



**TRIDENT  
UNIVERSITY**  
INTERNATIONAL



**Policy Handbook**  
**2013 - 2014 University Catalog**  
Effective - Fall 2013 Session



# Table of Contents

---

<b>Introduction .....</b>	<b>1</b>
<b>Trident University International Mission .....</b>	<b>1</b>
<b>Regional Accreditation .....</b>	<b>1</b>
<b>Physical Facilities .....</b>	<b>1</b>
<b>State Authorization .....</b>	<b>2</b>
<b>United States Constitution Day.....</b>	<b>2</b>
<b>Voter Registration .....</b>	<b>2</b>
<b>General Policies and Procedures .....</b>	<b>3</b>
<b>Academic Freedom .....</b>	<b>3</b>
<b>Academic Integrity .....</b>	<b>3</b>
<b>Statement on Diversity .....</b>	<b>5</b>
<b>Students with Disabilities .....</b>	<b>5</b>
<b>Institutional Review Board .....</b>	<b>6</b>
<b>Retention of Student Records.....</b>	<b>9</b>
<b>Protection from Sexual Assault or Harassment.....</b>	<b>11</b>
<b>Drug and Alcohol Use .....</b>	<b>11</b>
<b>Teach-Out.....</b>	<b>13</b>
<b>Complaint and Grievance Resolution.....</b>	<b>15</b>
<b>Copyright Compliance Policy .....</b>	<b>16</b>
<b>Computer Competence Requirements.....</b>	<b>17</b>
<b>Computer Hardware/Software Requirements .....</b>	<b>17</b>
<b>Communication .....</b>	<b>18</b>
<b>Admissions and Transfer Policies .....</b>	<b>19</b>
<b>Attending Trident University International.....</b>	<b>19</b>
<b>Academic Participation and Substantive Interaction .....</b>	<b>19</b>
<b>Admissions .....</b>	<b>20</b>
<b>Admission Requirements.....</b>	<b>20</b>
<b>Non-Degree-Seeking (NDS) Students .....</b>	<b>22</b>
<b>English Proficiency.....</b>	<b>23</b>
<b>International Transcripts .....</b>	<b>23</b>
<b>High School Students.....</b>	<b>23</b>
<b>Home School Students.....</b>	<b>23</b>
<b>Catalog Rights.....</b>	<b>24</b>



---

Additional Degrees and Concentrations .....	25
Certificates .....	26
Leave of Absence.....	27
Failure to Return from Approved Leave of Absence .....	28
Maximum Time to Degree .....	28
Transfer of Credits .....	28
Military Credit .....	29
Professional, Technical and Vocational Credit .....	30
Block Transfer Policy .....	30
Prior Learning Policy.....	30
Withdrawal .....	31
Readmission and Reinstatement .....	32
<b>Course and Grading Policies.....</b>	<b>35</b>
Grades .....	35
Grading and Academic Performance.....	35
Add and Drop Policy .....	35
Grade Challenges.....	36
Grade Petition for Extra-Ordinary Circumstances .....	37
Cancellation of Failed Grades, Repeating Courses .....	38
Extensions and Incomplete Grades.....	38
Satisfactory Academic Progress – Academic Warning/Financial Aid Warning and Academic Dismissal .....	39
Graduation Honors Recognition .....	41
Instructional Sessions .....	41
Medium of Instruction.....	41
<b>Tuition, Fees, and Financing.....</b>	<b>42</b>
Tuition and Fees .....	42
Textbook and Course Materials .....	44
Refund Policy.....	45
Military Tuition and Military Discount Program (MDP).....	45
Federal Financial Aid .....	46



---

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

**NOTE:** This catalog effective Fall 2013 session replaces and supersedes the 2012-2014 Catalog and its Addenda I-V.





## Introduction

---

Trident University International (TUI) was originally established as a branch campus of Touro College, NY, on July 1, 1998, by its founding President and CEO, Dr. Yoram Neumann. TUI was initially accredited as a branch campus of Touro College by the Middle States Commission on Higher Education (MSCHE). Touro College was subsequently re-accredited by MSCHE in 2004 which included the TUI branch campus. Because of TUI's location in California, its robust growth, fiscal and operational stability, and unique online delivery model, TUI was separately accredited by Western Association of Schools and Colleges (WASC) in February 2005.

