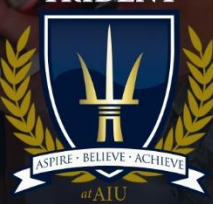




2019  2020

Policy Handbook 2019 - 2020 TRIDENT AT AIU CATALOG

Table of Contents

Introduction	1
Board of Trustees	1
Mission	1
Statement of Ownership	1
Statement on Diversity.....	2
Regional Accreditation	2
State Authorization	2
Contact Information	3
Admission and Transfer Policies.....	4
General Admission Policy	4
Admission Requirements	5
Required Documents	9
Computer Competence Requirements	12
Admission Is Not Guaranteed	13
Admission Appeals	14
Application Following Denial	14
First Session Enrollment in a Degree Program.....	14
Non-Degree-Seeking (NDS) Students.....	14
English Proficiency	15
International Transcripts.....	16
Homeschool Students	16
Additional Degrees and Concentrations	17
Readmission	18
Transfer of Credits.....	20
General Conditions and Procedures	20
Conferred Associates Degrees	21
Healthcare Specialty	22
Professional, Technical, and Vocational Credit.....	22
Credit for Prior Learning Policy	22



International Transfer	23
Transfer and Articulation Agreements.....	24
Authorization to Close File	25
Bachelor to Master Dual Credit Options	26
Tuition, Fees, and Financing.....	27
Tuition and Fees.....	27
Other Fees:	31
Course Materials	31
Methods of Payment	31
Installment Payments	32
Responsibility for Payment	32
Suspension of Services.....	32
Refund Policy	32
Cancellation of Enrollment Agreement	32
12-Week Session Refund Policy	32
8-Week Session Refund Policy	33
4-Week Session Refund Policy	33
Federal Financial Aid	33
Eligibility for Federal Financial Aid	33
Free Application for Federal Student Aid (FAFSA)	33
Trident Financial Aid Application	34
Federal Loans and Grants	34
Verification.....	35
Financial Aid Payment Periods and Enrollment Policy	36
Academic Year and Disbursements	37
Semester Hour Completion.....	38
Return of Title IV Funds	38
Payment of Credit Balance Student Accounts	39
Loan Cancellation	39
Military Tuition Programs.....	39



Student Tuition Recovery Fund (California residents only)	40
Information for Students Using Veteran Education Benefits	41
Responsibility for Covered Individuals	41
Documents Required for VA Certification	42
VA Parent School Letter	42
VA Rounding Out.....	43
Student Information and Procedures	44
Attending Trident at AIU	44
Academic Freedom.....	44
Academic Participation and Substantive Interaction.....	44
Professional Certificate and Diploma Program Attendance Policy	46
Student Course Assignment Responsibility.....	46
Academic Integrity	46
Plagiarism	47
Procedure for Reporting and Resolving Charges of Plagiarism	47
Right of Appeal.....	48
Communication.....	48
Student Services.....	49
Admissions	49
Alumni Association.....	49
Bursar and Finance.....	50
Career Center	50
Center for Student Success	51
Office of the Registrar	51
Outreach and Partnerships	52
Student Finance Office.....	52
Student One Stop.....	52
Trident IT Help Desk.....	52
Trident Military Assistance Center.....	53
Trident Store	53



University Library	53
University Grievance Procedure	53
Complaint Resolution System	54
Office of the Ombudsman.....	54
Third-Party Complaints	54
Housing	55
Catalog Rights	55
Catalog Rights for Students in a Degree Program.....	55
Catalog Rights for Students in a Professional Certificate Program.....	55
Normal Time to Complete and Maximum Time to Complete	56
Degree Programs	56
Professional Certificate and Diploma Programs	56
Graduation Requirements	56
Undergraduate-Level Programs.....	56
Master’s-Level Programs	57
Doctoral Programs	58
Professional Certificate and Diploma Programs	60
Teach-Out	61
Programmatic Teach-Out.....	61
Students with Disabilities	62
Procedures for Verifying Disability and Requesting Accommodations	62
Institutional Review Board	63
IRB Membership.....	64
What Requires IRB Review and Approval?	64
The Process	65
Tips for avoiding a lengthy review process.....	66
Items Required for IRB Review	66
Reviews	67
Research Involving Non-Human Subjects	68
Trident Administrative Holidays	68



Registration and Enrollment	69
Instructional Sessions.....	69
Maximum Course Load	69
Add-and-Drop Policy	70
12 Week Session Add and Drop Policy.....	70
8 Week Session Add and Drop Policy.....	70
4 Week Session Add and Drop Policy.....	70
Withdrawal.....	70
Withdrawal from course(s)	70
Withdraw from Trident.....	71
Unofficial Withdrawal	71
Withdrawal by Students Using GoArmy Portal.....	71
Withdrawal by Students using Military Tuition Assistance (TA).....	71
Administrative Withdrawal.....	71
Retroactive Withdrawals	72
Return of Aid Based on Withdrawal	73
Leave of Absence	75
Course and Grading Policies.....	77
Credit Hour	77
Medium of Instruction.....	78
Grades	78
Grading and Academic Performance	78
Grade Appeal	79
Repeating Courses and Cancellation of Failed Grades	81
Course Extensions Policy	83
Standard Course Extension	83
Extensions for Extraordinary Circumstances (EEC)	83
Student Responsibilities Following Approval of Course Extension.....	84
Academic Renewal	85
Satisfactory Academic Progress – Academic Warning/Financial Aid Warning/Academic Dismissal ..	86



Graduation Honors Recognition.....	90
General Policies.....	91
Copyright Compliance Policy	91
Legal Alternatives.....	91
Digital Millennium Copyright Act (DMCA)	91
University Plan to Address Copyright Infringement	92
Drug and Alcohol Use	92
Health Risks Associated with the Use of Illicit Drugs and Alcohol	92
34 CFR 668. 40—Conviction for possession or sale of illegal drugs.....	94
Family Educational Rights and Privacy Act/Retention of Student Records	95
Policy Against Discrimination.....	98
Title IX/Sexual Misconduct Policy	98
United States Constitution Day.....	114
Vaccination Policy	114
Voter Registration	115
Employment Positions Associated with Programs	115
Academic Affairs Leadership.....	118
Full-Time Faculty, Instructors, and Mentors Listing.....	118
Appendix of Changes – Effective October 2019	122
Appendix of Changes – Effective January 2020	123
Appendix of Changes – Effective April 2020	124
Appendix of Changes – Effective April 28, 2020 – Special Update	125
Appendix of Changes – Effective July 2020	126



Trident at American InterContinental University (AIU) is a part of AIU and will be referenced as Trident or Trident at AIU throughout this catalog. The Trident 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 based on the best information available at the time of publication. Trident assumes no responsibility for editorial, clerical, and programming errors that may have occurred in the publication of the catalog.

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 Trident administration. Any updates will occur quarterly in January, April, and July. Detailed information about what was updated may be found in the appendix of changes at the back of each edition of the catalog.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Introduction

Trident was originally established as a branch campus of Touro College, New York, in 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) [Now called the WASC Senior College and University Commission (WSCUC)] in February 2005.

Following a change in control in October 2007, a new board governed TUI 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.

On March 2, 2020 Trident became a part of American Intercontinental University (AIU) and became known as Trident at AIU.

Trident at AIU is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org.

Board of Trustees

Dr. Bill Pepicello- Board Chair
Mark Handler- Vice Chair
Stan Mengel- Board Secretary
Alton Adams
Dr. Ronald Godwin
Mark Novad
Walter Pryor
Stephanie Thurston

Mission

Trident at American InterContinental University's mission is to provide for the varying educational needs of a career-oriented, culturally diverse, and geographically dispersed student body with the goal of preparing students academically, personally, and professionally.

Statement of Ownership

Trident at American InterContinental University is owned by American InterContinental University, Inc., which is wholly owned by Perdoceo Education Corporation (PEC).

The executive officers of PEC are:

Todd Nelson, President and Chief Executive Officer
Jeffrey Ayers, Senior Vice President, General Counsel, and Corporate Secretary

Beth Boeke, Senior Vice President and Chief Human Resources Officer
Dave Czeszewski, Senior Vice President and Chief Information Officer
Ashish Ghia, Senior Vice President and Chief Financial Officer
Andrew Hurst, Senior Vice President - Colorado Technical University
John Kline, Senior Vice President - American InterContinental University

Members of the PEC Board of Directors are:

Thomas B. Lally (Chairman)
Dennis H. Chookaszian
Kenda B. Gonzales
Patrick W. Gross
William D. Hansen
Gregory L. Jackson
Todd S. Nelson
Leslie T. Thornton

Statement on Diversity

Trident 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 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 at AIU is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org.

State Authorization

American InterContinental University is licensed by the Arizona State Board for Private Postsecondary Education (AZ-BPPE) to grant degrees.

Aimed at expanding distance education opportunities for students, the National Council for State Authorization Reciprocity Agreements (NC-SARA) is an initiative that establishes comparable national



standards for the interstate offering of postsecondary distance education courses and programs. American InterContinental University (AIU) is approved by NC-SARA through the Arizona SARA Council.

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

Contact Information

Mailing Address:

Trident at AIU - Administrative Service Center
5757 Plaza Drive, Suite 100
Cypress, CA 90630
Telephone: (800) 375-9878
<http://www.trident.edu/>

Main Campus:

Trident at AIU
2200 E. Germann Rd.
Chandler, AZ 85286

Admission and Transfer Policies

General Admission Policy

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 to receive proper evaluation of transfer credits and a decision on 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 are also required to review and sign the Enrollment Agreement and Disclosure (EAD) form as part of the admission process. Prospective students are encouraged to review this catalog, program specific information, and disclosures prior to signing the EAD.

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.
 - *Conditional Admission for Doctoral Students:* Doctoral students who do not meet minimum admission requirements with respect to grade point average, an earned Master's degree in a related discipline, or professional experience may be conditionally admitted by the Doctoral Studies Director. Doctoral students admitted conditionally must meet Satisfactory Academic Progress requirements during the first two sessions of enrollment. Conditionally admitted doctoral students who meet Satisfactory Academic Progress requirements will be granted full admission to the program. Student who do not meet Satisfactory Academic Progress requirements will no longer be eligible for enrollment. Students no longer eligible for enrollment may follow the Admission Appeals process.
- Provisional Admission - Students may be provisionally admitted to Trident prior to the receipt of all official documents required for admission. Deadlines for submission of all required documents are as follows:
 - 4-week sessions: 8 weeks from the student start date
 - 8-week sessions: 16 weeks from the student start date
 - 12-week sessions: 25 weeks from the student start date

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 the applicable deadline. Students will be allowed to complete currently enrolled courses but will be dropped from all sessions after the enrollment hold. Continuing enrollment may be granted if all reasonable effort, as determined by the University, has been made by the student to provide required official documents and the student is academically progressing per our Satisfactory Academic Progress policy. Students will be granted an additional session to submit official Admissions documents. Failure to provide official documents of **all** prior academic work, test scores, licensure, or certification as appropriate by the applicable deadline may result in:

- Delay in admission, denial of admission, or administrative withdrawal from Trident.
- Delays to Federal Financial Aid processing and/or a Return of Title IV due to failure to successfully complete payment period requirements.

Professional Diploma or Certificate Programs

Individuals interested in a Professional Diploma or Certificate program will be required to submit a completed application and all documentation required by the Admission policy of Trident. Students may be provisionally admitted to Trident prior to the receipt of all official documents required for admission. Based on the nature and length of the programs, students in non-degree Diploma or Certificate programs will have until the end of the second session/course (8 weeks) to ensure Trident has received all official documents required for admission to their certificate or diploma program. Students accepted into an undergraduate Professional Diploma or Certificate program will be enrolled in the entire program and will be charged for the entire program upon admission. Students will complete one course at a time and must successfully complete each course before progressing to the next. Certificate and Diploma programs may be eligible for federal financial aid, the administration of Veterans Affairs Benefits and other applicable benefits. Students are invited to contact the Student Finance Department for more information at 800) 375-9878 ext. 1061.

Post-Graduate 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. These certificates do not qualify for Title IV federal financial aid and are not guaranteed to lead to any particular job or employment opportunity. Students must apply for post-graduate certificates separately from other degree programs or concentrations.

Admission Requirements

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

Undergraduate Programs

Professional Certificate or Diploma Programs

To be admitted to a non-degree Diploma or Certificate program each student shall possess the following:

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

- Pre-admission Assessment
- Proof of English proficiency (international students only; see section on English Proficiency)
- A minimum GPA of 2.0 in all transferable coursework, if applicable.

Associate of Science in Cybersecurity

- A diploma or proof of graduation from an accredited or state approved high school, or its equivalent.
- A minimum GPA of 2.0 in all high school coursework transcripts (if a student has less than 12 semester hours of post-secondary education)
- At least 8 semester hours of transferable college credit or documented military training* as defined by Trident's transfer policy
- Proof of English proficiency (international students only; see section on English Proficiency)
- A minimum GPA of 2.0 in all transferable coursework

** Proof of military service includes successful completion of basic training, documented in an official military transcript (JST, CCAF, etc.).*

Associate of Science in Homeland Security

- A diploma or proof of graduation from an accredited or state approved high school, or its equivalent.
- A minimum GPA of 2.0 in all high school coursework transcripts (if a student has less than 12 semester hours of post-secondary education)
- At least 12 semester hours of transferable college credit or documented military training* as defined by Trident's transfer policy
- Proof of English proficiency (international students only; see section on English Proficiency)
- A minimum GPA of 2.0 in all transferable coursework

** Proof of military service includes successful completion of basic training, documented in an official military transcript (JST, CCAF, etc.).*

Associate of Science in Professional Studies

- A diploma or proof of graduation from an accredited or state approved high school, or its equivalent.
- A minimum GPA of 2.0 in all high school coursework transcripts (if a student has less than 12 semester hours of post-secondary education)
- A certificate or diploma with at least 12 semester hours of transferable college credit or documented military training* as defined by Trident's transfer policy
- Proof of English proficiency (international students only; see section on English Proficiency)
- A minimum GPA of 2.0 in all transferable coursework

** Proof of military service includes successful completion of basic training, documented in an official military transcript (JST, CCAF, etc.).*

Bachelor of Science Degree Programs

- A diploma from an accredited or state approved high school, or its equivalent.
- A minimum GPA of 2.0 in all high school coursework transcripts (if a student has less than 24 semester hours of post-secondary education)
- Proof of English proficiency (international students only; see section on English Proficiency)
- A minimum GPA of 2.0 in all transferable coursework

Graduate Degree Programs and Post-graduate Certificates

- A conferred Bachelor's degree or its equivalent* 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](#))

*A professional degree (such as BPharm, BVsc, MBBS, MD, DVM, DPharm, etc.) may be evaluated by the Academic Dean for equivalency.

Graduate Professional Certificates

SAS Joint Certificate Program in Business Analytics

- A conferred Bachelor's degree from a regionally or nationally accredited college or university
- Students who do not possess a Bachelor's degree or higher may be eligible for admission under the following conditions:
 - Student must have completed the **equivalent*** of at least three years of full-time post-secondary study either prior to entrance into the program or as part of the program.
 - Student cannot be receiving Title IV aid as an undergraduate student for the same period of enrollment in the certificate program.
- A minimum GPA of 2.5 on the most recently conferred Bachelor's or higher degree
- Minimum of 1 year of work experience in science, engineering, or a functional area of business such as marketing, IT, HRM, finance, or operations is recommended, but not required.
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

*Trident defines '**equivalent**' of at least three years of full-time study as:

- the Completion of minimum 75 credit hours at a regionally or nationally accredited college or university with a minimum GPA of 2.5;
- **OR** Trident will consider a combination of **60 hours of college credits and 1 year additional work experience** in occupations in the areas of science, engineering, or a functional area of business such as marketing, IT, HRM, finance, or operations.
 - Particular emphasis is placed on experience in statistical analysis, data analytics, etc. (as documented by resume and employer confirmation).

Doctoral Programs

D.B.A. Degree Program

- A conferred Master's degree from an accredited college or university.
- A minimum GPA of 3.0 on the transcript of the Master's degree.
- A minimum of five years of professional experience in business or other professional fields.
- Written and oral communication skills sufficient to conduct and deliver the results of meaningful applied research.
- Information technology skills sufficient to effectively participate in the Trident D.B.A. pedagogical model.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).

D.H.A. Degree Program

- A conferred Master's degree from an accredited college or university in a health-related field.
- A minimum GPA of 3.0 on the transcript of the Master's degree.
- A minimum of three years of supervisory experience, OR a Master's degree in any discipline and five years of supervisory experience in a health-related field.
- Written and oral communication skills sufficient to conduct and deliver the results of meaningful applied research.

- Information technology skills sufficient to effectively participate in the Trident D.H.A. pedagogical model.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).

Ed.D. Degree Program

- 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 experience in education, or a related field.
- Written 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),

Ed.D. Degree Completion Program

- 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.
- 28 doctoral level transfer credits
- A minimum GPA of 3.0 on the transcript of the doctoral level coursework.
- A minimum of three years of experience in education, or a related field.
- Written and oral communication skills sufficient to conduct and deliver the results of meaningful research.
- Submission of a scholarly writing sample or the dissertation/doctoral study proposal
- 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 (only for the Ph.D. HS program):

- 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.
- Written 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.
- Written 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:

Professional Certificate and Diploma Seeking Students

- Admission Application.
- Pre-Admission Assessment.
- Proof of graduation from an accredited or state approved high school, or its equivalent
- 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](#)).
- Students may submit transcripts from previously attended post-secondary institutions if they feel they may have transfer credit that will apply. Transfer coursework is subject to review by the Registrar's Office and the transfer credit policies outlined in this catalog.

Associate'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 12 semester hours of post-secondary education).
- Proof of graduation from an accredited or state approved high school, or its equivalent.
- 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](#)).

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 semester hours of post-secondary education).
- Proof of graduation from an accredited or state approved high school, or its equivalent.
- 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](#))

Proof of High School Graduation

The following are recognized as satisfying the admission requirement of proof of high school graduation:

- High school diploma from a state approved or regionally accredited high school (for students with more than 24 college credits).
- High school transcript from a state approved or regionally accredited high school (for students with less than 24 college credits).
- Evidence of passing the High School Equivalency Exam.
- Evidence of passing the GED.
- Documentation of High School Diploma on the DD214.

- Documentation of High School Diploma on a transcript for an accredited or Bureau approved institution (For example, a community college notes that (s)he graduated from High School on a transcript that the student uses for a Bachelor's degree).
- Evidence of completion of an Associate's or higher degree from a regionally or nationally accredited institution.

Master's-Degree-Seeking and Post-Graduate Certificate 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](#)).

Graduate Professional Certificate 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](#)).

D.B.A. Degree Seeking Students

- Admission Application.
- Official transcripts 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.
- Updated curriculum vitae (resume) showing a minimum of five years of professional work experience in business.
- Two letters of recommendation from references that speak to the potential and leadership qualifications in business.
- 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)
- Writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

D.H.A. Degree-Seeking Students

- Admission Application.
- Official transcripts 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.
- Updated curriculum vitae (resume) showing a minimum of three years of supervisory experience OR five years of supervisory experience in a health-related field (for students with a non-health related Master's degree).
- Two letters of recommendation from references that speak to the potential and leadership qualifications in healthcare administration.

- 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)
- Writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

Ed.D.-Degree-Seeking Students

- Admission Application.
- Official transcripts 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.

