above to the minimum requirements. For more information regarding Satisfactory Academic Progress and Financial Aid please refer to the [Federal Financial Aid](#) section of this catalog.

Satisfactory Academic Progress and Veteran Affairs Educational Benefits

Students must maintain Satisfactory Academic Progress (SAP) to receive Veteran Affairs educational benefits.

Satisfactory Academic Progress Review

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.

Academic Dismissal and Disqualification

Students fail to meet either or both the qualitative or quantitative standards 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.



These records are currently maintained at:

5757 Plaza Drive, Suite 100
Cypress, California 90630

In addition to permanently retaining a transcript as required by section 94900(b) of the California Education Code, Trident shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational program for a period of no less than 5 years.

In particular Trident shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

Trident shall maintain, for each student granted a degree or certificate by Trident, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

In addition, the student file shall contain all of the following pertinent student records:

- (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
 - (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
 - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
 - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
 - (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
 - (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
 - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
 - (C) Credit for courses earned at other institutions;
 - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
 - (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and



- administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
 - (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
 - (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
 - (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
 - (11) Copies of any official advisory notices or warnings regarding the student's progress; and
 - (12) Complaints received from the student.

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.



Full-Time Faculty and Academic Governance

Academic Affairs Leadership

Amundsen, Scott A. (2010)

Vice Provost for Academic Partnerships and Dean of University Studies

University Studies

Ph.D. University of North Carolina Greensboro

Mahoney, Michael K. (2012)

Provost and Executive Vice President

Academic Affairs

Ph.D. University of California, Santa Barbara

Orozco, Holly (2009)

Vice Provost for Institutional Effectiveness and Dean of the Colleges of Health Sciences and Education

College of Health Sciences and College of Education

Dr.P.H. Loma Linda University

Pollard, Simcha (Stephen) K. (2011)

Vice Provost for Academic Analytics and Student Engagement and Dean Glenn R. Jones College of Business Administration and College of Information Systems

Glenn R. Jones College of Business Administration and College of Information Systems

Ph.D. The Ohio State University

Full-Time Faculty Listing

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. 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

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

General Education

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

Guzman, Indira (2006)**Professor and Ph.D. Program Director**

Business Administration

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; J.D. Chapman 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

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 (2007)**Professor and Faculty Lead**

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



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

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 Research**

Academic Affairs

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

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

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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