Following a change in control in October 2007, TUI was governed by a new board and its name was changed from Touro University International to TUI University. Under the new ownership, the TUI management team has continued to lead the institution while the learning model, faculty, and staff maintain their central roles in the quality and vitality of TUI. In January 2011, TUI University officially changed its name to Trident University International (TUI). TUI continues to be accredited by WASC.

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

### Trident University International Mission

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

### Regional Accreditation

TUI is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC):

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

### Physical Facilities

5757 Plaza Drive  
Cypress, CA 90630  
Telephone: (800) 375-9878

#### Mailing Address:

Trident University International  
5757 Plaza Drive, Suite 100  
Cypress, CA 90630  
Telephone: (800) 375-9878



## State Authorization

---

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

Students may contact the University Office of Compliance at [officeofcompliance@trident.edu](mailto:officeofcompliance@trident.edu) for additional information and updates on state authorization.

## United States Constitution Day

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

- [memory.loc.gov/ammem/collections/continental/](http://memory.loc.gov/ammem/collections/continental/)
- [www.archives.gov/exhibits/charters/charters.html](http://www.archives.gov/exhibits/charters/charters.html)

## Voter Registration

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

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

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

Students who have yet to register to vote may choose to register to vote using the following link [www.fec.gov/votregis/vr.shtml](http://www.fec.gov/votregis/vr.shtml).

California residents who have yet to register may choose to register with assistance from the California Secretary of State’s website at [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).



## General Policies and Procedures

---

### Academic Freedom

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

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

### Academic Integrity

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

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

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

Plagiarism includes, but is not limited to:

- **Contract Cheating** - Hiring another person or organization to prepare 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 TUI's Academic Integrity Policy. It includes, but is not limited to:
  - Intentionally assisting another student to commit an act of academic dishonesty;
  - Attempting to assist another student to commit an act of academic dishonesty.

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

#### **To Avoid Plagiarism:**

- Never represent the work of another person as your own. Use your own words in referring to 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 Sam Smith, is that . . . [Smith, 2000]"
- Place words written by another person, up to two sentences in length, in quotation marks and properly cite the source.
- Place words written by another person of more than two sentences in length separately from the text of your report by single spacing and indenting from both right and left margin, (an offset quote), and properly cite the source.
- You are responsible for familiarizing yourself with the course guidelines and the presentation on 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:

1. The relevant details shall first be presented to the course professor.
2. If the charge is deemed credible, the professor shall contact the student and request an explanation.
3. After communicating with the student, the professor may do any one or more of the following:
  - Accept the student's explanation and deem the matter closed
  - Direct the student to resubmit the assignment(s) in question
  - Assign a failing grade for the assignment(s) in question
  - Assign an appropriate final grade in the course
  - Impose any other appropriate educational/academic sanction
  - Refer the matter to the Program Director or other University designee for appropriate sanctions including but not limited to suspension and expulsion from the University.
4. A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.
5. TUI reserves the right to review all current and previous coursework (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior coursework is confirmed appropriate sanctions may be applied by the College Dean or the Dean's designee.





## **Right of Appeal**

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

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

## **Statement on Diversity**

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

## **Students with Disabilities**

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

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

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



students must be directed to the Trident University Office of Compliance following the procedures for verifying disability and requesting accommodations.

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

### **Procedures for Verifying Disability and Requesting Accommodations**

Any student requesting reasonable accommodations must first provide to the University Office of Compliance, prior to admission to the University or upon diagnosis (if after admission), documented proof of the claimed disability using the Trident University International Verification of Disability form.