Ed.D. Degree Completion Program Seeking Students

- Admission Application
- Official transcripts from the institution granting the qualifying Master's degree
- Official transcripts from the institution where prior doctoral level coursework was completed
- 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 or dissertation/doctoral study proposal document

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 and Human Services 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

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 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, students will have until the deadline identified in the General Admission Policy, Provisional Admission section to ensure that Trident has received all official documents required for admission to Trident and degree program of choice. Students will be placed on an enrollment hold if all official documents are not received by the applicable deadline. Failure to provide official documents of **all** prior academic work, applicable test scores, licensure, or certification as appropriate by the applicable deadline may result in the delay in admission, denial of admission or withdrawal from 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.

In considering an application, 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, or any other documentation serving as confirmation of identity, including proof of residence, along with official transcripts from high school and/or all previously attended institutions as well as a notarized Statement of Educational Purpose. Trident shall neither require nor accept military ID as proof of identity. It is ultimately the responsibility of the student to provide all requested information. Review and consideration of applications may take 30 days or more after receipt of all requested information and documentation.

To protect its character and standards and to ensure the integrity of the academic process, Trident reserves the right (and applicants concede the right to Trident) to refuse to accept an application, refuse to allow enrollment or deny/revoke admission to any student based on one or more of the following:

- The Applicant fails to provide the information and documents requested by Trident by the established deadline.
- Applications or other admission and supplemental documents contain false, fraudulent, missing, inconsistent or incomplete information.
- Discrepancies in the application, admission documents, or any other documentation or communication from the applicant.
- The applicant does not meet the admission requirements.
- The applicant makes threats, poses as a threat or potential danger, to Trident or its staff.
- The applicant violates any one of the published university policies.

- The applicant engages in behavior that is disruptive to the Trident community or its operations.
- The applicant will be unable to meet and maintain Satisfactory Academic Progress in their selected program (returning students only).

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.

Application Following Denial

Students who appeal to return to Trident following denial of admission or academic disqualification will be subject to heightened level of review and consideration by the Committee on Academic Standards (CAS) to determine admissibility subject to conditions. Students will be asked to submit a personal statement as well as documentation corroborating mitigating circumstances that CAS will consider before making a decision. Acceptance of the application and/or admission to the University is not guaranteed and may be subject to strict conditions and provisions all of which will have to be met by the student for continued matriculation and receipt of applicable aid. Decisions on application following denial are final.

First Session Enrollment in a Degree Program

Unless otherwise approved by the Provost, Deans, or designees, students enrolling in a Bachelor's degree program without an Associate's degree and/or with less than 30 semester hours of 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 into a Bachelor's degree program with a conferred AA or AS degree and/or 30 or more semester hours of earned college-level credits from a regionally or nationally accredited institution will be required to enroll in TUX 301 in their first session. Students enrolled in an Associate's degree at Trident will be required to enroll in TUX 105 (The Trident University Experience). In light of the importance of TUX101, TUX301, and TUX105, and their correlation to student success, students will be required to successfully complete and pass the course before they are able to continue with other courses in the program. Tuition Assistance and Federal Financial Aid may be impacted with failure of courses.

Non-Degree-Seeking (NDS) Students

Update the NDS student requirements to the following:

Trident provides opportunities for individuals not seeking a degree to continue their education by enrolling in courses. 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 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.
- Graduate (Master's) non-degree-seeking students are required to provide proof of an earned undergraduate degree.
- 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 as long as minimum residency requirements are met.
- 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 their respective advisors regarding limitations on tuition assistance.

English Proficiency

Trident does not provide English language services or ESL programs. 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 hours of Bachelor's-level coursework.
Graduate	Earned equivalent of a conferred Bachelor's degree or 12 semester hours of graduate-level coursework in a program.
Doctorate	Earned equivalent of a conferred Master's degree.

- Submit transcripts that 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 exams¹:

¹ Additional exams and scores may be accepted upon review and approval by the College Dean or designee.

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

International Transcripts

Visa services are not provided by Trident 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 or <http://aice-eval.org/> to select an evaluation service. For Transfer purposes, the evaluation should be a course-by-course evaluation and 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 or at <http://aice-eval.org/> are not related to Trident 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 family has customized the program, 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 score of 1000 on the SAT, or a composite 21 on the ACT, would strengthen a prospective student's application to Trident.

Additional Degrees and Concentrations

Additional Bachelor's Earned at Trident

If a student has an earned Bachelor's degree from Trident, the University 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 [Graduation Requirements](#) section of this document for information about the Trident residency requirement.)

Additional Bachelor's with Previous Degree Not Earned at Trident

- 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.
- Coursework 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

- 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

- 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 College Dean or designee will determine substitute courses. Completing the requirements for a second concentration does not qualify a student for a second degree.

Graduate-level students completing a Graduate Certificate and a Graduate Degree

Students may apply same institutional credit to fulfill requirements for their first certificate and degree of the same level.

Additional Certificate

Graduate Certificates:

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 College Dean or designee will determine substitute courses.

Professional Certificates:

Students completing additional professional certificates may use previously completed coursework from the first certificate to fulfill the requirements of subsequent professional certificates of the same level.

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

Readmission to Trident will be 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 University. Students may be denied readmission if it is determined they cannot meet Satisfactory Academic Progress standards.

[Catalog Rights](#) will be determined at the time of readmission.

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 University.

Readmission to Trident will be determined by the Office of 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 who have officially withdrawn from Trident and who wish to return to the University may seek readmission by contacting their Student Success Advisor and scheduling a return session that falls within a calendar year from the start date of their last attempted or completed session. Students who have been withdrawn for over a calendar year from the start of their last attempted or completed session must submit a new application. Upon return, students must provide the University all official transcripts of any academic credit earned or attempted at other institutions while withdrawn. Students returning within 1 calendar year will retain the program requirements in place at the time of their withdrawal, subject to Dean Approval. Students readmitted after being withdrawn for over a calendar year 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 [maximum time to degree](#) requirements) for military students with breaks in attendance of five years or less will be validated, 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 most similar program.)
- 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 efforts² (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.
 - 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 CHEA-approved, 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), Excelsior, and other non-traditional forms of learning as deemed appropriate by College Deans or designees. Decisions on the applicability of transfer of credits are ultimately at the discretion of Trident. Admitted 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. Trident does not charge a fee for the review of transfer credit or assessment of other learning experiences. 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.

General Conditions and Procedures

For the maximum semester hours allowed as transfer credit, please see section on [Graduation Requirements](#).

² Reasonable 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.

Undergraduate Students:

- Professional Diploma or Certificate students are required to provide official transcripts of all prior academic work from regionally or nationally accredited institutions that they wish to be considered for transfer evaluation.
- Undergraduate degree-level students are required to provide official transcripts of all prior academic work from regionally or nationally accredited institutions.
- Undergraduate students with conferred Associate's degrees are required to provide official transcripts from all sources with credits that applied to their Associate's degree.
- All eligible college-level coursework will be posted to the undergraduate student's permanent record with the following exceptions:
 - failed coursework (grades of D- or lower are considered failing)
 - 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
- At the undergraduate level, a student may transfer in academically transferable credit no matter the date of completion; except 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.

Non-Traditional Credit

- Active and former military undergraduate students must submit official military transcripts for any service schools or occupational specialties held.
- Additional forms of non-traditional credit will be posted to the undergraduate student's permanent record only if applied to meet degree requirements.

Graduate and Doctoral Students:

- 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.
- Master's and doctoral coursework completed within the previous seven years is transferable unless the content is deemed outdated by the college.
- 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.

Conferred Associates Degrees

Students who 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.

Healthcare Specialty

Applicants who have obtained military training in a health care specialty or hold a current license/certificate in a health-related field of practice may be eligible to satisfy 8 semester hours of program elective units through transfer. All credit transfer must comply with Trident's published policies, including [Professional, Technical, and Vocational](#) transfer maximums.

Professional, Technical, and Vocational Credit

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 or have not been transferred as part of a [Conferred Associate Degree](#) will be considered PROTEC credit.

Credit for Prior Learning Policy

Trident 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 at Trident may be earned in a variety of ways:

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](#) in accordance with transfer credit policies at Trident. Students may request evaluation of military credit by submitting official Joint Service Transcripts (JST) 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>.

Military credit posted on a Joint Services Transcript (JST) will be posted to the student's record if it fulfills graduation requirements at Trident. Military credit that is identified as vocational may be subject to the [Professional, Technical, and Vocational Credit](#) policy.

Credit by Examination

- Advanced Placement (AP) Credit: <http://www.collegeboard.com/student/testing/ap/about.html>. Trident 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.getcollegedcredit.com/>.
- Excelsior College Examinations: <http://www.excelsior.edu/static/exams/>. Submit official documents to the University to determine credit.

Sponsored Professional Learning

Trident may award credit for professional training and certifications earned outside of traditional institutions of higher education. To have these evaluated, students must be admitted to their program and must have a completed degree plan on file. Students should contact their Student Success Advisor for more information. Trident accepts for review the following:

American Council on Education (ACE) Evaluated Credit

Trident may award credit for professional training and learning programs with credit recommended in the [ACE CREDIT National Guide](#). Students are required to submit an official ACE transcript to be considered for credit. ACE CREDIT is subject to existing Trident transfer credit limitations and will be applied to the Degree Plan as transfer credit.

National College Credit Recommendation Service (NCCRS)

Trident may award credit for professional training and learning programs with credit recommended by the [National College Credit Recommendation Service \(NCCRS\)](#). Students are required to submit the Prior Learning Assessment Submission form and official documentation of the completed training to the Office of the Registrar. NCCRS credits are subject to existing Trident transfer credit limitations and will be applied to the Degree Plan as transfer credit.

Prior Learning Assessment – Trident Sponsored Learning Assessment

Trident may award credit for professional training and learning programs that have not been previously evaluated by ACE or NCCRS. Students will be required to submit the Prior Learning Assessment Submission form and official documentation of the completed training program for academic review. The Dean of the student's program or the Dean's faculty designee will review the submission and make a recommendation of appropriate credit. The Registrar's Office will review the recommendation for applicability to the student's chosen program. The decision of faculty and the Registrar's Office is final and Trident reserves the right to deny credit. There is no fee for this assessment or limitations on the number of submissions, however, no more than 15 credits may be applied to an Associate Degree program and no more than 30 credits may be applied to a Bachelor's degree program from Prior Learning Assessment credit. Sponsored Learning Assessment cannot be evaluated for graduate level credit.

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 or <http://aice-eval.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.



Transfer and Articulation Agreements

Trident has transfer and articulation agreements with the following institutions:

- Allied American University
- California Miramar University
- Central Texas College
- Community College of the Airforce
- Defense Acquisition University
- Federal Bureau of Investigation National Academy Associates (FBINAA)
- Jones International University
- Jose Maria Vargas University
- Lanier Technical College
- Learnet Academy
- Los Angeles County Sheriffs' Department (LASD)
- National Sheriff's Association (NSA)
- Straighterline
- Study.com
- Tarrant County College District
- The Institutes
- United States Army Combat Readiness/ Safety Center
- United States Army Sergeants Major Academy

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 is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn at Trident 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 to determine if your credits, degree, diploma, or certificate will transfer.

Authorization to Close File

Students must make every reasonable effort to assist Trident at AIU in obtaining all postsecondary transcripts. Students with transcript holds at prior institutions bear responsibility for resolving these holds so that the institution may release official transcripts to Trident. However, if an undergraduate student determines that they cannot provide certain transcripts, the student may choose to submit an Authorization to Close File (ATC) form. This allows the University to make an admission decision and finalize the student's degree plan without potential transfer credits from institutions for which transcripts may not be obtained. The ATC form does not apply to high school verification documentation; students may only use this form for postsecondary transcripts. Submission of an ATC form for certain post-secondary transcripts may make the student ineligible for pre-existing articulation agreements.

Students must meet the following conditions to utilize the ATC form:

- Students must make all reasonable effort to submit all official transcripts.
- Students may not submit the ATC form until they have completed their first session.
- Students must be able to meet Satisfactory Academic Progress (SAP) requirements by the end of the first SAP evaluation period.
- Only undergraduate students are eligible to use the ATC form.

When and where available, students must immediately submit transcripts for evaluation. Students who submit an ATC form are responsible for reviewing their degree plan as well as all scheduled courses with their Student Success Advisor (SSA). It shall be the responsibility of the student to inform the SSA of any courses that may be duplicative of previously completed coursework. The University is not responsible for any coursework repeated as a result of an Authorization to Close File. Students should also be aware that repeating courses already taken at a previous institution could result in the student being directly responsible for the cost of tuition for the repeated course. In particular, Military Tuition Assistance or Veteran's Assistance will not cover duplicated coursework, even if the course is required to complete the degree at Trident.

Since incoming GPA and therefore admissions requirements cannot be fully assessed without all official transcripts, students who submit an ATC form will be conditionally admitted to the University. Students who meet the conditions set by the Committee on Academic Standards (CAS) will be fully admitted to the University. Conditional admission will be revoked if students fail to meet the conditions imposed by CAS.

Bachelor to Master Dual Credit Options

The Bachelor to Master Dual Credit Options enable Trident students to earn up to 12 semester hours of graduate credit toward their undergraduate program that will also apply toward a graduate degree. Available programs are as follows:

Bachelor of Science in Business Administration - Dual Credit Option	to	Master of Business Administration - No Concentration
Bachelor of Science in Leadership - Dual Credit Option	to	Master Science in Leadership - No Concentration
Bachelor of Science in Human Resource Management - Dual Credit Option	to	Master of Science in Human Resource Management - No Concentration
Bachelor of Science in Health Administration – Dual Credit Option	to	Master of Science in Health Administration – No Concentration

The above combinations represent the maximum applicability of dual credit courses. However, graduate courses taken as part of the undergraduate program may apply to any graduate degree in which the course is required for degree completion. For a list of specific graduate courses that apply to these program options, please see the Academic Programs Catalog.

Enrolling in the Undergraduate Dual Credit Program

Students may enroll in or switch to an eligible program/concentration at any time. However, students in these options may not enroll into the dual credit courses until they have completed and earned 90 credits in the program. At this point, an assessment will be completed to verify the student is eligible. In addition to 90 earned credits, students must have a minimum Undergraduate Cumulative Grade Point Average of 2.75. Students who have completed 90 credits but are determined at any point thereafter to not be meeting the CGPA requirement will be switched to the No Concentration option of the current program.

Completing the Dual Credit Courses

Graduate level courses taken as part of an undergraduate program will be graded on the undergraduate scale, however, grades below a “B-” will not be sufficient to apply to the graduate program. If a student earns a grade of C+ through D, they may repeat the course immediately or may later re-take the course during the graduate level program. Students should be aware that certain funding sources may not pay for the student to repeat a course that is considered passed at the undergraduate level, even if the course must be repeated to meet graduate degree requirements.

Applying the Credit to a Graduate Degree

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 student success advisor. 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: October and Fall 2019

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Credential Level	Student Type³	Tuition Per Credit	Tuition Per Payment Period	Tuition Per Program (assuming no transfer credits)
<i>Professional Certificate and Diploma⁴</i>	N/A	N/A	6-month: \$4,350 9-month: \$6,556 12-month: \$4,633	6-month: Computerized Accounting: \$8,700 9-month: Medical Billing: \$11,800 Computerized Accounting: \$11,800 12-month: Medical Billing & Coding: \$13,900
	<i>Military personnel (Active Duty, Reserve, National Guard)</i>	\$325	6-month: \$2,925 9-month: \$4,875 12-month: \$3,900	6-month: Computerized Accounting: \$5,850 9-month: Medical Billing: \$8,775 Computerized Accounting: \$8,775 12-month: Medical Billing & Coding: \$11,700
<i>Graduate Professional Certificate⁵</i>	N/A	N/A	\$5,700	SAS Joint Certificate in Data Analytics: \$9,500
<i>Associate's Degree</i>	<i>Standard</i>	\$405	\$4,860	All Associate's degree programs: \$24,300
	<i>Retired military</i>	\$320	\$3,840	All Associate's degree programs: \$19,200
	<i>Veteran</i>			
	<i>Veteran spouse or dependent</i>			
	<i>Military personnel</i>	\$250	\$3,000	All Associate's degree programs: \$15,000
	<i>Military spouse or dependent</i>			
<i>Bachelor's Degree</i>	<i>Standard</i>	\$405	\$4,860	All Bachelor's degree programs: \$48,600
	<i>Retired military</i>	\$320	\$3,840	All Bachelor's degree programs: \$38,400
	<i>Veteran</i>			
	<i>Veteran spouse or dependent</i>			
	<i>Military personnel</i>	\$250	\$3,000	All Bachelor's degree programs: \$30,000

³ Tuition listed for military personnel, military spouse, 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 based on official agreements. 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. Trident 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).

⁴ Students in Professional Certificate programs are billed on a program-basis. Additional tuition is only waived for the first three repeated courses. Students will be responsible for paying a prorated tuition fee of \$250.00 per course for repeats starting with the fourth overall repeat per program, whether the course is the same or different as the previous repeated course.



Master's Degree	Standard	\$540	\$4,320	MA in Education (36-Unit): \$19,440 MA in Education (30-unit): \$16,200 MBA (No Conc.): \$19,440 MBA: \$23,760-\$25,920⁵ MS in Health Administration (No Conc.): \$19,440 MS in Health Administration: \$21,600 MS in Health Sciences (No Conc.): \$19,440 MS in Health Sciences: \$21,600 MS in Homeland Security (No Conc.): \$19,440 MS in Homeland Security: \$21,600 MS in Human Resource Management: \$19,440 MS in IT Management: \$19,440 MS in Leadership: \$19,440 Dual Degree: \$34,560
	Retired military	\$405	\$3,240	MA in Education (36-unit): \$14,580 MA in Education (30-unit): \$12,150 MBA (No Conc.): \$14,580 MBA: \$17,820-\$19,440⁶ MS in Health Administration (No Conc.): \$14,580 MS in Health Administration: \$16,200 MS in Health Sciences (No Conc.): \$14,580 MS in Health Sciences: \$16,200 MS in Homeland Security (No Conc.): \$14,580 MS in Homeland Security: \$16,200 MS in Human Resource Management: \$14,580 MS in IT Management: \$14,580 MS in Leadership: \$14,580 Dual Degree: \$25,920
	Veteran			
	Veteran spouse or dependent			
	Military personnel	\$325	\$2,600	MA in Education (36-Unit): \$11,700 MA in Education (30-unit): \$9,750 MBA (No Conc.): \$11,700 MBA: \$14,300-\$15,600⁷ MS in Health Administration (No Conc.): \$11,700 MS in Health Administration: \$13,000 MS in Health Sciences (No Conc.): \$11,700 MS in Health Sciences: \$13,000 MS in Homeland Security (No Conc.): \$11,700 MS in Homeland Security: \$13,000 MS in Human Resource Management: \$11,700 MS in IT Management: \$11,700 MS in Leadership: \$11,700 Dual Degree: \$20,800
	Military spouse or dependent			



Doctoral Degree (Professional)	Standard	Ed.D. \$725 DBA \$750 DHA \$750	Ed.D. \$5,800 DBA \$6,000 DHA \$6,000	Ed.D. in Educational Leadership: \$37,700 Ed.D Degree Completion: \$17,400 DBA: \$36,000 DHA: \$39,000 Dissertation: EDD704 Doctoral Study Continuation course is \$625 and enrollment is subject to approval by the Doctoral Studies Director. ⁸
	Retired military	Ed. D \$650 DBA \$675 DHA \$675	Ed.D \$5,200 DBA \$5,400 DHA \$5,400	Ed.D. in Educational Leadership: \$33,800 Ed.D Degree Completion: \$15,600 DBA: \$32,400 DHA: \$35,100 Dissertation: EDD704 Doctoral Study Continuation course is \$625 and enrollment is subject to approval by the Doctoral Studies Director. ⁸
	Veteran			
	Veteran spouse or dependent			
	Military personnel	\$625	\$5,000	Ed.D. in Educational Leadership: \$32,500 Ed.D Degree Completion: \$15,000 DBA: \$30,000 DHA: \$32,500 Dissertation: EDD704 Doctoral Study Continuation course is \$625 and enrollment is subject to approval by the Doctoral Studies Director. ⁸
	Military spouse or dependent			
Doctoral Degree (PhD)	Standard (Excluding 703 and above Dissertation Continuation courses)	\$990	\$7,920	Ph.D. in Business Administration: \$55,440 Ph.D. in Health Sciences: \$55,440 Ph.D. in Education: \$55,440 Dissertation: All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date. ⁸
	Retired military	\$885	\$7,080	Ph.D. in Business Administration: \$49,560 Ph.D. in Health Sciences: \$49,560 Ph.D. in Education: \$49,560
	Veteran			

⁵ Semester hours may vary. Please refer to University Catalog-Academic Programs for more information.

⁶ Semester hours may vary. Please refer to University Catalog-Academic Programs for more information.

⁷ Semester hours may vary. Please refer to University Catalog-Academic Programs for more information.

⁸ **Dissertation Continuation Courses:** According to the Federal Student Aid Handbook, "A student must be enrolled at least half time to receive aid... To be enrolled half time, a student must be taking at least half of the course load of a full-time student..." (Page 19, Volume 1, Chapter 1). Trident defines full-time in the doctoral program as 4 semester credit hours per 12-week session. Accordingly, since the dissertation continuation courses are zero credit courses, they do not constitute as half-time enrollment and thus not eligible for financial aid. Similarly, dissertation continuation courses are not eligible for VA/GI BILL® benefits.



	Veteran spouse or dependent			Dissertation: All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date. ⁸
	Military personnel			Ph.D. in Business Administration: \$44,800 Ph.D. in Health Sciences: \$44,800 Ph.D. in Education: \$44,800
	Military spouse or dependent	\$800	\$6,400	Dissertation: All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date. ⁸
Post-graduate Certificate Courses	Subject to the same standard and reduced tuition rates at the applicable Bachelor's and Master's levels. Not applicable to professional certificate programs or the doctoral level			

In addition, Trident partners with businesses and organizations to provide reduced tuition rates. Please inquire with our Partnership team at Outreach@Trident.Edu.

Other Fees:

Fee	Cost
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)	\$25-69 (varies according to course)
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. The library may be accessed upon login to the [Trident Learning Community](#) student portal.

Doctoral Students

Doctoral students are required to complete the *Protecting Human Research Participants Online Training* to meet the requirements of the Trident Institutional Review Board. They are also required to purchase software for data analysis. Students in the Doctor of Business Administration and Doctor of Health Administration degrees must also purchase a textbook. Fees for the PHRP Training, data analysis software, and textbook are paid directly to the vendor.

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 Student Finance Office.

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 can arrange with Trident to make payments under an appropriate payment plan. Subject to any other applicable policy, if for any reason admission to Trident or financial assistance including but not limited to military tuition assistance (TA), veteran's benefits (excluding covered individuals using chapters 31 and 33), 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, 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.

Transcripts, certificates, and diplomas will not be released until all balances are paid in full.

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 in the first session or the seventh (7th) day after enrollment whichever is later. To cancel, students 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%

4-Week Session Refund Policy

If the student withdraws from the program after the period allowed for cancellation of the agreement, Trident will calculate whether a refund of tuition and fees is due for the payment period up to sixty (60) percent. If student withdraws after sixty (60) percent, it is deemed that the student has earned one hundred (100) percent of the payment period. The refund amount will be the difference between earned charges and unearned charges for the payment period. Earned charges are calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period. Refunds will be provided to students within 45 days after all applicable charges, such as Title IV returns, have been calculated.

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.

To be eligible for federal financial aid, a student must be admitted to an eligible 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 Student Finance Department at Trident 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 at AIU school code is 014720 (American InterContinental University, Chandler, AZ).

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. Students must complete their financial aid application by the add/drop deadline. Additional time may be granted if working with the Student Finance Department.

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 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. 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 <https://studentaid.ed.gov/sa/>.

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. If an update needs to be made to the FAFSA the student will be notified via email that either the student or the institution will need to make the correction. 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. Students will be notified via email if there is any change to their EFC or Title IV aid amounts. To avoid delays in



processing of the financial aid file, students must ensure timely response to all requests for information. All verification documentation must be submitted by the end of the session in which the student was selected for verification. Failure to submit verification documentation in a timely manner may result in loss of aid and the student owing the tuition balance.

In addition to students being selected for verification by the Department of Education, based on its obligation to verify any information it has reason to believe is incorrect on any application, or to resolve conflicting information, at its discretion, Trident may also require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies. In either situation Trident may, but is not required to, include any of the CPS verification items not already included.

Verification documentation may include, but is not limited to, the following:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance
- Program (SNAP) benefits
- Child support paid
- High school completion status
- Identity/statement of educational purpose

OIG Referrals

If Trident suspects that a student, employee or other individual has misreported information or altered documentation to fraudulently obtain federal funds, Trident must report suspicions and provide evidence to the Office of Inspector General (OIG).

Inspector General's Hotline
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500

1-800-MIS-USED (1-800-647-8733) <http://www2.ed.gov/about/offices/list/oig/hotline.html>

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 semester hours and half the number of weeks of instruction in the

academic year. If a student does not successfully complete a course or if there is a break in enrollment, the payment period will need to be extended because half the semester hours 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 semester hours. Students are not eligible to enter a new academic year until they have successfully completed a full academic year.

Academic Year and Disbursements

Academic Year

Please refer to the [SAP policy](#) for specific Academic Year definitions.

Each academic year has two payment periods. Students are expected to enroll and successfully complete half the weeks and hours of an Academic year within each payment period to maintain their scheduled award. Students are also expected to remain enrolled in consecutive sessions (for students receiving Direct Loans). Any breaks in enrollment may result in the loss of federal financial aid eligibility, delay in subsequent disbursements, and/or having funds returned if funds have already been disbursed.

Disbursements

Disbursements are released in two equal payments per academic year according to the student's payment period schedule. However, there are times when a disbursement may be released at midpoint of an award period. For example, a student may be awarded to close out an open academic year because they are in their final period of study, which comprises less than a full academic year. Disbursements may only be released if the following requirements are met:

First disbursements:

- after census of the first session in the payment period
- enrollment in the first payment period
- has demonstrated academic activity with a passing grade in the first session of the first payment period (For 8 & 12-week Fastrac sessions: A Case or Session Long Project Assignment. For 4-week Certrac sessions: A Graded Activity or Quiz assignment)
 - First time undergraduate students at Trident must complete ALL assignments in both Modules 1 and 2 with a passing grade for CASE and SLP assignments, with a minimum passing grade or higher, prior to receiving their first disbursement. (For 8-week Fastrac sessions: A Case, Session Long Project, and Discussion Post. For 4-week Certrac sessions: A Graded Activity, Quiz and Discussion Post)
 - First time undergraduate student borrowers will be required to wait 30 days before receiving their first student loan disbursement. In this instance, your disbursement will be scheduled to disburse 30 days after the first day of the session you were awarded.

Second disbursements:

- first payment period was successfully completed
- after census of the first session in second payment period
- enrollment in the second payment period

has demonstrated academic activity with a passing grade in the first session of the second payment period (For 8 & 12-week Fastrac Sessions: A Case or Session Long Project Assignment. For 4-week Certrac sessions: A Graded Activity or Quiz assignment).

Semester Hour Completion

Students must complete their program of study within the below maximum time frame. Students must successfully complete at least 67% of all attempted semester hours 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 semester hours. The semester hours attempted for the program may not exceed 150% of the semester hours required for the degree. For example, a student in the BSBA program requiring 120 semester hours may not attempt more than 180 semester 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 semester hours, or when 150% is reached, the student will be Academically Disqualified, and no additional Title IV aid can be awarded or disbursed. Students can appeal this decision through the Satisfactory Academic Progress (SAP) Appeal Process and may be eligible for additional aid.

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 or the university, for attendance taking programs, if:

- The student does not complete all the days and semester 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 Student Finance 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 logs 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 attendance taking programs, the last date of activity will be used. For students who officially withdraw from all courses and/or Trident, the date of withdrawal will be used to determine the percentage of the payment period completed. For attendance taking programs, the last date of activity will be used as the withdrawal date. For students who do not return from an approved leave of absence, the date of withdrawal will be the date the LOA began. For attendance taking programs, the withdrawal date will be the last date of activity. 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 or grant overpayment due. Title IV funds are returned in the following order: 1. Unsubsidized Federal Direct Stafford Loans 2. Subsidized Federal Direct Stafford Loans 3. Federal Direct PLUS Loans 4. Federal Pell Grants.

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 and up to \$200 of any prior balance, a credit balance exists. Credit balances are issued by check, Automated Clearing House (ACH), or debit card 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 have the loan proceeds returned to the lender.
- The process of applying funds to cover current charges within the loan period and up to \$200 of any prior account balances.
- 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 Student Finance 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 Student Finance Department at studentfinance@trident.edu if you have any questions about financial aid.

Military Tuition Programs

Trident is an active participating institution with the Department of Defense Voluntary Education Partnership MOU that allows Trident to participate in the military tuition assistance program.

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 at AIU website](#).

Contact the Student Finance Department at studentfinance@trident.edu for details.

Student Tuition Recovery Fund (California residents only)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95833, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of an institution within the 120-day period before closure of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and

have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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).

Information for Students Using Veteran Education Benefits

Responsibility for Covered Individuals

As part of the Veterans Benefits and Transition Act of 2018, 38 U.S.C. § 3679, Trident permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Trident with a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- 1.) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
- 2.) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

Trident will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33.

NOTE: A **Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

Documents Required for VA Certification

A Covered Individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to a certificate of eligibility (COE) for entitlement to educational assistance under Chapter 31 or Chapter 33.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill® benefits.

Students eligible to receive VA Education Benefits may have their enrollments reported to the Department of Veterans Affairs by their VA School Certifying Official.

Required Documents:

- A signed VA Student Bill of Rights
- Certificate of Eligibility (COE) for VA Education Benefits and/or a copy of the VA application confirmation page
- Approved Parent School Letter (if needed)
- All other documents as requested by the VA School Certifying Official

VA Parent School Letter

What is a Parent School Letter?:

A Parent School Letter is a document confirming that the primary school will accept credit transfer from the secondary school given that the student meets the criteria on the form.

Primary (Parent) School:

The primary school is the school that will grant the degree an eligible individual is pursuing. Generally, the eligible individual will be enrolled at the primary school for the majority of the program of education. If you are a degree seeking student at Trident, we are your Parent School.

To request a parent letter:

- All official transcripts must be on file
- Contact your VA School Certifying Official to request the Parent Letter form
- Assistance on which course(s) are best suited for transferability can be discussed with your Student Success Advisor
- Complete the word document and return to your VA School Certifying Official

Processing:

- The VA School Certifying Official will work with the Registrar's Office as well as the Center for Student Success to review your request and get your parent letter approved
- This process may take up to two weeks
- Approved Parent School Letters will be sent to your Secondary School directly from the VA School Certifying Official
- Each student is responsible for submitting a copy of their official transcript to Trident I upon completion of their course
Credit transfers are subject to review based on Trident's Policy Handbook
- Each school will be required to report the enrollment being taken at each individual institution.



Secondary School:

The Secondary School is the school where you are taking additional courses that will apply to a degree that the student is pursuing elsewhere. If you are a non-degree seeking student at Trident, we are the Secondary School.

Processing:

- Students must submit a copy of their VA application confirmation page and/or their VA Certificate of Eligibility for VA Education Benefits
- Your Student Success Advisor will better assist you in reviewing which course(s) may be best suited for credit transfer
- The student's primary school *must* fax or email a copy of the approved parent school letter directly to the VA School Certifying Official at Trident at AIU
 - Fax: (714) 364-9570 Attn: VA SCO
 - Email: studentfinance@trident.edu
- Each school will be required to report the enrollment being taken at each individual institution.

CCAF General Education Mobile (GEM):

Trident and the Community College of the Air Force (CCAF) partner to offer online courses for Airmen who want to complete their required CCAF Associate degree general education courses.

Processing:

Airmen pursuing courses under the GEM Program are allowed VA Enrollment Certification pending receipt of their VA application confirmation page and/or their VA Certificate of Eligibility for VA Education Benefits. Only courses published on Trident's website at <https://www.trident.edu/military-and-veteran/us-armed-forces/air-force/> will be eligible for VA Certification under GEM.

VA Rounding Out

A VA student can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her last term only. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program. This procedure can be done only once per program. Please contact the VA SCO for additional information on VA Rounding Out.

Student Information and Procedures

Attending Trident at AIU

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 revoke admission, require withdrawal or expulsion of a student, or impose any other appropriate sanction at any time it deems necessary in order to safeguard its standards of scholarship, conduct, and orderly operation and to maintain the integrity of the academic process. 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 of action by Trident, 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 will be reinstated to the university upon the approval of the appeal, absent any other violation of University policy. Depending on when the appeal is approved, the student may be reinstated into the same section of the course or may need to resume class in a subsequent session.

Students who are receiving tuition assistance or other forms of financial aid, and who are subject to adverse action by Trident, may also be subject to additional actions or penalties by external and/or funding entities. Trident will not disburse any federal financial aid to students under sanctions.

Academic Freedom

Trident is committed to the pursuit and transmission of truth. The integrity of Trident 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 that 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

Trident does not take attendance for degree programs. However, students in degree programs 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 by the Module 1 due date of the course may be subject to administrative drop from the course, return of financial aid, tuition assistance (TA) or VA benefits, and be held personally responsible for prorated tuition and applicable fees.

(Students must review Trident policy on refunds and return of financial aid or tuition assistance, and immediately contact their advisor with any questions regarding this or any other Trident policy)

In addition to submission of required assignments, 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 that 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.

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.

Professional Certificate and Diploma Program Attendance Policy

Students in Professional Certificate and Diploma programs are required to begin attendance by participating in the first 7 days of the first course in the program and continue to participate in their courses on a weekly basis.

Students who fail to submit required assignments in the first week of the first course of the program will be administratively dropped from the course and program. Students who subsequently fail to participate in any course for more than 14 consecutive days may be administratively withdrawn from the course and program, may be subject to return of financial aid (as applicable), and will be held personally responsible for prorated tuition and fees. (Students are urged to review Trident policy on refunds and return of financial aid or tuition assistance).

The University may have periods of non-enrollment or non-activity during which no assignment submissions are scheduled or required. When this occurs, such as during any scheduled breaks, or the period between posting of final grade in one course and the start of the next course the non-enrollment period may extend the 14-day limit to include the break.

In addition to submission of required assignments, students are required to participate in all academically related activities of the course including but not limited to reading assignments, presentations, tests and quizzes. Students must immediately contact their advisor if circumstances are preventing participation in courses.

Student Course Assignment Responsibility

Students have the responsibility to complete their course requirements and save all assignments and files created for submission within a course. Trident shall assume no responsibility for saving or retrieving student assignments.

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.

Trident 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. Also, students violating this policy by failing to submit original work may be subject to loss of eligibility for tuition assistance or financial aid including cancellation of awards and disbursements of aid.

In addition to the most common form, 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 College Dean, College Associate Dean, or other Trident 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.
- Students seeking financial aid will not satisfy the disbursement requirements by submitting plagiarized assignments.
- Trident reserves the right to review all current and previous coursework (whether graded or ungraded; whether by a current student or graduate) of any student found to have engaged in plagiarism. Where plagiarism by a current student in prior coursework is confirmed, appropriate sanctions may be applied including but not limited to expulsion. Where plagiarism by a graduate is confirmed appropriate sanctions may include revocation of the degree awarded.

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 College Associate Dean or College Dean's designee within five business days of the decision.
- Any decision rendered by the College Associate Dean or College Dean's designee may be appealed to the College Dean within five business days of the decision.
- Any decision rendered by the College Dean may be appealed to the Office of the Provost within five business days of the decision.
- Where appropriate, the Provost may schedule a hearing to inform student of recommended sanctions and afford the student an opportunity to formally respond to the allegations and provide supporting evidence or documentation.
- In all cases, the decision of the Provost shall be final and not subject to any further appeals or other proceedings.

Communication

It is Trident policy that students, faculty, and staff maintain respectful, professional, and polite conduct in all communications at all times, 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. This should be considered before communicating via email.

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 Trident. 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 Trident will be subject to disciplinary action. Violations of this policy will be subject to disciplinary action up to and including dismissal from Trident.

Student Services

Admissions

admissions@trident.edu

- Admissions Advisors support prospective students by answering questions, providing information and assisting with the initial application process.
- During the admissions process, Admissions Advisors engage with students on their educational and professional goals to ensure that all students are in a program that best meets their needs.
- Each student is guided by an Admissions Advisor as they transition into the University.
- Advisors initiate correspondence and communication about admission requirements and file completion for enrollment for the University.
- Upon completion of the first module (or first two weeks of class), the Admissions Advisor will introduce the student to their Student Success Advisor, who will continue to support them throughout the remainder of their program.

Alumni Association

www.trident.edu/alumni/

The Trident Alumni Association strives to serve the social, professional, and academic needs of our alumni while helping them stay connected to their alma mater. 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, inventors and entrepreneurs in their fields – Trident alumni engage at the highest level in 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
- Reconnect 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:
 - New regional chapter formations
 - Prospective and current student mentoring
 - Support and advising for transitioning military veterans

Upon graduation, students automatically become members of the Alumni Association. Membership benefits are designed to support Trident alumni in achieving their goals and professional advancement. There are no dues or fees and membership includes:



- Lifetime Trident email account
- Trident's virtual events and webinar's
- Access to career search sites and faculty lecture archives
- Networking Opportunities
- Mentor/Protégé Connections
- Career Services Support
- Online Library Access
- Microsoft Office Suite for up to 5 devices
- Deals through Alumni Perks website

Bursar and 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 accreditation standards.

Career Center

Trident4Careers@trident.edu

The Center for Career Planning and Workforce Strategies (CPWS) is your ally in career readiness – we give you the tools, resources and C.O.D.E. for career success. C.O.D.E. stands for Connections, Opportunities, Development and Education. The Career Center offers a variety of student services, many of which are accessible 24 hours a day, seven days a week through My Career Center (powered by Symplicity) on our student portal.

My Career Center (MCC) is our virtual career center designed to assist students and alumni in career readiness, self-assessment, job search, career exploration and professional development. Through MCC you can gain access to an array of career services for students and alumni, including resume help, resources and tips for developing your career, as well as career counseling and coaching. In addition to the various resources available directly through the Symplicity virtual career center (MCC), the CPWS offers you Career Beam, a comprehensive career development system accessible by link from within MCC.

CPWS 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.

Within MCC, you can set up career counseling and resume review appointments, sign up for webinars and workshops, look for mentors, take an assessment, prepare your resume or practice for an interview. Student may take advantage of a wide variety of resources, available in MCC, that support career planning and development.

Each year CPWS 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. CPWS also assists students who are seeking employment and/or work experience by listing opportunities for full-time and part-time positions, and internships.

More information about all programs and services are posted on the Career Center webpage. CPWS 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 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.*

Center for Student Success

studentsuccess@trident.edu

The Center for Student Success is committed to providing specialized support to our diverse student population. Student Success Advisors within the Center for Student Success are proactive in their approach by fostering a relationship to ensure success toward graduation. The Center for Student Success empowers students to develop and implement sound educational plans consistent with their personal values, goals, and career plans. Supportive staff aims to achieve student success by influencing student behavior with the desired outcomes of successful course completion and overall program retention resulting in graduation. Assistance for students is available regarding course sequencing, recommendations, registration, providing current knowledge on program requirements, and clarifying academic policies and operational procedures. All current Trident students are assigned a Student Success Advisor who serves as his or her point of contact for academic and administrative direction. Students may contact their Student Success Advisor with regard to any advising questions, concerns, or problems to obtain an appropriate resolution and/or referral.