The form must be completed in its entirety providing:

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

Requests for accommodations will be considered by the University Office of Compliance after careful consideration of the information provided with analysis of the following:

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

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

## **Institutional Review Board**

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

**Respect for Persons.** The ethical principle of respect for persons includes the requirement to recognize persons as independent beings capable of voluntarily deciding whether or not to 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**

The IRB membership shall include no fewer than five members with varying backgrounds appointed by the Provost. Appointments are for two years. The membership shall include at least three faculty members representing at least two colleges offering a Ph.D. program (approved by the Dean of the College, Faculty Council on Committees [FCC], and the Provost), at least one non-scientist member (appointed by the Provost), and one member, not otherwise associated with the University, representing the community (nominated by the IRB Committee and approved by the FCC and Provost). The Provost shall appoint the Chair of the IRB. Any IRB member must disclose a conflict of interest to the IRB Chair, and recuse him/herself from voting, review, and discussion of that protocol, except for addressing questions from the IRB as requested. A conflict of interest of an IRB member includes but is not limited to a protocol in which an IRB member participates as a researcher, supervises (e.g. dissertation chair), or has a financial interest. The IRB shall propose and establish guidelines and forms for exempt, expedited, regular and full reviews. The IRB shall also propose and establish amendments to guidelines, procedures and processes consistent with federal regulations and university policy.

### **The Process**

All research projects at TUI performed by any member of TUI community (students, faculty, staff, or administrators) that includes the collection of data through intervention or direct interaction with identifiable individuals or the collection of identifiable private information will be referred for review by TUI Institutional Review Board (IRB). **No member of the TUI community may collect research data on human subjects absent TUI IRB approval.**

Candidates must complete the entire IRB application and submit relevant supporting documents as outlined in the application. Supporting documents include but are not limited to prior or external IRB approvals, written permission from appropriate administrators at the study site on their department's letterhead, participant consent form(s), research protocol, data collection instrument(s), documents used to recruit participants (e.g. contact letters, flyers, advertisements), statement concerning financial interests of the researcher, and written proof of consent or compliance with requirements of foreign jurisdictions. The informed consent should include the title of the study, name and credentials (e.g.



doctoral candidate) of the principal researcher, description of the study (including risks and benefits to subjects), description of financial benefit to subjects or the student, description of the voluntary nature of the study and the participant's right to withdraw, contact information for Principal researcher, Committee Chair, and IRB Chair, and spaces for signature of the research participant and/or legal representative (if applicable).

#### Items Required for IRB Review

- Completion of all sections of IRB application
- Prior or external IRB approvals (if applicable)
- Written permission from appropriate administrators at the study site (on their department letterhead)
- Participant consent form
  - Title of study
  - Name and credentials of Principal Researcher (e.g. doctoral candidate)
  - Description of the study (including risks and benefits to subjects)
  - Statement concerning financial interests of the researcher
  - Description of voluntary nature of the study and the right to withdraw
  - Current contact information for Principal Researcher, Committee Chair, and IRB Chair
  - Spaces for signature of research participant and/or legal representative (if applicable)
- Participant assent form (if applicable for children under 18)
- Copy of research protocol/methodology section of dissertation proposal
- Data collection instruments (e.g. survey, interview form, data extraction form, etc.)
- Documents used to recruit participants (e.g. contact letters, flyers, advertisements)
- HIPAA waiver (if applicable)

The timetable for review will vary depending on the nature of the study and issues of concern as well as the extent to which supporting documents have been provided. In order to reduce delays, candidates are urged to ensure that the application form is fully completed and all relevant supporting documentation is submitted.

#### Reviews

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

The IRB Chair or IRB Chair designee may perform expedited reviews. When the IRB Chair determines that a full review is required, the IRB will conduct such a review at its next available regularly scheduled meeting. An IRB quorum (three members) is required to convene an IRB meeting. Based on majority vote, the IRB may recommend approval, approval with amendments, 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.



## Retention of Student Records

---

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

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

These records are currently maintained at:

5757 Plaza Drive, Suite 100  
Cypress, California 90630.

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

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

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

\*\* TUI 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.

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

TUI 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, status and/or degree received, if any including honors or awards. TUI also considers student images (photographs, videos or other media containing a student's image or likeness obtained at various events or functions) as directory information and uses such student images in efforts to promote the University and publicize its activities. Please contact the University at [registration@trident.edu](mailto:registration@trident.edu) if you DO NOT wish TUI to disclose directory information or images related to you.