Appointments with the student's assigned Student Success Advisor can be scheduled within the MyTLC student portal.

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 Trident students; provide efficient, knowledgeable and respectful delivery of services to a diverse student population; and implement and enforce Trident 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). The office complies 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 Finance Office

studentfinance@trident.edu

The Student Finance Office is responsible for facilitating the student financial aid process while providing excellent customer service. The Student Finance Office is equipped to provide students with necessary financial aid information, so they are able to achieve their higher education goals. The Student Finance 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 Student Finance Office strives to assist our students while meeting all federal compliance requirements and maintaining accreditation standards.

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 Trident as well as the frontline technological support team. Support staff provides assistance by addressing questions pertaining to Trident 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.

Trident IT Help Desk

support@trident.edu

Trident IT Help Desk supports students, staff, and faculty. We offer technology assistance with Accounts and Passwords, Educational Technologies, Email/Calendaring and Collaboration, Software, Device responsive

enabled technologies including Mobile/Tablet/ Laptop/Desktops, Phone/Voicemail, and FAQs 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's Center for Career Planning and Workforce Strategies; 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".

Trident Store

clientcare@designemb.com

The Trident 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 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 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 that are available online to all Trident users. The library may be accessed upon login to the [Trident Learning Community](#) student portal.

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.

University Grievance Procedure

It has been the long-established philosophy and practice of Trident that grievances be addressed in a non-adversarial climate. Students are encouraged to resolve concerns 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, students have available to them a number of mechanisms, as set forth in this catalog, for seeking redress.

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, the Trident staff are responsible for answering student inquiries and serving as a liaison between the student and the University departments where communication has broken down or is not yielding an amicable resolution.

Office of the Ombudsman

If the matter remains unresolved, an appeal may be submitted to the Office of the Ombudsman by contacting Ombudsman@trident.edu. The Ombudsman staff also provides students with information about University policies, regulations, and procedures.

The Associate Ombudsman for Trident at AIU is Brandie Riegle and the Trident at AIU president's cabinet member with responsibility for the office is Daniel Sessions, Vice President, Policy and Administration & Title IX Coordinator.

Third-Party Complaints

Complaints related to accreditation and regulatory matters from prospective students, non-students, or entities may be submitted to the Office of the Ombudsman at Ombudsman@trident.edu.

Complaints to External Agencies

A student should refer to the "Agreement to Submit to Trident's Complaint and Grievance Resolution Procedure" section of his/her Enrollment Agreement for important terms and conditions regarding this Complaint and Grievance Resolution procedure and other rights. Nothing in the student's Enrollment Agreement prevents him/her from presenting any issue to an accrediting agency or government agency authorized to hear such issue prior to submitting such matter under this procedure.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 West Adams Street, Suite 3008, Phoenix, AZ 85007, phone #602-542-5709, website address: www.azppse.gov.

AZ SARA Complaint Process for Online Students: AIU is a SARA participating institution. The Arizona SARA Council (AZ SARA) has jurisdiction over Arizona SARA-approved institutions in relation to non-instructional complaints. Instructional complaints, such as grade grievances, and those related to student conduct are not reviewed by the Council and should not be submitted for review. Online students who reside in SARA states (currently all but California) may file a complaint with AZ SARA only after the student has first utilized the University's grievance process and the Arizona State Board for Private Postsecondary Education's complaint process. Eligible complaints may be submitted to AZ-SARA at azsara.arizona.edu/complaint-process.

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](#).

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. As such, Trident has no responsibility to find or assist a student in finding housing. In the event a student must be on campus, hotel costs in the immediate area are approximately \$150/per night.

Catalog Rights

A student's degree or certificate requirements are determined by the academic 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 current academic catalog. Students who wish to update their academic catalog rights should consult with their Student Success Advisor. The most current catalog refers to the academic catalog in place at the time of the request to update catalog rights.

Students declaring or changing degree programs will be subject to the requirements in effect at the time of the declaration or change. Bachelor's students 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 for Students in a Degree Program

Any student who returns to a degree program 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. If a program or concentration has been retired during the student's absence, the student will be required to select a new program or concentration and will be subject to the academic catalog requirements in effect during the first session in which they remain re-enrolled after the 'add/drop' period. Any student who returns to a degree program following a break in enrollment of greater than five years will be subject to the academic catalog in effect at the time of readmission.

Catalog Rights for Students in a Professional Certificate Program

Any student who returns to a professional certificate program following a break in enrollment of 12 months or fewer will be eligible for the same requirements that were in effect prior to their absence. Any student who returns to a certificate or diploma program following a break in enrollment of greater than 12 months will be subject to the academic catalog in effect at the time of readmission.

Students readmitted to a Professional Certificate program after formal withdrawal from Trident are subject to review of catalog rights.

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). Catalog rights refers to the academic requirements of a program. Students are all subject to the most current university policies unless the policy update directly specifies otherwise.

Normal Time to Complete and Maximum Time to Complete

Degree Programs

- The normal time to degree completion for an Associate's degree is two years. Associate's degree requirements must be fulfilled within three and a half consecutive years.
- The normal time to degree completion for a Bachelor's degree is four years. Bachelor'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. Master's degree requirements must be fulfilled within seven consecutive years.
- The normal time to degree completion for a Professional Doctorate degree (DBA, DHA, Ed.D.) is three years. Professional Doctorate degree requirements must be fulfilled within four and one-half consecutive years.
- The normal time to degree completion for the Doctor of Education in Educational Leadership (Ed.D.) Degree Completion Program is one and a half years. Doctor of Education in Educational Leadership (Ed.D.) degree requirements must be fulfilled within three consecutive years.
- The normal time to degree completion for a Doctor in Philosophy (Ph.D.) degree is six years. Doctor in Philosophy (Ph.D.) degree requirements must be fulfilled within nine consecutive years.

Professional Certificate and Diploma Programs

- The normal time to complete the Certificate in Medical Billing is 9 months. The maximum time to complete the program is 18 months.
- The normal time to complete the Certificate in Medical Billing and Coding is 12 months. The maximum time to complete the program is 24 months.
- The normal time to complete the Certificate in Computerized Accounting is 6 months. The maximum time to complete the program is 12 months.
- The normal time to complete the Diploma in Computerized Accounting is 9 months. The maximum time to complete the program is 18 months.
- The normal time to complete the SAS Joint Certificate in Business Analytics is 5 months. The maximum time to complete the program is 10 months.

Normal time to degree assumes no transfer credit and no acceleration of course enrollments. These maximum timeframes exclude approved breaks in enrollment (e.g., leaves of absence (LOA)) granted by Trident.

Graduation Requirements

Undergraduate-Level Programs

- **Total Semester Hours:** Undergraduate students are required to earn a minimum of 120 semester hours to be eligible to graduate from Trident. Some programs may require more units. See table below.

- **Residency:** Undergraduate students must complete a minimum of 25% of their program in residency Trident.
- **For Bachelor's level programs,** there is an Upper Division Course Requirement: Students must complete a minimum of 32 semester 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	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Minimum
All Associate's Degrees	All Concentrations	15	45	60
Bachelor of Science in Business Administration	All concentrations	30	90	120
Bachelor of Science in Computer Science	All concentrations	30	90	120
Bachelor of Science in Health Sciences	All concentrations	30	90	120
Bachelor of Science in Homeland Security	All concentrations	30	90	120
Bachelor of Science in Human Resource Management	BS-HRM (No concentration)	30	90	120
Bachelor of Science in Information Technology Management	All concentrations	30	90	120
Bachelor of Science in Leadership	All concentrations	30	90	120

Master's-Level Programs

- **Total Semester Hours:** Master's-level students must earn a minimum of 36 semester hours to be eligible to graduate from Trident. Some programs may require more units. See table below.
- **Residency:** Students must complete a minimum of 29 graduate-level semester hours at Trident. 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 master's coursework taken at Trident.
- **Grade Point Average Requirement:** Students must receive a minimum cumulative GPA of 3.0 in all Master's coursework taken at Trident.

Degree Programs	General Program Plans and Concentrations	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Minimum
Master of Arts in Education	All concentrations	24	6	30
Master of Business Administration	No concentration	29	7	36
Master of Business Administration	All concentrations	36	8	40-48
Master of Science in Health Administration	No concentration	29	7	36
Master of Science in Health Administration	All concentrations	32	8	40-48
Master of Science in Health Administration / Master of Business Administration Dual Degree	MSHA/MBA	64	N/A	64
Master of Science in Health Sciences	No concentrations	29	7	36
Master of Science in Health Sciences	All concentrations	32	8	40
Master of Science in Homeland Security	No concentration	29	7	36
Master of Science in Homeland Security	All concentrations	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 Semester Hours: Total Degree semester hour requirement comprises 56 semester hours of coursework.
- Residency: Ph.D. students must complete a minimum of 28 semester hours at Trident
- 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.



D.B.A. Program

- Total Semester Hours: Total degree Semester Hour Requirement comprises 36 to 48 semester hours of coursework.
- Residency: D.B.A. students must complete a minimum of 36 semester hours at Trident.
- Academic Program: D.B.A. 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.

D.H.A Program

- Total Semester Hours: Total degree Semester Hour Requirement comprises 36-52 semester hours of coursework.
- Residency: D.H.A. students must complete a minimum of 36 semester hours at Trident.
- Academic Program: D.H.A. 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.

Ed.D. Program

- Total Semester Hours: Total degree Semester Hour Requirement comprises 44-52 semester hours of coursework.
- Residency: Ed.D. students must complete a minimum of 24 semester hours at Trident.
- 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.

Ed.D. Degree Completion Program

- Total Semester Hours: Total degree Semester Hour Requirement comprises 24 semester hours of coursework.
- Residency: Ed.D. students must complete a minimum of 24 semester hours at Trident.
- 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	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Minimum
Doctor of Education in Educational Leadership	All concentrations	24	28	44-52
Doctor of Education in Educational Leadership – Degree Completion Program	No concentration	24	28	52
Doctor of Business Administration	No concentration	28	20	36-48
Doctor of Health Administration	No concentration	36	16	36-52
Doctor of Philosophy in Business Administration	All concentrations	28	28	56
Doctor of Philosophy in Educational Leadership	All concentrations	28	28	56
Doctor of Philosophy in Health Sciences	All concentrations	28	28	56

Professional Certificate and Diploma Programs

SAS Joint Certificate in Business Analytics

- Students are required to earn a total of 15 semester hours to complete the program. See table below.
- Residency: Students must complete a minimum of 15 semester hours at Trident.
- Minimum Grade: Students must receive a minimum grade of “B-” and maintain a cumulative Grade Point Average (GPA) of 3.0 to graduate.

Certificate in Computerized Accounting

- Students are required to earn a total of 18 semester hours to complete the program. See table below.
- Residency: Students must complete a minimum of 12 semester hours at Trident.
- Minimum Grade: Students must receive a minimum grade of “D” and maintain a cumulative Grade Point Average (GPA) of 2.0 to graduate.

Diploma in Computerized Accounting

- Students are required to earn a total of 27 semester hours to complete the program. See table below.
- Residency: Students must complete a minimum of 18 semester hours at Trident.
- Minimum Grade: Students must receive a minimum grade of “D” and maintain a cumulative Grade Point Average (GPA) of 2.0 to graduate.

Certificate in Medical Billing

- Students are required to earn a total of 27 semester hours to complete the program. See table below.
- Residency: Students must complete a minimum of 18 semester hours at Trident.
- Minimum Grade: Students must receive a minimum grade of “D” and maintain a cumulative Grade Point Average (GPA) of 2.0 to graduate.

Certificate in Medical Billing and Coding

- Students are required to earn a total of 36 semester hours to complete the program. See table below.
- Residency: Students must complete a minimum of 27 semester hours at Trident.
- Minimum Grade: Students must receive a minimum grade of “D” and maintain a cumulative Grade Point Average (GPA) of 2.0 to graduate.



Professional Certificate Programs	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Semester Hour Minimum required for completion of Certificate/Diploma
Certificate in Computerized Accounting	12	6	18
Diploma in Computerized Accounting	18	9	27
Certificate in Medical Billing	18	9	27
Certificate in Medical Billing and Coding	27	9	36
SAS Joint Certificate in Business Analytics	15	--	15

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.

Students with Disabilities

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

Individuals with disabilities are defined as persons with a physical or mental impairment that 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. To this end, it is the policy of Trident to conform to the Web Content Accessibility Guidelines 2.0 AA standards. To the extent that any content is deemed not accessible, Trident will immediately take corrective action to remove any barriers to access, provide equally effective access and provide appropriate alternative content that is substantially equivalent. It is also the policy of Trident to offer reasonable accommodations 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, extended time for completion of assignments and modules is available as an accommodation upon request. Note that the ADA does not require modifications or adjustments that would fundamentally alter the nature of a service, the education or learning outcomes of a course or degree program; lower or substantially modify the academic standards; or compromise the integrity of the school, department, or program. Also, 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. Further, Trident is not required to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing. (<https://www2.ed.gov/about/offices/list/ocr/transition.html>)

All inquiries, requests, claims, or complaints by students or prospective students must be directed to the Center for Student Success following the procedures for verifying disability and requesting accommodations.

Procedures for Verifying Disability and Requesting Accommodations

Any student requesting reasonable accommodations must first provide documented proof of the claimed disability to the Disabilities Services Coordinator in the Center for Student Success using the [Trident Verification of Disability form](#). This form must be provided to Trident prior to admission, upon diagnosis, or at the earliest that it is reasonably practical to provide documentation (whichever is earlier). This will allow enough time to review requests and provide appropriate accommodations.

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 including signature
- 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 Policy and Administration will render a decision on student requests for accommodations. Approval of accommodations will be effective as of the date approved or as noted in the Confirmation of Accommodation.

Any appeals or requests for exceptions must be directed to the Office of the Ombudsman at Ombudsman@trident.edu.

Institutional Review Board

Trident 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 prior to data collection. 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 include 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 includes the following:

- Director of Institutional Research (Chair)
- Institutional Research Analyst (Permanent Member)
- At least four faculty members from 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

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. IRB members are required to disclose any conflict of interest to the IRB Chair, and respond to questions from the IRB as requested. A conflict of interest includes but is not limited to a protocol in which an IRB member participates as a researcher, supervises (e.g. dissertation chair, doctoral program director), or has a financial interest. When a conflict of interest exists, the role of the IRB member shall be modified as follows: 1) Serve as a non-voting member for any IRB applications where there is a conflict, 2) Refrain from serving as an expedited reviewer for IRB applications where there is a conflict, 3) May assist in screening whether IRB applications are exempt from IRB review, provided they do not make the final determination that an IRB application is exempt.

What Requires IRB Review and Approval?

Any research involving human subjects must be approved by the Trident IRB prior to data collection. *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, and staff) may access or collect research data on human subjects without Trident IRB approval.

Failure to submit an application to and receive approval of Trident IRD prior to commencement of data collection shall constitute a violation of university policy and subject the researcher (student, faculty, or staff) to sanctions ranging from suspension to termination from employment.

The Process

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

Go to www.phrptraining.com to access training. When completed, upload certificate to the *IRB Certificate* drop box in your 800-level class (for doctoral students).

Step 2: Doctoral students must have their dissertation proposal/protocol approved by their Doctoral Studies 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: Obtain required permissions from study site.

Permission should be on official 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.

In cases where the proposed research is or is under the purview or review by another IRB, the relevant documentation related to that IRB review shall be submitted to the Trident IRB. Relevant documentation includes but not limited to:

- Application
- Supporting documents
- Approval/IRB Decision

Prior approval of the proposed research by another IRB or other entity does not satisfy the University requirement for review and in no way guarantees approval of the proposed study by the Trident IRB.

In cases where proposed research is receiving funding or any type of financial support or benefit from external sources, the relevant documentation related to that funding shall be submitted to the Trident IRB.

Step 4: Complete and submit your IRB application.

1. Doctoral students will receive the application from the IRB upon notice of final approval of their doctoral proposal.
2. Doctoral students should complete their IRB application and upload to *IRB Application* drop box in 800-level course. Other researchers should request an application form from IRB directly.
3. Include all documents requested in the pre-IRB review.
4. 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*.

Include all required documents. See section below entitled, “*Items Required for IRB Review*”

Step 5: Please have your doctoral committee chair send an email to IRB@trident.edu stating that your materials have been reviewed. You must also send a review to request an IRB review.

Please allow up to 5 to 7 business days to receive the results back on your initial IRB review (less time for an exempt review and follow up reviews).

Step 6: 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 Studies 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, renewal of IRB approval, and adverse incidents immediately to IRB@trident.edu
- Doctoral students must upload all IRB approval letters, including approvals following modifications to methodology and one-year expiration of initial approval letter

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)

<input type="checkbox"/> Purpose of the study <input type="checkbox"/> Procedures involved for participants <input type="checkbox"/> Potential risks and discomforts (such as inadvertent release of sensitive information) <input type="checkbox"/> Potential benefits to subjects and/or society <input type="checkbox"/> Whether participant will receive payment for participation <input type="checkbox"/> Statement regarding confidentiality <input type="checkbox"/> Description of voluntary nature of the study and the right to withdraw <input type="checkbox"/> Contact information for Principal Researcher, Dissertation Mentor, and IRB <input type="checkbox"/> Signature (or e-signature) block for indicating consent of research participant and legal representative (if applicable) <input type="checkbox"/> Participant assent form (if applicable for children under 18) <input type="checkbox"/> All documents used to recruit participants (e.g. contact letters, flyers, advertisements)
<i>Other Requirements (if applicable)</i> <input type="checkbox"/> HIPAA waiver (for studies involving protected health information) <input type="checkbox"/> Other IRB approvals of the proposed study (including supporting documents)

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 Director of the Doctoral Program, and 3) and 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.

IRB Approvals are for one year only. An IRB renewal application shall be submitted where data collection is not completed within the one-year approval period.

Research Involving Non-Human Subjects

Trident does not have a standing *Institutional Animal Care and Use Committee (IACUC)* to review and approve those students and faculty conducting research involving Vertebrate Animals. Therefore, students and faculty who wish to conduct research involving Vertebrate Animals, will need seek and obtain approval from an external IACUC, prior to data collection. The Doctoral Studies Director for the PhD in Health Science will serve as Trident's Point of Contact for all IACUC related matters

The process for Doctoral students is as follows:

1. Following a successful defense of their dissertation proposal, the student must notify their respective Program Director and the Doctoral Studies Director for the PhD in Health Science and forward their study proposal, indicating that it involves vertebrate animals.
2. The Doctoral Studies Director for the PhD in Health Science will review the application and determine that an IACUC approval is required.
3. Student will need seek and obtain approval from an external IACUC, submitting to IACUC all required forms and documents - to include the study proposal.
4. Once the external IACUC approval is obtained (signed and dated), student will forward photocopies to: Doctoral Studies Director for the PhD in Health Science as well as their Program Director, Dissertation Chair, and upload the approval unto their 800 folder.
5. The Doctoral Studies Director for the PhD in Health Science will notify the student and their Program Director in writing, that s/he can proceed with data collection.
6. Any change in the study that may require IACUC reapproval – will follow the steps outlined above.
7. All costs associated with the IACUC approval process will be incurred by the student.

Trident Administrative Holidays

Trident observes the following holidays:

Thanksgiving Holiday – November 28 and 29, 2019

Winter Holiday – December 24 and 25, 2019

New Year's Day – January 1, 2020

Martin Luther King Day – January 20, 2020

Memorial Day – May 25, 2020

Independence Day - July 3, 2020 (observed)

Labor Day – September 7, 2020

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; for 4-week sessions, registration begins 4 weeks prior to the 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 Trident's [Academic Calendar](#).

Please note: students in the Graduate and Undergraduate Professional Certificate and Diploma Programs will be registered for their entire program upon enrollment. Program starts will follow the same session start dates as the published 4-week sessions listed on <https://www.trident.edu/academic-calendar/>, but will be reported to the Department of Veterans Affairs for the entire length of the five, six, nine, or twelve-month programs accordingly.

Instructional Sessions

For Degree Programs and Graduate Certificates, Trident offers 12-week sessions (Fall, Winter, Spring, and Summer) and 8-week sessions (starting every 4 weeks). The University also offers 4-week sessions as part of its Professional Certificate offerings. Enrollment dates are available on Trident's [Academic Calendar](#).

Most courses at Trident comprise 3 or 4 Semester Credit Hours, depending on the program.

For 4-credit courses, a full-time load at the undergraduate level is considered to be two courses (or 8 semester hours) per session. A full-time load at the graduate or doctoral level is considered to be one course (or 4 semester hours) per session.

For 3-credit courses, a full-time load at the undergraduate level is considered to be two courses (or 6 semester hours) per session. A full-time load at the graduate or doctoral level is considered to be one course (or 3 semester hours) per session.

Each 3-credit course in a professional certificate program will be four (4) weeks in length and comprise three (3) semester credit hours equivalent to 120 clock hours. Students in professional certificate programs are considered full time upon program enrollment.

Maximum Course Load

12 Week Session Maximum Course Load

Bachelor's and Master's students may be enrolled in a maximum of four active courses at any time. Doctoral students may be enrolled in a maximum of two 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

Bachelor's and Master's 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.

4 Week Session Maximum Course Load

Professional Certificate Program students may only be enrolled in one course at any time. Students are required to complete a course before progressing to the next course.

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.

4 Week Session Add and Drop Policy

The add-and-drop period ends 3 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.

Undergraduate Professional Diploma and Certificate Program Add and Drop Policy

Due to the nature of the non-degree Diploma and Certificate programs, add/drop does not apply. Students who wish to discontinue will be withdrawn from the program.

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 registration@trident.edu. Upon approval, a grade of 'W' will be assigned to the student for the course and will become a permanent part of the student's official transcript. Subject to other applicable policies or regulations, failure to participate does not constitute a drop or withdrawal from the course. To avoid academic penalties, students must take affirmative steps to timely drop or withdraw from their course(s). Students requesting to drop or withdraw will be responsible for all applicable tuition and fees.

For students in non-degree Diploma and Certificate programs withdrawal from a current course will constitute withdrawal from the program. See 'Withdrawal from Trident' policy below.

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

Withdraw from Trident

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

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 Trident.

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 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 Trident’s [Academic Calendar](#).

Withdrawal by Students using Military Tuition Assistance (TA)

Students receiving military tuition assistance (TA) are urged to contact Trident immediately upon knowledge of any reason that may result in cessation/interruption of academic activity. Trident 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 Trident’s [Academic 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 Trident 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 the Office of the Registrar. The Office of the Registrar will review the request for Administrative Withdrawal and consult with the appropriate departments to determine the validity of the request. If the Administrative Withdrawal is approved, the Office of the Registrar will record the date and reason for the withdrawal, the last date of attendance, and update the student's transcript. Students may petition an Administrative Withdrawal within five days by submitting an appeal to the Vice Provost as specified in the [Attending Trident at AIU](#) policy.

The Office of the Registrar will notify the student when the withdrawal has been 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 but will be used to calculate credit completion rate for the Quantitative measure of [Satisfactory Academic Progress](#). 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 schedule in Trident's [Refund Policy](#).

Administrative withdrawals may affect student financial aid status and graduation requirements. The amount of any tuition and fees assessed will be aligned with the University refund schedule.

Retroactive Withdrawals

The grade of Withdrawal (W), subject to other university policies or other applicable regulations, may be assigned retroactively to students who request to retroactively withdraw from a course within a reasonable amount of time 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 as described in the withdrawal policy.

- Prior to requesting a Retroactive Withdrawal, students must consult an advisor to discuss the policy on Repeating Courses and Cancellation of Failed Grades.
- Courses for which the student had been found in violation of Trident's Academic Integrity Policy are not eligible for Retroactive Withdrawal.
- Courses for which the student had been granted an extension are not eligible for Retroactive Withdrawal.

Specific documentation is required in order for a retroactive withdrawal request to be considered. The supporting documentation must include:

- A personal statement that clearly describes the circumstances that prevented the student from requesting a regular Withdrawal in accordance with the policy.
- Evidence that the circumstances were beyond the student's control.
- Evidence that the student was unable to anticipate or predict the circumstances leading to the request.
- 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):

- A licensed healthcare provider's written verification of student's incapacitation lasting longer than 30 days, and verification that said incapacitation occurred within the session dates for which the student is requesting the retroactive withdrawal (medical records and diagnosis information are not to be submitted)

- Legal documents such as a death certificate (with explanation of the relationship) or evidence of jury service lasting longer than 30 days

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 Student Finance Department 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.

To submit a Retroactive Withdrawal, students should consult with their Student Success Advisor or Admission Advisor. Requests will be reviewed by the Committee on Academic Standards (CAS). 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 Trident.

Return of Federal Financial Aid

For an explanation of the return of federal financial aid, 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 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 Trident's [Refund](#) policy and [Return of Title IV Funds](#) policy.

Subject to other applicable policies or regulations, failure to participate does not constitute a drop or withdrawal from the course or Trident. 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.

Trident 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 22-51
61-100%	0%	Week 8-12 / Day 52+

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 15-35
61-100%	0%	Week 6-8 / Day 36+

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.

4 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 4-week sessions:

Session Percentage	Percent of Tuition Assistance Refund	Days
0-9%	100%	Day 1-3*

10-25%	75%	Day 4-7
26-60%	25%	Day 8-17
61-100%	0%	Day 18+

*100% of Tuition Assistance (TA) received will be returned if the student withdraws within the days 1-3, but before submission of the first assignment.

Example 1: When a student withdraws during days 8-17 of a 4-week session, 25% of the total tuition will be returned to the military.

Example 2: A student who withdraws during day 18 and above of a 4-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 a LOA for a future session, students must be currently enrolled in and complete the session preceding the LOA. If a LOA has already been approved for a future session, and a student withdraws from the session preceding the requested LOA, the LOA may be approved as of the withdrawal date. 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 a 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) that 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 (supporting documentation may be required), 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, a LOA cannot be approved.

Requests will be considered, and status changes will be approved on a case-by-case basis. In approving the LOA, the deciding official must conclude there is reason to believe the student will return at the conclusion of the LOA. Approval or denial 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.

Students may extend a LOA with a written request prior to the original stated LOA return date. Students requesting second LOAs must return and attend a full session before being allowed to request a second LOA.

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](#) 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. The 180-day period begins on the first day of the original LOA and may be limited to a shorter period based on available session start dates. 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.

The following reasons support the application for a LOA (though others may be considered):

- A medical condition of the student or a medical condition affecting a member of the student’s family that would be covered by the Family and Medical Leave Act (FMLA), including birth or adoption of a child
- Military deployment
- Jury duty for a sustained period
- Other situations which result in unavoidable breaks in class attendance, if approved by Trident

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. Students enrolled in attendance-taking programs will be considered withdrawn as of the last date of academic attendance. Repayment will begin on the last date of academic attendance. All students who are deemed as withdrawn must submit a request for [readmission](#).

Course and Grading Policies

Credit Hour

A credit hour is the amount of work required to earn a course credit and is based on a 50-minute hour of active learning. Trident courses require active engagement among students, learning materials and faculty. The goal of this active engagement is to achieve the stated learning outcomes that is verifiable by evidence of learning.

Active student engagement means that learners are interacting with faculty members and their peers and course information and background materials in many different ways. Faculty and student are engaged with, reading materials, videos, software, databases, live sessions and other interactive exercises. These interactions support learning, researching and preparation of assignments. The student experience is monitored and guided through various interactions that may include online discussion forums, email exchanges, and grading and feedback.

Degree Program Courses

Active engagement requires student to achieve learning outcomes based on evidence. As an example, an 8-week session requires 18.75 hours of coursework per week to meet the 150 hours requirements for a 4-credit hour course. This includes time required for research, completion and submission of all assignments. 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 this policy handbook.

Professional Certificate Program Courses

Courses in the professional certificate programs are offered asynchronously and delivered in accelerated mixed format with lectures, labs, and online discussions. Courses must meet three credit hours or 112.5 hours of instructional and student work time over a period of four weeks. Credit hour time is satisfied through student interaction with peers and faculty members. This includes written assignments, quizzes and exams and engagement through tutorials and presentations. This may include lab exercises, simulation assignments, and discussions moderated by faculty as well as study groups and projects interacting with peers and graded by faculty.

Additional or Reduced Units

Additional or reduced units for any course varying from the 4-credit hour format must be justified if the course requires changes to student learning outcomes. This would include changes in reading, writing, discussions, or lab time requirements. Course proposals must be approved by the respective Trident Committees and Office of Compliance.

Trident 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. Trident 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." The University collects and analyzes evidence of meeting the credit hour requirements.

Medium of Instruction

All courses at Trident are offered online 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 Trident to provide feedback on submitted assignments within 72 hours of submission. For Dissertation related submissions, it is the policy of Trident to provide feedback within 2 weeks.

Trident students may use the online library resources at no additional cost. The library may be accessed upon login to 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.

Grades

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 5 business days after the end of each session. Students requiring proof of completion of a course may request and obtain a letter from the Office of the Registrar at registration@trident.edu verifying the course completion date.

Grading and Academic Performance

Degree Programs

Trident uses the following grading scale for Degree Programs:

- A = 4 grade points per semester hour
- B = 3 grade points per semester hour
- C = 2 grade points per semester hour
- D = 1 grade point per semester hour
- F = 0 grade points per semester hour
- W = Withdrew, assigned to course(s) after the add/drop period, not included in the GPA calculation
- AR = Academic Renewal, not included in GPA calculation
- I = Incomplete, not included in the GPA calculation
- R = course repeated, not included in the GPA calculation
- NP = Not Passing, not included in the GPA calculation
- PR = In Progress, not included in GPA calculation
- P = Passing, semester hours earned, not included in the GPA calculation

In addition to the grades listed, grades of A-, B+, B-, C+, C-, D+, and D- 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 is no A+ grade at Trident.

The following numeric grade values are assigned for each semester hour:

- A = 4.0, A- = 3.666
- B+ = 3.333, B = 3.0, B- = 2.666
- C+ = 2.333, C = 2.0, C- = 1.666
- D+ = 1.333, D = 1.0, D- = 0.666
- F = 0.000

To meet graduation requirements, undergraduate students must receive a minimum grade of “D” AND maintain a cumulative GPA of 2.0; Master’s students must receive a minimum grade of “B-” AND maintain a cumulative GPA of 3.0; and Doctoral students must receive a minimum grade of “B-” AND maintain a cumulative GPA of 3.0.

Professional Certificate and Diploma Programs

Trident uses the following grading scale for Professional Certificate and Diploma programs:

- A = 4 grade points per semester hour
- B = 3 grade points per semester hour
- C = 2 grade points per semester hour
- D = 1 grade point per semester hour
- F = 0 grade points per semester hour
- 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

Grades of A-, B+, B-, C+ and C- are not available and will not be assigned as final grades in non-degree certificate and diploma programs.

The following numeric grade values are assigned for each semester hour:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

To meet graduation requirements, non-degree certificate and diploma program students must receive a minimum grade of “D” AND maintain a cumulative GPA of 2.0.

Grade Appeal

Although Trident 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 Associate Dean within three business days following formal response from the professor.
- The Associate Dean shall issue a response to the appeal within five business days of receipt.

Level 3 Appeal:

- The student may appeal the decision of the Associate Dean to the Committee on Academic Standards (CAS) within three business days of receipt of the Associate Dean's decision.
- The Committee on Academic Standards (CAS) will review supporting documentation provided by the student, all work submitted, and any other documentation relevant to the appeal including but not limited to information on prior appeal decisions and render a final determination within five business days of receipt.
- The CAS may affirm or overturn the prior decision of the Associate Dean or refer to the Dean for a final review and resolution.

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

Professional Certificate Program Appeals:

Final grades will be available/posted by 11:59 PM of the Monday following the end date of the course. A grade appeal must be submitted to the Dean or designee no later than 11:59 PM on the Tuesday following receipt of the final grade notice. The Dean or designee will have until 11:59 PM on Wednesday (1st Wednesday after grade release) to review and render a decision. The decision of the Dean or designee shall be final and not subject to further appeal.

- If the Grade Appeal is successful – student will be enrolled into the next course in the program.
- If the Grade Appeal is not successful – student will be required to successfully complete the course in sequence to move to the next course in the program and will be re-enrolled in the failed course.

Due to the [Maximum Course Load](#) policy and session [add/drop](#) dates, students wishing to appeal a failed (F) grade may be required to wait until the next available session to enroll in the next course.

Repeating Courses and Cancellation of Failed Grades

Students in Undergrad and Graduate Programs

Students may attempt the same course up to three times. Some courses may specify a different number of attempts allowed. Students should reference the specific course description before repeating a course. Attempts include any course with an issued grade, including withdrawn courses. If a student repeats the exact same course at Trident, the grade received on the repeat will replace the original grade in the CGPA calculation. Only the most recent course grade earned whether it is higher than, the same as, or lower than the first grade will be used in calculating the student's grade point average. The original failing grade will remain on the student's academic record; however, it will be designated with an "R" and removed from the CGPA calculation. Students will not be allowed to attempt a course more than three times without documented evidence of extenuating circumstances and approval from the Dean or Dean's Designee of the program.

Students in Professional Certificate Programs

Students in Professional Certificate and Diploma Programs are allowed to attempt each course three times in order to improve the grade or to successfully move on to the next course in the sequence. This means they are allowed one initial attempt and two repeats maximum per course.

Because students are billed at the program level, additional tuition will not be charged for the first three repeated courses of the entire program. The repeats are counted in total, regardless if it is the same course or not. Students will be responsible for paying a prorated tuition fee of \$250.00 per course for additional repeats starting with the fourth overall repeat of the entire program.

Please Note:

- The original grades of retaken courses will still be used to calculate the quantitative measure of SAP (Satisfactory Academic Progress) for the percentage of course credit attempted vs course credit earned.
- Courses from which the student has withdrawn count toward the total number of attempts allowed at a course, however letter grades of "W" are not canceled when a course has been retaken and passed.
- A course in a program of study may not be repeated once the degree has been awarded.
- 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.
- In retaking a course, the plagiarism policy applies, and students are not permitted to utilize prior work, outlines, or other materials that they had access to or possession of during the original taking, if non-retaking students would not.
- Please note the Army (GAE) does not follow Trident's course retake policy when it is calculating overall GAE GPA for TA eligibility. The Army's GPA is independent of a GPA with a soldier's home college. It is calculated by averaging the grades for each completed course in the soldier's Army education records.
- Students will need Dean Approval to attempt a course for the 4th time. If the Dean does not approve, the student will be disqualified from the program.

Students with non-passing grades completed prior to October 1, 2018:

- Students are subject to the policy in effect at the time the grade was earned.
- Grades earned for sessions starting on or before 9/30/2018 will be subject to the 2017/2018 and earlier policy.
- Grades earned for sessions starting on or after 10/1/2018 will be subject to the policy as outlined above

Students in Doctoral Programs

When students receive a non-passing grade in a course, they may repeat the course. Subject to the conditions below, if the student receives a passing grade, the prior grade may be canceled and no longer computed in the student's GPA:

- Ed.D. Students may repeat and cancel a maximum of one course, except for the courses listed below:
 - EDD 703 Dissertation Continuation and EDD 704 Doctoral Study Continuation may be repeated as many times as necessary if the student is making progress on the study, subject to approval by the Doctoral Studies Director
- DBA Students may repeat and cancel a maximum of one course, except for the courses listed below:
 - DOC 690, DOC 700, DOC 701, and DOC 702 may be repeated up to two times
- Ph.D. Students may repeat and cancel a maximum of one course, except for the courses listed below:
 - Courses 699 and 702 Dissertation Series Courses may be repeated and cancelled twice (three attempts total)

Please note:

- 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.
- The student's official transcript will reflect all courses and grades earned; however, the canceled course will be designated with an "R" to indicate that it was repeated.
- 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.
- 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.
- Doctoral students who exhaust the number of allowable cancel and repeat attempts are subject to dismissal from the program
- Doctoral students returning to the university after an extended absence are subject to the cancel and repeat maximums listed above, any student wishing to return to the program may be ineligible for enrollment if the maximum attempts to cancel and repeat have already been met.

It is the student's responsibility to notify the Office of the Registrar at registration@trident.edu once a course has been repeated.

Course Extensions Policy

A course extension gives students in 8-week or 12-week sessions 30 additional days from the end of the session to complete the course. Due to the [Maximum Course Load](#) and [Attendance](#) policies for programs with 4-week sessions, students in these programs are not eligible for extensions. Please refer to those sections of the catalog for more information.

A course extension may be granted when circumstances prevent students from completing all required coursework before the end of the session. A student found to be in violation of Trident's Academic Integrity policy is not eligible for course extensions. Having an approved course extension limits the options for Retroactive Withdrawal. 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; challenge of meeting requirements if enrolled in other course(s) during the extension period). Please refer to the provisions discussed under the [Student Responsibilities Following Approval of Course Extension](#) section.

All deadlines for course extensions are published on [Trident's Academic Calendar](#). There are two types of course extensions: (1) a standard course extension and (2) an extension for extraordinary circumstances.

Standard Course Extension

A student who submits bonified assignments (Case, SLP, and Discussion) in the first 50% of the course may apply for a standard course extension. (For six module courses, modules 1-3 must be complete. For four module courses, modules 1-2 must be complete.) Standard course extension requests must be submitted via the TLC Portal by the Friday before the last day to submit coursework as indicated on Trident's Academic Calendar. The course instructor will check to make sure that the submission(s) uploaded are legitimate, i.e. that the uploaded assignment(s) are not simply placeholders to qualify for a course extension. 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.

Extensions for Extraordinary Circumstances (EEC)

A student who has successfully completed at least one module or the equivalent but is unable to complete the course due to documented unforeseeable extraordinary circumstances may apply for an extension for extraordinary circumstances (EEC). The request must be submitted via the TLC portal seven days after the release of final grades as indicated on [Trident's Academic Calendar](#).

The student will be required to submit official documentation of unforeseeable extraordinary circumstances (see examples below). Requests for certificate, diploma, undergraduate, and graduate students will be reviewed by the Committee on Academic Standards (CAS). Requests for doctoral students will be reviewed by the Program Director. All CAS and/or Program Director decisions are final. Appeals for further review will not be granted.

A student who has been granted an EEC will be given 30 days from the end of the session to complete the course. Because Trident is committed to helping students succeed, the student may be required to roll over subsequent enrollments for accommodation of an approved extension. Exceptions to this timeframe may be

granted to military servicemembers who are prevented from accessing their courses or are otherwise prevented from accessing the student portal for timely extension requests as a result of military service obligations including but not limited to wartime or short-notice deployment, national emergencies or natural disasters. The same rules apply for affected Military Spouses.

Please note that, due to the nature of the Professional Certificate programs, Extensions for Extraordinary Circumstances are not available to students in the 4-week sessions. Extensions must be requested by the deadline to request a Standard Course Extension. All deadlines for course extensions are published on [Trident's Academic Calendar](#).