### **How Does the USA Patriot Act Amend FERPA?**

President Bush signed the "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism 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.

Under FERPA, students also have the right to:

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

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

Complaints of alleged compliance violations may be addressed to:

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

Complaints must:

- Be timely submitted, no later than 180 days from the date you learned of the circumstances of the alleged violation
- Contains specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation
  - Names and titles of those school officials and other third parties involved
  - A specific description of the education record around which the alleged violation occurred
  - A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls, and copies, or both of any correspondence exchanged between the student and the school regarding the matter
  - The name and address of the school, school district, and superintendent of the district
  - Any additional evidence that would be helpful in the consideration of the complaint.



## Protection from Sexual Assault or Harassment

---

### General Policy

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

### Rights of a Victim of Sexual Assault

A victim of sexual assault on campus has the right to the services and procedures listed in the paragraphs below. In addition, the victim has the right to lodge a complaint with local police, to obtain sexual assault counseling, and to obtain medical care. Police may be contacted by telephone by dialing 911.

Sexual Assault Counseling may be obtained at 24 Hour Crisis Hotline (714) 957-2737.  
Emergency medical care may be obtained locally at:

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

### Operating Procedures

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

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

## Drug and Alcohol Use

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

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



- The possession/consumption of alcoholic beverages by persons under the legal age, as identified by applicable federal, state or local law, on property owned or controlled by the University or as part of any University activity.
- The consumption of alcoholic beverages by all students, faculty and staff so as to adversely affect academic or job performance and endanger the physical well-being of other persons or oneself, 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.

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

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

For information on preventing drug, alcohol abuse and the consequences of drug use please visit the following website [www.whitehouse.gov/ondcp](http://www.whitehouse.gov/ondcp).

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

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

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

### **34 CFR 668.40 - Conviction for possession or sale of illegal drugs**

(a)(1) A student is ineligible to receive title IV, HEA program funds, for the period described in paragraph (b) of this section, if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV, HEA program funds. However, the student may regain eligibility before that time period expires under the conditions described in paragraph (c) of this section.

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

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

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

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

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

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





- (2) Sale. Except as provided in paragraph (c) of this section, if a student has been convicted—
- (i) Only one time for sale of illegal drugs, the student is ineligible to receive title IV, HEA program funds for two years after the date of conviction; or
  - (ii) Two or more times for sale of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for an indefinite period after the date of the second conviction.
- (c) If a student successfully completes a drug rehabilitation program described in paragraph (d) of this section after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program.
- (d) A drug rehabilitation program referred to in paragraph (c) of this section is one which—
- (1) Includes at least two unannounced drug tests; and
  - (2)(i) Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program;
  - (ii) Is administered or recognized by a Federal, State, or local government agency or court;
  - (iii) Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or
  - (iv) Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.
- (Authority: 20 U.S.C. 1091(r))

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

Students who knowingly or willingly provide misleading information face penalties including but not limited to a fine or prison.

## Teach-Out

It is the policy of TUI to ensure the viability of each and every one of its program offerings by committing sufficient resources dedicated to start and sustain approved programs. It is also the policy of TUI to ensure that no program is terminated or closed without proper and timely notice to students, faculty and staff. Decisions on continuation or termination of a program will be made only after formal review and careful consideration of findings.

### 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 extent possible, TUI will ensure the equitable treatment of students and will make every good faith effort to assist students in completing their respective programs by offering courses until each existing student enrolled in a program completes the program. No new students will be admitted to the program. Where appropriate and necessary, reinstated and readmitted students shall work with their academic advisor in choosing an alternative program.



Concentration/Certificates - In the event a decision is made to suspend, retire or otherwise terminate a concentration/certificate, to the extent possible, TUI 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 extent possible, TUI 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, TUI shall work with affected students to identify substitutions that would not hinder the student from timely graduation.