Course Extension due to Extraordinary Circumstance examples

Examples of extraordinary circumstances that prevented the student from participating or completing the course during the session include the following:

- Military deployment or exercise during which the student had no access to the Internet for more than 30 days
- A medical event requiring hospitalization and/or a medical condition that lasted for more than 30 days
- Adverse effects of a natural disaster (e. g., hurricane, tornado, flood)
- Death of an immediate family member
- Unexpected and unscheduled “Increased operational tempo” or “expanded role at work” occurring after the beginning of the session as certified by the student’s commanding officer or supervisor.

Examples of acceptable documentation:

- Written verification on letterhead, including contact information, from commanding officer or supervisor specifying the dates and nature of the extraordinary circumstances
- Healthcare provider’s written verification specifying the dates that the student had been incapacitated for more than 30 days during the session in which student has requested the course extension (Verification should not include medical diagnosis)
- Obituaries or copies of death certificates, including an explanation of the student’s relationship to the deceased
- Insurance claims or other verification that student has been impacted by a natural disaster specifying the dates and the nature of the disaster and its impact on the student

Student Responsibilities Following Approval of Course Extension

Receiving approval of a course extension (Standard or EEC) 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 Trident 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 responsible to familiarize themselves with the requirements and restrictions imposed by applicable funding or tuition assistance entities.

Academic Renewal

The purpose of academic renewal is to provide students a process to remove credit hours previously earned that reflect poor and unsatisfactory academic performance that cannot be remedied with the two repeat-and-cancel policy. Academic renewal permits a former student to resume study with an opportunity to graduate in spite of past unsatisfactory scholarship. Academic renewal only applies to coursework taken at Trident and requires repeating of the previously failed courses. The student will be responsible for meeting with the Student Success Advisor and Dean or Dean's designee prior to submitting a request for academic renewal.

The following conditions must apply for academic renewal to be considered:

- The student must have a cumulative GPA below 2.00 for undergraduate students and 3.0 for graduate students.
- Only grades of "D" or lower will be considered for academic renewal for an undergraduate student. Only grades of "C+" or lower will be considered for academic renewal for a graduate student.
- The student has not previously received academic renewal and forgiveness.
- The student must wait at least one year after the coursework was completed to apply for academic renewal. During that year, the student cannot be enrolled in courses at Trident International.
- Upon return, the student must complete a minimum of two courses and:
 - Undergraduate students must earn a minimum grade of "C" in each course with a total GPA of at least a 2.0 in these courses.
 - Graduate or doctoral students must earn a minimum grade of "B" in each course with a total GPA of at least a 3.0 in these courses.
- The student must obtain approval from the student's Dean or Dean's designee.

To be considered for academic renewal the student must submit a statement that includes the following:

- The reasons why the coursework considered for academic renewal is not reflective of the student's

- current academic capabilities; and
- Offer proof that the circumstances that led to the series of failing grades have stabilized, and the changed circumstances offer a reasonable probability of success if re-admitted; and
- Appropriate documentation that can support the statement (for example, a release from doctor's care, change in job requirements, etc.); and
- An academic plan developed with the student success advisor and approved by the Dean or Dean's designee; and
- Student's acknowledgment that they may not be able to obtain duplicate financial aid or tuition assistance funding for courses already taken that are subject to academic renewal. For example, if Department of Defense Tuition Assistance (TA) already paid for a course additional TA cannot be sought for the course when repeated. Similarly, Veterans Administration (VA) and Federal Financial Aid (FA) rules, while slightly different, may impose restrictions on duplicate funding for previous courses.

All requests for academic renewal should be submitted to the Office of the Registrar. Requests will be reviewed by the Committee on Academic Standards for final approval. Coursework that has been approved for academic renewal may not be used toward program completion.

The student's official transcript will reflect all courses; however, courses approved for academic renewal will be designated with an "AR" to indicate renewal.

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

In order to maintain good academic standing, and maintain applicable financial aid eligibility, students must demonstrate satisfactory academic 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 at the end of each evaluation period.

Evaluation Period Definitions:

Each Academic Year consists of two evaluation periods also referred to as financial aid payment periods. The first evaluation period in the Academic Year ends when half of the credits and weeks required for a completed Academic Year have been successfully met. The second evaluation period in the Academic Year ends when the requirements for a completed Academic Year have been successfully met.

8-Week Track Academic Years:

Undergraduate:

A Full Academic Year is defined as a minimum of 32 weeks of instructional time and 24 successfully earned semester credit hours that apply toward the student's program of study.

Graduate:

A Full Academic Year is defined as a minimum of 32 weeks of instructional time and 16 successfully earned semester credit hours that apply toward the student's program of study.

Graduate Programs with 3-unit courses:

A Full Academic Year is defined as a minimum of 32 weeks of instructional time and 12 successfully earned semester credit hours that apply toward the student's program of study.

12-Week Track Academic Years:

Doctoral:

A Full Academic Year is defined as a minimum of 36 weeks of instructional time and 12 successfully earned semester credit hours that apply toward the student's program of study.

4-Week Track Academic Years:

5 Month Programs:

A Full Academic Year is defined as a minimum of 30 weeks of instructional time and 15 successfully earned semester credit hours that apply toward the student's program of study.

6 Month Programs:

A Prorated Academic Year is defined as a minimum of 24 weeks of instructional time and 18 successfully earned semester credit hours that apply toward the student's program of study.

9 Month Programs:

A Full Academic Year is defined as a minimum of 36 weeks of instructional time and 27 successfully earned semester credit hours that apply toward the student's program of study.

12 Month Programs:

A Full Academic Year is defined as a minimum of 32 weeks of instructional time and 24 successfully earned semester credit hours that apply toward the student's program of study.

Qualitative Standard:

Students are expected to remain actively engaged in their academic work (see applicable 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:

Required Minimum Cumulative Program GPA as outlined below:

Student Classification (transferred semester hours + earned Trident semester hours)	Cumulative Program GPA
Level 1: 0-23 Semester Hours	1.5
Level 2 and Greater: 24 Semester Hours and Greater	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 a 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-" (2.67) or higher and maintain a cumulative GPA of 3.0 (B) or higher for all courses applying toward the degree.
- Students in a Professional Certificate or Diploma Program must complete each undergraduate course with a grade of "D" (1.0) or higher and maintain a cumulative GPA of 2.0 (C) or higher throughout the program.
- Students in a Graduate Professional Certificate Program must complete each course with a grade of "B" (3.0) or higher and maintain a cumulative GPA of 3.0 (B) or higher throughout the program.

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. Non-passing grades, incompletes, and withdrawals will be counted as attempted credits, but will not count as earned credits. When coursework is repeated, the credits for the original and subsequent attempt(s) will be factored into the calculation of credits attempted and credit earned. This includes courses cancelled under the Repeat and Cancel policy.

Masters and Doctoral students are required to meet Quantitative standard as outlined below:

Masters and Doctoral students (transferred semester hours + earned Trident semester hours)	Quantitative Measure
0-8 Credits	50%
9 + Credits	67%

Academic Warning/Academic Disqualification:

Students who do not meet either the Qualitative and Quantitative standards outlined at the evaluation period will be placed on Academic Warning and will be notified via email by the Office of Registrar. A copy of the notice will become part of the student's permanent file. The notice will identify the requirements to be met by the student in order to be removed from Academic Warning. Once on Academic Warning, students have until the end of the next evaluation period to meet both the qualitative and quantitative standards. If all other requirements are met (e.g. successful completion of weeks and credits of the payment period), financial aid students may be eligible for aid while on academic warning.

If the qualitative and quantitative standards are not met within the next evaluation period, the student will be disqualified from the university and lose applicable financial aid eligibility. Students may regain financial aid eligibility by meeting the qualitative and quantitative standards. Approval to return from academic disqualification may also be based on factors including (but not limited to) the number of failed grades, the student's overall academic engagement and performance, the level of academic deficiency, and the student's probability of achieving satisfactory academic standing within a reasonable time.

Evaluation periods will be closed for students who cease attendance for more than 180 days, regardless of weeks and hours earned. At this time, the student will undergo SAP evaluation. Students already on Academic Warning, may face Academic Disqualification based on this review.

Satisfactory Academic Progress and Veteran Affairs Educational Benefits

Students must maintain Satisfactory Academic Progress (SAP) to receive Veteran Affairs educational benefits. Undergraduate students who receive 6 consecutive W's and Graduate and Doctoral students who receive 3 consecutive W's may not be certified with veteran affairs benefits and may be subject to academic disqualification as described above. Students who are previously Academically Disqualified and reinstated under Academic Probation will be required to go through the application process with the Department of Veteran Affairs for the resumption of aid after disqualification.

Students who Earn Three Non-Passing Grades Within an Evaluation Period:

Students will be academically disqualified if they earn three non-passing grades within an evaluation period. Please see Evaluation Period Definitions above. Students may appeal to the Registrar's Office for reinstatement if the non-passing grades are resolved by being granted a [Retroactive Withdrawal](#) or if the student improves the grade on an approved [Extension](#). Appeals may not be approved if the student will be unable to meet Satisfactory Academic Progress within the next evaluation period. The decision of the Registrar's Office on reinstatements is final and may not be appealed further.

Program Changes and SAP

A student's current evaluation period will end when a student switches programs, regardless of weeks and hours earned. At this time, the student will undergo SAP evaluation. Students already on Academic Warning, may face Academic Disqualification based on this review. For this reason, students should consult with their Student Success Advisor and Student Finance Advisor before submitting a request to switch programs.

When students switch programs within the same degree level, all prior coursework completed at that level will be factored into the CGPA and Credit Completion Rate Calculation for the new program. This includes successfully and unsuccessfully completed courses as well as courses from which the student has withdrawn.

Appeal of Satisfactory Academic Progress (SAP) Academic Disqualification

Students that have been Academically Disqualified (ADQ) due to not meeting SAP or for earning 3 non-passing grades in an evaluation period, may appeal the determination. Appeals must be submitted within one calendar year from the start date of the student's last enrolled session. In order to appeal, students must submit an Appeal of Satisfactory Academic Progress Disqualification form. Within this form, students must:

- Explain what type of circumstances contributed to their unsatisfactory performance.
- Include a timeline of events along with supporting documentation that corroborates the incidence of mitigating circumstances.
- Indicate what has changed that will allow them to be academically successful moving forward.
- Include an Academic Success Plan that will be implemented to ensure they meet Satisfactory Academic Progress requirements in the future.

Once the appeal is submitted, it will be reviewed by the Satisfactory Academic Progress (SAP) Committee. The Committee consists of representation from Admissions, Student Services, Finance, Registrar's Office, and Faculty. The Committee meets once per month to review appeals. The decisions rendered by the committee are final and may not be further appealed.

If the appeal is approved, students will return with a status of Academic Probation, and an Academic Success Plan will be documented in their file. Students will be required to continue to meet the terms of this plan until they have met Satisfactory Academic Progress requirements and/or successfully completed their program. The Registrar's Office will monitor the conditions of the plan each evaluation period. Students who have not met SAP or the on-going conditions of their academic plans at the end of an evaluation period will be academically disqualified. Students may not appeal these decisions. Students meeting the conditions of their plans will be permitted to continue with a status of Probation.



Transfer credit will be re-evaluated, and applied credit will be included in the Credit Completion Rate calculation for the new program, but not the GPA calculation.

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 (<http://www.copyright.gov/title17/92chap1.html>) it is a violation of copyright law to copy, distribute, display, exhibit, or perform copyrighted works without the authority of the owner of the copyright.
- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitute an infringement.
- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, 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. At a minimum the following information must be provided: (1) a physical or electronic signature of the owner or the person authorized to act on behalf of the owner of the intellectual property right being claimed; (2) an identification of the intellectual property being claimed to have been infringed; (3) a detailed description of the material being claimed as infringing so that

we may locate it; (4) address, telephone number, and email address of reporting party; (5) a statement by you that you have a good faith belief that the allegedly infringing use is not authorized by the intellectual property rights owner, its agent, or the law; and (6) a statement by you, made under penalty of perjury, that the above information is accurate and that you are the owner or are authorized to act on behalf of the owner of the intellectual property rights involved.

University Plan to Address Copyright Infringement

Trident 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.

Health Risks Associated with the Use of Illicit Drugs and Alcohol

(Courtesy of University of Wisconsin, Union University and Washington and Lee University)

The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

Marijuana and Hashish: Marijuana and hashish are deleterious to the health and impair the short-term memory and comprehension of the user. When used, they alter the sense of time and reduce the ability of the user to perform tasks requiring concentration and coordination. They increase the heart rate and appetite. Motivation and thinking can be altered, making learning and retaining new information difficult. Long-term users may develop psychological dependence as well as paranoia and psychosis. Because these drugs are inhaled as unfiltered smoke, they damage the lungs and pulmonary system and contain more cancer-causing agents than tobacco.

Cocaine and Crack: Cocaine and crack stimulate the central nervous system and are extremely addictive. They can cause psychological and physical dependency which can lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia, and seizures. An overdose produces convulsions and delirium and may result in death from cardiac arrest.

Stimulants and Amphetamines: Other stimulant and amphetamine use have the same effect as cocaine and cause increased heart rates and blood pressure that can result in a stroke or heart failure. Symptoms include dizziness, sleeplessness, and anxiety. Use can also lead to psychosis, hallucinations, paranoia, and even a physical collapse. Large doses may result in convulsions and death from cardiac or respiratory arrest.

Depressants and Barbiturates: Depressants and barbiturates can cause physical and psychological dependence. In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death. Withdrawal can lead to restlessness, insomnia, convulsions, and possibly death.

Hallucinogens: LSD, PCP, mescaline, and peyote are classified as hallucinogens. Hallucinogens interrupt the brain messages that control the intellect and keep instincts in check. Use impairs and distorts one's perception of surroundings, causes mood changes, and results in visual hallucinations that involve geometric forms, colors, persons, or objects. Large doses can produce convulsions and coma or heart and lung failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drug stops the brain's pain sensors, drug experiences may result in severe self-inflicted injuries. Persistent memory problems and speech difficulties may linger.

Narcotics: Users of narcotics, such as heroin, codeine, morphine, and opium, develop dependence and increase the likelihood of an overdose that can lead to convulsions, coma, and death. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

Alcohol: Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the nervous control system. This depression affects motor coordination, speech, and vision. In great amounts, it can affect respiration and heart rate control. Prolonged abuse of alcohol can lead to alcoholism, malnutrition and cirrhosis. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage

to the nerves and organs is usually irreversible. Death can result when the level of blood alcohol exceeds 0.40%.

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

- (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 Registrar.

These records are currently maintained at:

5757 Plaza Drive, Suite 100
Cypress, California 90630

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

Trident and publicize its activities. Please contact Trident 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.

Policy Against Discrimination

Trident at AIU does not discriminate on the basis of race, color, national origin, age, sex, physical or mental handicap, marital status, or political affiliation. Any complaints related to this policy or otherwise related to discrimination may be submitted through the University Complaint Resolution System (CRS) or directly to the Office of the Ombudsman at Ombudsman@Trident.edu under the University Complaint and Grievance Resolution Policy published in the Policy Handbook of the University Catalog.

Title IX/Sexual Misconduct Policy

PART 1: RESOURCES AND DEFINITIONS

I. INTRODUCTION

General Statement

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 is reported at Trident, the University will promptly and thoroughly investigate such reports and 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 follow the procedures set forth herein.

A. Notice of Nondiscrimination and Policy on Statement on Sexual Misconduct

In accordance with Title IX of the Education Amendments of 1972 ("Title IX") and the Violence Against Women Act/Campus Sexual Violence Act ("Campus SaVE Act"), and other applicable state, federal and local laws, Trident is committed to maintaining a community free from all forms of sex discrimination, including sexual misconduct. In accordance with Title IX, Trident does not discriminate on the basis of sex in its education programs and activities. Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence.

Sexual misconduct includes a broad range of behaviors that will not be tolerated in Trident's education programs or activities. Trident strictly prohibits sexual harassment and sexual violence, including the offenses of sexual assault, sexual coercion, and sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity. Trident does not tolerate any form of sexual misconduct.

Questions regarding Title IX and the Campus SaVE Act may be referred to Trident's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

B. The Title IX Coordinator

Trident's designated Title IX Coordinator is:

Daniel Sessions, MSC.RMA.
Vice President, Policy and Administration and Title IX Coordinator
Office: (847) 585-2097
Daniel.Sessions@Trident.edu

The Title IX Coordinator's responsibilities include, but are not limited to, overseeing Trident's response to complaints of sexual misconduct, coordinating investigations into allegations of sexual misconduct, and identifying and addressing any patterns or systemic problems of sexual misconduct that arise during the investigation of a complaint of sexual misconduct. Ongoing awareness and prevention campaigns within the Trident community.

C. Scope of Policy

This policy governs sexual misconduct involving all members of the Trident Community, and applies to such members regardless of sex, race, national origin, disability, part-time/fulltime status, sexual orientation, gender identity, or other protected status.

Complaints of discrimination or harassment on the basis of sex or gender that do not involve sexual misconduct are governed by Trident's Policy against Discrimination as published in Trident's Policy Handbook. Any complaints related to discrimination that do not involve sexual misconduct may be submitted through the University Complaint Resolution System (CRS) or directly to the Office of the Ombudsman at Ombudsman@Trident.edu

This policy:

1. sets forth the rights of the victim;
2. describes programs implemented by Trident to educate and increase awareness among Trident community regarding sexual misconduct;
3. sets forth available resources and reporting options for victims of sexual misconduct;
4. defines prohibited conduct;
5. describes Trident's procedures for responding to complaints of sexual misconduct, including the investigation, hearing, and sanctioning process.

Victim's Rights

All victims of sexual misconduct have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the investigation and and/or criminal justice process free from pressure from Trident;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from Trident courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the complainant is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident with as few Trident representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Trident, any student, the respondent, and or their friends, family and acquaintances within the jurisdiction of Trident;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, or respondent throughout the judicial or conduct process including during all meetings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of Trident;
12. Be informed of the outcome of Trident's investigation;
13. Be provided with information about health, counseling, and other support services from Trident and local resources. All members of Trident community may obtain information about such resources from Trident's Title IX Coordinator. Students may also obtain information from:
 - National Sexual Assault Hotline - 800.656.HOPE - <https://rainn.org/get-help/national-sexual-assault-hotline>
 - National Coalition of Anti-Violence Programs (National Advocacy for Local LGBT Communities) - 1-212-714-1141 - <http://www.avp.org/get-help/report-violence>
 - National Teen Dating Abuse Helpline - 1-866-331-9474 or 1-866-331-8453 (TTY) - <http://www.loveisrespect.org/>
 - National Domestic Violence Hotline - 1-800-799-SAFE (7233) or (TTY) 1-800-787-3224 - <http://www.thehotline.org/>
 - It Happened to Alexa Foundation - (716) 754-9105 or 877-77-ALEXA (25392) - <http://ithappenedtoalexa.org/>
 - The National Center for Victims of Crime - Hotline: 800-FYI-CALL or 202-467-8700 - <http://www.ncvc.org>
 - Office for Victims of Crime (a component of the Office of Justice Programs, U.S. Department of Justice) - <http://ovc.ncjrs.gov/findvictimservices/search.asp>
 - Domestic Abuse Helpline for Men and Women - Hotline: 888-7HELPLINE - <http://www.dahmw.org>
 - MaleSurvivor - <http://www.malesurvivor.org>
 - Stop Abuse for Everyone (SAFE) - <http://www.safe4all.org/> - safe@safe4all.org

14. Be notified of options for changing academic and interactive situations;
15. Report the incident to Trident authorities and seek guidance from Trident's Title IX Coordinator;
16. The prompt, impartial, and thorough investigation of his/her complaint in accordance with this Policy;
17. Be informed of the importance of preserving evidence;
18. Be informed of his/her rights and Trident's responsibilities for orders of protection, restraining orders, or "no-contact" orders as applicable;
19. Confidentiality in accordance with this *Policy*.

II. PREVENTION AND AWARENESS EDUCATION PROGRAMS

Creating a safe and respectful environment is the responsibility of all members of Trident's community. To promote and maintain this environment, and to educate students and employees about preventing sexual misconduct, (including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and retaliation), Trident provides comprehensive training on its Title IX policy including information about prevention and awareness programs for all incoming students and employees. Trident will also provide ongoing trainings for all students and employees.

Trident educates the University community about sexual misconduct through its ongoing programming initiatives throughout the students' time at Trident. Such programming and materials provide students with information about safety and security procedures, Trident's procedures for responding to reports of sexual misconduct, options for safe and positive bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. Some of the programs include:

1. **Introduction to Title IX and Trident's Sexual Misconduct Policy** – This program is offered to all students as a presentation made available permanently on the student portal. It is also presented in formal training sessions for every employee on a regular and consistent basis.
2. **Sexual Violence Awareness and Prevention Strategies** - This program is offered to all students as a presentation made available permanently on the student portal. It is also presented in formal training sessions for every employee on a regular and consistent basis.

For additional information about Trident's sexual misconduct prevention and awareness programming, please contact Trident's Title IX Coordinator, Daniel Sessions, MSC.RMA., (847)585-2097; Daniel.Sessions@trident.edu.

III. RESOURCES AND REPORTING OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT

A. Immediate Medical Assistance and Counseling

If you or someone you know is or may be the victim of any form of sexual misconduct, Trident strongly urges you to seek immediate assistance. Because Trident is an online learning institution, we cannot provide all possible local assistance options for students. However, assistance is available 24 hours a day, 7 days a week, from these resources:

- Your Local Police - Call 911

- Safe Horizon Rape and Sexual Assault Hotline – 866-689-HELP (4357)
- Your Local Hospital Emergency Room, if you are unsure how to locate a hospital, the following link may assist you: <http://www.ushospitalfinder.com/>
- National Domestic Violence Hotline: 800-799-SAFE (7233)
- National Sexual Assault Hotline: 800-656-HOPE (4673)
- National Center on Domestic Violence, Trauma & Mental Health 312-726-7020, ext. 2011

Additional assistance in locating your local services may be located on the Rape, Abuse, and Incest National Network website: <https://centers.rainn.org/>.

We recommend you contact one of the national hotlines noted above, or, if you are in danger, call 911 immediately.

B. Sexual Assault Forensic Examiners

We encourage victims of sexual assault to immediately report the assault to their local law enforcement agencies in order to preserve any evidence. Most local law enforcement agencies will have access to forensic examiners.

Call the National Sexual Assault Hotline at 800-656-HOPE (4653) to be connected with a local sexual assault service provider.

C. Trident Counseling Resources

Regardless of whether or not an official complaint of sexual misconduct is made, students can be referred to various counseling options.

Reporting Options:

Daniel Sessions, MSC.RMA., Title IX Coordinator
Vice President, Policy and Administration
Office: 847-585-2097 | Daniel.Sessions@Trident.edu

Dr. Mihaela Tanasescu, Vice Provost
5757 Plaza Drive, #100
Cypress, CA 90630
Office: 714-226-9840, extension 2530 | Mihaela.Tanasescu@Trident.edu

IV. Reporting of Incidents of Sexual Misconduct

A. Law Enforcement Notification

If you are the victim of sexual misconduct, Trident strongly encourages you to promptly report the incident to the police. Timing is a critical factor in collecting and preserving evidence that may assist in proving that the alleged misconduct occurred or may be helpful in obtaining a protection or restraining order from the police. Trident representatives are available to assist you in notifying law enforcement of an incident of sexual misconduct and in contacting law enforcement or legal service organizations to learn about these remedies. You may also decline to notify law enforcement.

B. Trident Notification

Trident is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual misconduct. Therefore, Trident also encourages the reporting of sexual misconduct to a Trident representative in a timely manner. Incidents of sexual misconduct should be reported to Trident's Title IX Coordinator. Any incident of sexual misconduct reported to another Trident employee, with the exception of those employees designated as confidential, as set forth herein, will be reported by the employee to the Title IX Coordinator.

When Trident receives a report that someone has been the victim of sexual misconduct including dating violence, domestic violence, sexual assault or stalking, Trident will provide the reporting individual with a written explanation of his or her rights and options. Trident will provide the reporting individual with written notification regarding existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid and other services available for victims both within Trident and in the community. If the reporting individual is not the complainant, and the identity of the complainant is made known to Trident, Trident will provide written notification to the Complainant.

A reporting individual will be provided with the Complaint and will have emergency access to the Title IX Coordinator, or his or her designee, who is trained in interviewing victims of sexual assault and who shall be available upon the first instance of disclosure by the Complainant to provide information regarding options to proceed upon the first instance of disclosure of sexual misconduct to Trident. The Title IX Coordinator, or other designated Trident official will be available to provide the reporting individual with information regarding his or her options to proceed, and other important information about his or her rights under Trident policy and the law.

The Complainant reserves the right to withdraw a complaint or his/her involvement in Trident's investigation or resolution process at any time. However, in such instances Trident's ability to respond will be limited and Title IX may nevertheless require Trident to complete the investigation processes.

C. Reports of Sexual Misconduct from Anonymous Sources

If Trident receives a report of alleged sexual misconduct by someone other than the complainant (e.g., friend or classmate) or from an anonymous source, Trident's Title IX Coordinator will promptly notify the complainant of the report and inform the complainant of the available resources and assistance. Trident will respond to the report of sexual misconduct as if the complainant had made the initial report and an investigation will commence.

D. Time for Reporting

There is no time limit for reporting sexual misconduct. Nevertheless, any member of Trident community who believes that he or she has been a victim of sexual misconduct is encouraged to report the alleged sexual misconduct immediately in order to maximize Trident's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation.

Under no circumstances will Trident allow an impending graduation to compromise its resolution of a sexual misconduct complaint. The conferral of a degree may, therefore, be withheld, if necessary, until proper resolution of any sexual misconduct charges.

V. Confidentiality

Trident understands that, for many victims of sexual misconduct, confidentiality is a primary concern. However, certain Trident employees are required by state and federal laws to share information from a report of sexual misconduct with Trident or governmental agencies. Even Trident employees who cannot guarantee confidentiality will maintain the privacy of the reporting individual to the greatest extent possible. The information that the reporting individual provides to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. The ability of Trident employees to maintain confidentiality is as follows:

A. Professional and Pastoral Counselors

Trident does not offer professional, licensed counselors or pastoral counselors (ordained clergy).

B. Responsible Employees

A “responsible employee” is a Trident employee who has the authority to redress sexual misconduct, who has a duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty. A responsible employee must report all relevant details about the alleged sexual misconduct shared by the victim to the Title IX Coordinator. A responsible employee will strive to maintain privacy and information reported to the responsible employee will be shared only with those having a need to know such information in order to respond in accordance with Trident policy.

Trident is obligated by law to investigate all allegations of sexual misconduct regardless of whether the complainant wishes to file a complaint. Therefore, if a complainant reports an incident of sexual misconduct to a responsible employee but wishes to remain anonymous or requests that no investigation into the incident be conducted, Trident will weigh that request against Trident’s obligation to provide a safe, nondiscriminatory environment for all members of the Trident community, including the complainant. If Trident honors the request for confidentiality, the complainant must understand that Trident’s ability to effectively investigate the incident and pursue disciplinary action against the respondent may be limited. In certain circumstances, Trident may not be able to honor a complainant’s request for confidentiality when doing so would jeopardize Trident’s responsibility to provide a safe, non-discriminatory environment. The Title IX Coordinator is designated to evaluate requests for confidentiality once a responsible employee is notified of alleged sexual misconduct.

When weighing a complainant’s request for confidentiality or the need to continue to pursue the investigation, the Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

- whether there have been other sexual misconduct complaints about the same respondent;
- whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
- whether the incident represents an escalation in and unlawful conduct on behalf of the respondent

from previously noted behavior;

- whether there is an increased risk that the respondent will commit additional acts of violence;
- whether the sexual misconduct was committed by multiple perpetrators;
- whether the complainant's report reveals a pattern of perpetration by a particular group;
- whether the alleged sexual misconduct was perpetrated with a weapon;
- the age of the complainant;
- whether Trident has other means to obtain relevant evidence (e.g., logs of interactions via the Learning Management System or other maintained evidence).

After considering these factors, Trident may be compelled to investigate the alleged sexual misconduct and, if appropriate, pursue disciplinary action in a manner that may require Trident to disclose the complainant's identity to the respondent. If Trident determines that an investigation is required, Trident will inform the complainant and take immediate action necessary to protect and assist the complainant.

If, after considering these factors, Trident determines that it is able to respect the complainant's request for confidentiality, Trident will nevertheless take all reasonable steps to respond to the complaint consistent with the complainant's confidentiality request and will determine whether interim measures are appropriate or necessary. Trident will also consider broader remedial action, such as increased monitoring, supervision or security in forums where the reported sexual misconduct occurred, increasing training, education and prevention efforts, and conducting climate surveys.

VI. Trident Amnesty Policy

The health and safety of every student at Trident is of utmost importance. Trident recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Trident strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to Trident officials. A bystander acting in good faith or reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Trident officials will not be subject to alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking or sexual assault incident.

VII. Immediate Measures and Accommodations

Any individual who has been the victim of sexual misconduct may request assistance in changing academic and interactive situations. Trident will grant such accommodations, provided they are reasonable and available, regardless of whether the student chooses to report the crime to law enforcement. Such accommodations may include providing increased security, supervision or monitoring of activities where the alleged misconduct occurred, adjusting a student's academic schedule, and issuing a "no contact" order. The complainant or respondent may request a review of any individual against whom a no-contact order is issued and will, upon request, receive a prompt review of the need for, and terms of, the no-contact order, including potential modification, and may submit evidence in support of his or her request. Trident will conduct a prompt review in response to such request.

VIII. Orders of Protection

Trident may also assist an eligible complainant in acquiring an order of protection from either the Family or Criminal Court. Each jurisdiction has different processes and standards for issuing orders of protection. You may locate information about your state by searching here: <http://www.womenslaw.org/>

If an order of protection is granted, the requesting individual will have the right to receive a copy of the order of protection when the order is received by Trident. The Complainant will also have the opportunity to have an appropriate Trident employee explain the order, the consequences for violating the order, and answer any questions about the order. Additionally, if the Respondent violates the order of protection, the no contact order is violated, and the Complainant may receive assistance from Trident in calling local law enforcement to inform them of the violation.

When the Respondent is a Trident student and is determined to present a continuing threat to the health and safety of Trident community, the Respondent may be subject to interim suspension pending the outcome of the hearing resolution process, described herein. In the event Trident imposes an interim suspension on the Respondent, the Complainant or Respondent may request a review of the need for an interim suspension, including potential modification, and may submit evidence in support of his or her request. Upon such request, Trident will conduct a prompt review.

Requests for accommodations in connection with incidents of sexual misconduct should be made to Trident's Title IX Coordinator. Trident will provide information about the student's request for accommodations only to those having a need to know such information in order to implement the accommodations. Both the Complainant and the Respondent may ask Trident to review the need for and terms of any interim measures or accommodations that directly affect him or her and may submit evidence in support of his or her request. Upon such request, Trident will conduct a prompt review.

IX. Anti-Retaliation Policy

Trident prohibits retaliation against any person who reports sexual misconduct or participates in the investigation of any allegation of sexual misconduct, including testifying as a witness. Retaliation should be reported promptly to Trident's Title IX Coordinator. Reports of retaliation will be investigated in accordance with the appropriate Trident policy, and such conduct may result in disciplinary action independent of the sanction(s) or interim measures imposed in response to the underlying allegations of sexual misconduct.

X. Definitions within the Policy

"Bystander" means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior or conduct that is in violation of rules or policies of Trident.

"Complainant" means the individual who experienced the sexual misconduct, regardless of whether such individual reports such sexual misconduct to Trident or participates in Trident's conduct process for responding to complaints of sexual misconduct described herein.

"Confidentiality" may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law.

"Consent" must be affirmative. Consent means a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or



actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated.
- Consent cannot be given when it is the result of any coercion, intimidation, force, threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

“Force” The use of physical violence and/or imposing on someone physically to engage in sexual contact or intercourse. Force can also include threats, intimidation (implied threats), or coercion used to overcome resistance.

“Incapacitation” A state where a person cannot make a rational, reasonable decision because the person lacks the ability to understand his or her decision. A person can become incapacitated as a result of disability, involuntary physical constraint, sleep, or consumption of alcohol or other drugs.

“Intimidation” means implied threats or acts that reasonably cause another to fear for his/her safety or well-being.

“Privacy” may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a complainant or bystander to a crime or incident reporting individual, including appropriate Trident employees, above what is necessary to comply with this and other applicable laws or Trident policy.

“No-Contact Order” A directive prohibiting contact between or among designated individuals through any means, direct or indirect, including personal contact, email, telephone, text message, social media, or by means of a third party.

“Reporting Individual” Any individual who reports a violation of this policy to Trident, including, but not limited to, a complainant or bystander.

“Respondent” means the individual alleged to have committed acts constituting sexual misconduct.

“Retaliation” Taking any adverse action or attempting to take adverse action, including intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint of sexual misconduct or participation in an investigation or proceeding related to alleged sexual misconduct.

Definitions of Gender-Based Misconduct

“Sexual Misconduct” means a range of unwelcome behavior of a sexual nature that is committed without consent or by intimidation, coercion, threat or force. Sexual Misconduct includes, but is not limited to, sexual assault, sexual coercion, sexual exploitation, sexual harassment, dating violence, domestic violence, and stalking.

Sexual Misconduct may include using physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of Sexual Misconduct. Sexual activity with a minor is never consensual when the Complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

Sexual Assault is a form of Sexual Misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's Gender or sex.

Sexual Battery is a form of Sexual Misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person's Gender or sex as well as touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification, or abuse.

Rape is a form of Sexual Misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute Rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical Disability renders a person incapable of giving consent. The Respondent's relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant. (See complete definition of Affirmative Consent above.)

Acquaintance Rape is a form of Sexual Misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

Dating Violence is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

Domestic Violence is abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the Respondent has a child; someone with whom the Respondent has or had a dating or engagement relationship; or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to: (1) sexual relations between the Parties while sharing the same living quarters; (2) sharing of income or expenses; (3) joint use or ownership of property; (4) whether the Parties hold themselves out as spouses; (5) the continuity of the relationship; and, (6) the length of the relationship. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing

another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

Stalking means engaging in a repeated Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for his/her or others' safety or to suffer Substantial Emotional Distress. For purposes of this definition:

Course of Conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through Third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;

Reasonable Person means a reasonable person under similar circumstances and with the same Protected Status(es) as the Complainant;

Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Sexual Harassment, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or

The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; or

The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on Gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

This policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to this policy.

PART II: PROCEDURES FOR RESPONDING TO A COMPLAINT OF SEXUAL

MISCONDUCT

Trident is committed to providing a prompt, fair, and impartial investigation and resolution of all allegations of sexual misconduct. Incidents of sexual misconduct should be reported to Trident's Title IX Coordinator. Any incident of sexual misconduct reported to another Trident responsible employee, with the exception of those employees designated above as confidential, will be reported by the responsible employee to the Title IX Coordinator.

XI. Initial Steps

A. Intake Meeting with Complainant

Upon notice of any allegation of sexual misconduct, the Title IX Coordinator or his or her designee will schedule an individual intake meeting with the Complainant. At the intake meeting, the Title IX Coordinator or his or her designee will provide the Complainant with a general understanding of this policy for reports of student sexual misconduct, and identify forms of support or immediate assistance available to the Complainant (e.g., referrals to appropriate law enforcement agencies; referrals for medical treatment at hospitals and trauma centers closest to Complainant). The Title IX Coordinator or his or her designee will also provide the Complainant with a written explanation of his or her rights and options with respect to his or her report of sexual misconduct. The intake meeting may also involve a discussion of any interim accommodations that may be appropriate concerning the Complainant's academic schedule. Additional information regarding interim accommodations is set forth below.

At the initial intake meeting or at a subsequent time the Title IX Coordinator or his or her designee will seek to determine how the complainant wishes to proceed, i.e., whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or does not wish to pursue resolution of any kind. Regardless of how the complainant chooses to proceed, Trident seeks to resolve every report of sexual misconduct in a prompt manner. The time frames included in this policy may vary depending on the details of the complaint and, in some cases, the time of the academic year (e.g., during Trident breaks or final exams). Trident may extend any period for good cause.

If the complainant wishes to proceed with either Formal Resolution or Informal Resolution, the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, in a timely fashion, will schedule an individual intake meeting with the respondent. Trident will notify the respondent that a complaint has been filed and provide the date, time, location and factual allegations concerning the alleged violation, and possible sanctions.

If the complainant does not wish to pursue Formal Resolution or Informal Resolution, and either requests that his or her complaint remain confidential, or refuses to participate in the initial intake meeting with the Title IX Coordinator, the Title IX Coordinator will inform the complainant that Trident's ability to respond may be limited. In such scenarios, Title IX nevertheless requires Trident to evaluate the complainant's request(s) for no action in the context of Trident's commitment to provide a reasonably safe and non-discriminatory environment for the entire Trident community.

B. Interim Measures

In all complaints of alleged sexual misconduct, Trident will undertake an appropriate inquiry and take immediate action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation, if any. Accordingly, at or after the intake meeting, Trident may impose a “no-contact” order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, including social media, pending the investigation and, if applicable, the hearing.

To ensure the safety and well-being of the complainant, the Title IX Coordinator also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the Council’s review, which may include directing appropriate officials to alter the students’ academic arrangements or other appropriate protections. Any student who has been the victim of sexual misconduct may request assistance in changing academic situations after a report of sexual misconduct. Trident will grant such accommodations, provided they are reasonable and available, regardless of whether or not the victim chooses to report the crime to law enforcement.

When taking such steps to separate the complainant and the respondent, Trident will, to the extent practicable, minimize the burden on the complainant.

Violation(s) of the Title IX Coordinator’s directives and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

Effect of Criminal Proceedings

Sexual misconduct may constitute a violation of both law and Trident policy. Trident encourages students to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Therefore, criminal investigations or reports are not determinative of whether sexual misconduct under this Policy, has occurred. In other words, conduct may constitute sexual misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

The filing of a complaint of sexual misconduct under this policy is independent of any criminal investigation or proceeding. Trident will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or to take any necessary interim measures to protect the complainant and Trident community. However, Trident may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation of sexual misconduct matters that may also violate the state criminal code.

XII. Formal Resolution Process

A. Investigation

When the complainant indicates a desire to pursue Formal Resolution, the reported allegations will be investigated promptly, thoroughly, and impartially. Trident will notify the respondent that a complaint has been filed and will include notice of the allegations. The complainant and respondent will be given the

opportunity to meet separately with the Title IX Coordinator. Additionally, the Title IX Coordinator will inform both the complainant and respondent that both parties have the right to an advisor of their choice to assist in the resolution process. During all phases of the Formal Resolution Process, the parties will be provided with advance notice of any meetings they are required or eligible to attend.

The Title IX Coordinator will collect and review evidence it deems necessary or helpful to the investigation of the alleged sexual misconduct. The Title IX Coordinator may designate a specially trained investigator or investigators to conduct the interviews and investigation. The investigation will include individual interviews with the parties involved and with individuals who may have observed the alleged conduct or may have other relevant knowledge. The investigation may also include examination of medical records, surveillance video, cell phone and other electronic records, and other evidence.

In response to the Investigation, both the complainant and the respondent will be given the opportunity to submit a written statement. Any written statement will be retained by the Title IX Coordinator.

B. The Review and Determination

After the investigation Trident will review all of the evidence gathered and any statements.

In all investigations into alleged sexual misconduct, Trident will evaluate evidence under a **“preponderance of the evidence”** standard. A preponderance of the evidence means that information shows it is **“more likely than not”** that the respondent violated this policy. Trident must decide if the respondent is responsible, not responsible, or whether there is sufficient evidence to make a determination.

The respondent will be found to be responsible for the alleged sexual misconduct if Trident concludes, based upon careful review of all information presented, that such sexual misconduct more likely than not occurred. Trident shall determine whether the respondent is responsible for sexual misconduct and will provide a written outcome statement of such determination equally to all parties.

I. Sanctions

Trident may consider suspending or expelling any student, or terminating employment of any staff or faculty found responsible for sexual misconduct; however, we may also impose any of the following sanctions that are determined to be fair and proportionate to the violation:

- Reprimand or warning
- Changing the respondent’s academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting the respondent’s access to Trident activities
- Community service
- Issuing a “no-contact” order to the respondent or requiring that such an order remain in place
- Suspension (limited time or indefinite)
- Expulsion
- Termination of employment

In determining appropriate sanctions, the Title IX Coordinator will consider any record of past violations of Trident policies, as well as the nature and severity of such past violation(s). The Title IX Coordinator will consider as part of the deliberations whether the respondent poses a continuing risk to the complainant and/or Trident community. Any sanction imposed will be explained and supported in the outcome letter.

The outcome letter will contain only the following information: (i) the name of the respondent; (ii) whether the respondent has been found responsible or not responsible for specific violation(s) of the sexual misconduct policy; (iii) the sanctions imposed; (iv) the rationale for the sanctions imposed, if any; (v) Trident's appeal process; (vi) any change to the results that occur prior to the time that the results become final; and (vii) when the results become final. Both the respondent and the complainant have a right to this information.

XIV. Appeal Process

Either party may appeal the Trident's determination and/or the disciplinary decision of the Title IX Coordinator. A party has three grounds under which to appeal Trident's determination: (i) Trident committed procedural errors that had an impact on the complaint's decision, (ii) there is new evidence that was not reasonably available at the time of the Trident's review, or (iii) the sanctions are not consistent with past practices or the severity of the alleged sexual misconduct.

Final sanctions are in effect until any timely appeal of the decision is resolved. Trident may suspend the determination pending exhaustion of appeal, allow the student to attend classes or other activities on a supervised or monitored basis, or make such other modifications to the determination as may be advisable. Interim measures will remain in effect until the appeal is resolved.

The procedure to file an appeal is as follows:

1. A party wishing to appeal the findings of Trident and/or sanctions by the Title IX Coordinator must file a **notice of intent to appeal** within five business days of the date the party is notified of Trident's finding and sanctions pursuant to the findings, if any. The notice of intent to appeal must be submitted in writing (either email or hard copy) to the Title IX Coordinator. The notice of intent to appeal must contain the party's grounds for the appeal. The party should submit copies of any and all material the party wishes to provide as evidence for his/her appeal.
2. Trident will make a final determination on the appeal. The Title IX Coordinator shall render his/her decision regarding the appeal within 14 calendar days of receipt of the appeal, record of the case, and if applicable, any new evidence pursuant to (ii) above.
3. Within three business days of the Trident's determination, the Title IX Coordinator will issue a final determination letter to the respondent and the complainant. Both parties, concurrently, will receive a copy of this final determination letter.

XV. Informal Resolution

A complainant who wishes to file a complaint but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as "Informal Resolution."

While the Informal Resolution process is not as structured as the Formal Resolution process, it can be an effective and appropriate means to deal with the complaint. The Informal Resolution procedure is not available for complaints of sexual violence.

If the complainant wishes to proceed with Informal Resolution the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, will schedule an individual intake meeting with the respondent in order to provide him or her with a general understanding of the policy.

The complainant and the respondent each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions for advisors in Formal Resolution, as set forth above. The Title IX Coordinator or designee will preside over the Informal Resolution and may elect to be assisted by another member of the senior staff of Trident or outside expert.

If, in the course of the Informal Resolution, the respondent admits to violating Trident's Policy and Procedures for Reports of Student Sexual Misconduct, that admission will serve as a finding of responsibility that is final and cannot be appealed. The Title IX Coordinator will recommend one or more sanctions, which the respondent can accept or reject. The sanctions that may be imposed as the result of the Informal Resolution process are the same as those outlined in the Formal Resolution process above. If the recommended sanction is accepted, the process is concluded. If it is rejected, the complaint will proceed to the Formal Resolution process.

Informal Resolution may result in the imposition of protective actions agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution taken together with any other relevant information known to Trident at the time of the Informal Resolution.

Trident may, at any time, elect to end such proceedings and initiate Formal Resolution instead. Statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the Formal Resolution.

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

Vaccination Policy

Pursuant to HEOA Sec. 488(a) and HEA Sec. 485(a) institutions must make available to current and prospective students' information about institutional policies regarding vaccination.

As a 100% on-line institution, Trident does not provide student health services and does not have a policy regarding vaccination; however, the University is concerned about the health and well-being of all Students. Accordingly, Trident encourages all students to remain current on vaccinations as suggested by appropriate health care providers and/or public health authorities, and to obtain such vaccination at appropriate facilities.

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 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/votregis/vr.shtml.

Employment Positions Associated with Programs

The following table provides a list of employment positions determined to be in the field for which students receive education and training. The listing is derived from the Standard Occupational Classifications (SOC2010) and DOES NOT represent an exhaustive list. Students/graduates may find employment in fields or with position titles not currently listed in the table.

Program	SOC2010 Title
Bachelor of Science in Information Technology Management	Computer and Information Systems Managers; Computer and Information Research Scientists; Computer Systems Analysts; Information Security Analysts; Software Developers, Applications; Software Developers, Systems Software; Computer Network Architects
Master of Science in Information Technology Management	Computer and Information Systems Managers; Computer and Information Research Scientists; Computer Systems Analysts; Information Security Analysts; Software Developers, Applications; Software Developers, Systems Software; Computer Network Architects
Bachelor of Science in Computer Science	Computer and Information Systems Managers; Computer and Information Research Scientists; Information Security Analysts; Computer Programmers; Software Developers, Applications; Software Developers, Systems Software; Web Developers; Computer Network Support Specialists; Computer Occupations, All Other; Computer Science Teachers, Postsecondary

Master of Arts in Education	Education Teachers, Postsecondary
PhD Educational Leadership	Education Administrators, Preschool and Childcare Center/Program; Education Administrators, Elementary and Secondary School; Education Administrators, Postsecondary; Education Administrators, All Other
Doctorate in Education (EdD)	Education Administrators, Preschool and Childcare Center/Program; Education Administrators, Elementary and Secondary School; Education Administrators, Postsecondary; Education Administrators, All Other
Bachelor of Science in Homeland Security	Emergency Management Directors; Managers, All Other; First-Line Supervisors of Protective Service Workers, All Other
Master of Science in Homeland Security	Emergency Management Directors; Managers, All Other; First-Line Supervisors of Protective Service Workers, All Other
Master of Science in Emergency and Disaster Management	Emergency Management Directors; Managers, All Other; First-Line Supervisors of Protective Service Workers, All Other
Bachelor of Science in Health Sciences	Community Health Workers; Health Educators; Medical and Health Services Managers; Environmental Scientists and Specialists, Including Health; First-Line Supervisors of Office and Administrative Support Workers; Occupational Health and Safety Specialists; Occupational Health and Safety Technicians
Master of Science in Health Sciences	Health Educators; Medical and Health Services Managers; Environmental Scientists and Specialists, Including Health; First-Line Supervisors of Office and Administrative Support Workers; Occupational Health and Safety Specialists; Occupational Health and Safety Technicians; Social and Community Service Managers
PhD Health Sciences	Health Educators; Medical and Health Services Managers; Social Scientists and Related Workers, All Other; Community and Social Service Specialists, All Other; Social and Community Service Managers; Health Specialties Teachers, Postsecondary; Social Scientists and Related Workers, All Other; Social and Community Service Managers
Bachelor of Science in Health Administration	First-Line Supervisors of Office and Administrative Support Workers; Medical and Health Services Managers
Master of Science in Health Administration	First-Line Supervisors of Office and Administrative Support Workers; Medical and Health Services Managers
Bachelor of Science in Business Administration	Chief Executives; General and Operations Managers; Sales Managers; Administrative Services Managers; Industrial Production Managers; Transportation, Storage, and Distribution Managers; Construction Managers; Social and Community Service Managers; Managers, All Other; Cost Estimators; Management Analysts; Business Teachers, Postsecondary

MBA	Chief Executives; General and Operations Managers; Sales Managers; Administrative Services Managers; Industrial Production Managers; Transportation, Storage, and Distribution Managers; Construction Managers; Social and Community Service Managers; Managers, All Other; Cost Estimators; Management Analysts; Business Teachers, Postsecondary
PhD Business Administration	Chief Executives; General and Operations Managers; Sales Managers; Administrative Services Managers; Industrial Production Managers; Transportation, Storage, and Distribution Managers; Construction Managers; Social and Community Service Managers; Managers, All Other; Cost Estimators; Management Analysts; Business Teachers, Postsecondary
Doctor of Business Administration (DBA)	Chief Executives; General and Operations Managers; Sales Managers; Administrative Services Managers; Industrial Production Managers; Transportation, Storage, and Distribution Managers; Construction Managers; Social and Community Service Managers; Managers, All Other; Cost Estimators; Management Analysts; Business Teachers, Postsecondary
Bachelor of Science in Leadership	Management Analysts; Business Teachers, Postsecondary
Master of Science in Leadership	Management Analysts; Business Teachers, Postsecondary
Bachelor of Science in Human Resource Management	Compensation and Benefits Managers; Human Resources Managers; Training and Development Managers; Human Resources Specialists; Labor Relations Specialists; Compensation, Benefits, and Job Analysis Specialists; Training and Development Specialists; Business Teachers, Postsecondary
Master of Science in Human Resource Management	Compensation and Benefits Managers; Human Resources Managers; Training and Development Managers; Human Resources Specialists; Labor Relations Specialists; Compensation, Benefits, and Job Analysis Specialists; Training and Development Specialists; Business Teachers, Postsecondary
SAS Joint Certificate in Business Analytics	Statisticians; Survey Researchers; Statistical Assistants; Business Intelligence Analysts; Database administrators; Intelligence Analysts
Certificate in Medical Billing	Medical Secretaries; Billing and Posting Clerks
Certificate in Medical Coding	Medical Records and Health Information Technicians
Certificate in Medical Coding and Billing	Medical Records and Health Information Technicians



Certificate in Computerized Accounting	Office Clerks, General
Diploma in Computerized Accounting	Bookkeeping, Accounting, and Auditing Clerks; File Clerks; New Accounts Clerks

Academic Affairs Leadership

Jayaraman, Ruki

Provost, Chief Academic Officer

B.A. University of Mysore, Mysore, India; M.A. University of Mysore, Mysore, India; M.A. Carleton University, Ottawa, Canada; Ph.D. Carleton University, Ottawa, Canada

Tanasescu, Mihaela (2016)

Vice Provost

M.D. University of Medicine and Pharmacy Carol Davila, Bucharest, Romania; M.S. University of Connecticut; Sc.D. Harvard School of Public Health, Boston, Massachusetts

Smith, Heidi Linn (2014)

Dean of College of Education

B.A. San Diego State University; M.S. San Diego State University; Ed.D. - California State University Long Beach, Long Beach, California

Mohanty, Lisa (2009)

Dean of the Glenn R. Jones College of Business

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

Shachar, Mickey (2001)

Dean of the College of Health and Human Services

B.A. Bar Ilan University, Israel; M.B.A. Heriot-Watt University, UK; Ph.D. Trident University International, California.

Fernandez, Heidi

Interim Dean of University College

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

Full-Time Faculty, Instructors, and Mentors Listing

Anglin, Gayl (2014)

Professor and Department Chair of Health Administration

College of Health and Human Services
B.A. Oregon State University; M.A. University of Southern California; Ph.D. University of Southern California

Bustos, Rudolph (2010)

Professor and Department Chair of Homeland Security

College of Health and Human Services
B.A. Westfield State College; M.Ed. Springfield College; Ph.D. Capella University

Cardillo, Carlos (2011)

Ph.D. Mentor



College of Health and Human Services
B.S. National University of the Northeast,
Argentina; M.S. New York Medical College;
Ph.D. Trident University International

Cromer, Kenneth (2019)

Doctoral Mentor

Glenn R. Jones College of Business
B.S. Excelsior College; M.Ed. Troy University;
Ph.D. Trident University International

Deegan, Allison (2015)

Doctoral Mentor

College of Education
B.S. Syracuse University; M.P.A. California State
University, Long Beach; Ed.D. California State
University, Long Beach

del Hierro, George (2015)

Course Coordinator/Full-Time Instructor

University College
B.A. California State University; MBA Trident
University

Ebunlomo, Ebun (2017)

Professor

College of Health and Human Services
B.A. Carleton College, MN; MPH. University of
North Carolina; Ph.D. University of Texas.

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

Ford, Carey (2014)

Doctoral Mentor

College of Education
B.A. Oakland University; M.A. Wayne State
University; Ph.D. Wayne State University

Frederick, Nicole (2019)

Professor

College of Education

B.A. University of North Carolina – Wilmington;
M.A. University of Phoenix; Ed.D. Liberty
University Online

Garmon, Michael (2004)

Professor

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

Gomez, Frank C. (2001)

Professor Emeritus

College of Health and Human Services
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

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

Guzman, Indira (2006)

Professor and Director of Doctoral Studies

Glenn R. Jones College of Business
B.S. Donetsk National Technical University; M.S.
Syracuse University; Ph.D. Syracuse University

Hanson, Stefan (2010)

Professor

Glenn R. Jones College of Business
B.A. University of Chicago; M.B.A. New York
University; Ph.D. New York University; J.D.
Chapman University

Hebble, Annette (2008)

Professor

Glenn R. Jones College of Business
B.A. Eisenhower College; M.A. University of
Virginia; M.S.A. University of Houston; Ph.D.
University of Houston

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

University College

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

Johnson, Jill (2019)**Associate Dean**

Glenn R. Jones College of Business

B.A. University of Wisconsin – Madison; M.P.A. Hamline University; M.A. Argosy University; Ph.D. University of St. Thomas

Kaifi, Belal (2011)**Professor**

University College

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

Keffel, Leslie (2015)**Department Chair**

University College

B.S. Southern Illinois University; M.A. Webster University; Ph.D. University of Denver

Li, Wenling (2005)**Director of Doctoral Studies**

College of Education

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**

Glenn R. Jones College of Business

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

Luea, Heather**Department Chair - Finance, Economics and Accounting**

Glenn R Jones College of Business

M.B.A. Wichita State University; Ph.D. Kansas State University

Luton, William**Department Chair - Management and Leadership**

Glenn R Jones College of Business

Ph.D. Capella University

Masters, Michael (2019)**Full-Time Instructor**

University College

M.A. California State University - Fullerton

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

University College

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

Mullen, Timothy (2013)**Professor**

University College

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

Rhynders, Patricia (2004)**Professor and Associate Dean**

College of Health and Human Services

B.S. State University of New York; M.P.H.

California State University, Long Beach; Ph.D. Texas Woman's University

Ryans, Brandon (2017)**Professor**

College of Health and Human Services

B.S. University of Central Florida; MHA. A.T. Still University; Ph.D. A.T. Still University.

Schmidt, Heidi A. (2018)**Professor**

College of Education

B.S. University of Wisconsin-Platteville, M.S.

University of Wisconsin-Madison, Ph.D.

University of Wisconsin-Madison

Segal, Sabrina



Department Chair, Marketing, Logistics and Operations

Glenn R Jones College of Business
D.B.A. Nova Southeastern University

Stephenson, Rolena (2010)

Professor and Department Chair of Health Sciences

College of Health and Human Services
B.S. Truman State University; M.P.H., M.H.A.,
D.H.Ed. A.T. Still University

Swigart, Margaret (2008)

Department Chair, Human Resources

Glenn R. Jones College of Business
B.A. Upper Iowa University; M.B.A. Western
Illinois University; Ph.D. University of Nebraska

Wang, Wendy (2010)

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Appendix of Changes – Effective October 2019

Effective October 2019, the following updates have been made to the 2019-2020 catalog.

- Updated the Admissions Requirements for Associate of Science in Professional Studies.
- Added Admissions Requirements for Associate of Science in Homeland Security.
- In the “Required Documents” section, updated the “Associate’s-Degree-Seeking-Students” section.
- In the “Tuition, Fees, and Financing” section, changed the “Professional Certificate and Diploma” section.
- In the “Federal Financial Aid” section, changed the “Disbursements” subsection.
- In the “Institutional Review Board” section, changed the “Process” subsection.
- In the “Withdrawal” section, added the “4 Week Session Return of Military Tuition Assistance” subsection.
- In the “Repeating Courses and Cancellation of Failed Grades” section, made changes to the notes.
- In the “Satisfactory Academic Progress – Academic Warning / Financial Aid Warning / Academic Dismissal” section, made changes to the “4-Week Track Academic Years” subsection.
- Added the Ed.D. Degree Completion Program.



Appendix of Changes – Effective January 2020

- Page 4: Update to Provisional Admission Policy
- Page 6: Added admissions requirements for the Associate of Science in Cybersecurity
- Page 7: Added admissions requirements for Doctor of Health Administration
- Page 10: Added required admissions documents for the Doctor of Health Administration
- Page 12: Update to the Admission is not Guaranteed Policy
- Page 14: Updates to the First Session Enrollment in a Degree Program policy
- Page 18: Removed *Academically Disqualified Students* from the Readmission Policy
- Page 27: Updates to Tuition and Fees Table
- Page 37: Updates to Disbursements policy
- Page 55: Added all Professional Doctorates to the Normal Time to Degree Completion policy
- Page 56: Added all Associate's Degrees to the Undergraduate Graduation Requirements policy
- Page 58: Added the Doctor of Health Administration to the Doctoral Graduation Requirements policy
- Page 84: Updates to the Repeating and Cancellation of Failed Grades policy for students in a professional certificate program
- Page 85: Updated Repeating Courses and Cancellation Policy for Doctoral Students
- Page 91: Updates to Appeal of Satisfactory Academic Progress (SAP) Academic Disqualification policy
- Page 92: Updates to *Important Information for all Students* in the Satisfactory Academic Progress policy.



Appendix of Changes – Effective April 2020

- Page 12: Updated the First Session Enrollment in a Degree Program policy
- Page 34: Updated tuition table for Doctor of Education and Doctor of Health Administration
- Page 64: Updated graduation requirements for the Doctor of Health Administration program



Appendix of Changes – Effective April 28, 2020 – Special Update

- Page 27: Updated the tuition table.
- Page 32: Removed table for partner rates; added verbiage directing inquiries to the Partnership team.
- Page 34: Removed refund policy table.
- Page 42: Moved the Responsibility for Covered Individuals section to Information for Students Using Veteran Education Benefits.
- Page 55: Updated language regarding AZ SARA Complaint process.
- Page 75: Updated the 12-week, 8-week, and 4-week return of Military Tuition Assistance tables; updated the 4-week Return of Military Tuition Assistance policy.



Appendix of Changes – Effective July 2020

- Page 5: Updated the Provisional Admission policy.
- Page 32: Removed application fee.
- Page 32: Updated the course materials section for doctoral students.
- Page 35: Updated the Trident Financial Aid Application section.
- Page 37: Updated the Academic Year and Disbursement section.
- Page 38 Updated the Semester Hour completion policy.
- Page 89: Updated the Academic Warning/Academic Disqualification policy.



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