#### **University Closure Leading to Teach-Out**

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

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

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

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

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

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



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

## Complaint and Grievance Resolution

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

### Academic Grievance

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

### Non-Academic Grievance

Students are encouraged to resolve concerns involving a non-academic matter in an informal manner by first communicating with the appropriate administrative unit of TUI. The communication must be professional and clearly set forth the nature of the grievance. If the matter cannot be resolved informally between the student and the administrative unit, the student may submit the matter with supporting evidence to the Director of that unit. If the matter remains unresolved, it may be submitted to the appropriate Vice President. Students may contact the Student One Stop (SOS) Department for assistance and guidance.

### Complaint Resolution System

The formal Complaint Resolution System (CRS) is designed to provide rapid and definitive resolution of complaints requiring formal investigation for potential actions inconsistent with TUI policy, accreditation standards, state or federal regulations, including allegations of conflict-of-interest, discrimination or harassment. The complainant must indicate in the complaint that a serious effort was made to informally resolve the grievance. Upon receipt, complaints are forwarded to appropriate department supervisors for formal investigation and resolution. Upon resolution of the complaint, follow-up is conducted with the student before the case is officially closed.

### Third-Party Complaints

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



complaint will be conveyed to appropriate officials and may be shared with other parties as deemed appropriate.

### **Complaints to External Agencies**

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

All other complaints may be filed with the appropriate state agency in your state of residence. In California, complaints may be filed with the State Attorney General by contacting the Public Inquiry Unit of the California State Department of Justice using online forms available at:

[ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL), or by telephone (916) 322-3360 [Toll-free in California (800) 952-5225] or fax (916) 323-5341.

Students may access specific contact information for the various states using the following: [www.sheeo.org/stateauth/Complaint Process Links October 2011.pdf](http://www.sheeo.org/stateauth/Complaint%20Process%20Links%20October%202011.pdf).

## **Copyright Compliance Policy**

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

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

TUI has developed the following policy and plans to combat the unauthorized distribution of copyrighted material by users of the institution's network:

- Subject to exceptions contained in 17 U.S.C. §§ 107 and 108 ([www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)), it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright.
- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitute an infringement.
- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.



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

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://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](http://www.educause.edu/legalcontent).

### **Digital Millennium Copyright Act ("DMCA")**

Content owners or the person entitled to enforce a copyright on their behalf may notify TUI of any violation of a copyright on the University's system by sending a notice in the form required by the DMCA to Chief Compliance Officer, at [officeofcompliance@trident.edu](mailto:officeofcompliance@trident.edu).

### **University Plan to Address Copyright Infringement**

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

## **Computer Competence Requirements**

TUI has adopted the following specific competencies for incoming students.

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

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

## **Computer Hardware/Software Requirements**

In order to benefit from the unique features that TUI 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)

## Communication

All students, faculty, and staff must use the Trident University Email for the electronic communication of any topics related to TUI.

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

All students, faculty, and staff are expected to treat one another with respect. Negative emotions have no place in any communication directed to any member of the University. When upset for any reason, TUI members are encouraged to wait until they are less upset before sending any email or other communication. Information about proper “netiquette” may be found on the internet.

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



## Admissions and Transfer Policies

---

### Attending Trident University International

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

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

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

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

### Academic Participation and Substantive Interaction

Students are required to participate in their courses in a regular, timely and substantive manner. Regular, timely and substantive academic participation includes the following elements:

- Navigating through the course syllabus and modules to identify and understand course objectives/outcomes and the expectations of the professor.
- Engaging in the assigned readings for each module including viewing of all video, PowerPoint presentations or both in the course.
- Synthesizing the information from the assigned readings as well as any video or PowerPoint presentations.
- Posting substantive comments in the Threaded Discussions (TD) in all modules at a minimum of once per week for each module. Simple agreement or disagreement with comments posted by others will not be considered substantive interaction. In order for a student's Threaded Discussion comments to be considered substantive there must be explanations of agreement or disagreement, introduction of new ideas or personal experiences related to the subject matter.
- Conducting independent research for Case and Session Long Project (SLP) assignments, using the various TUI library databases as well as sites on the internet bearing on the subject matter of the curriculum which may include government and educational sites.
- 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 module due dates.
- Incorporating professor feedback into subsequent assignments and modules.
- Attending and participating in online conferences where applicable.
- Preparing and submitting the self-reflective essay.
- For students in the dissertation phase of the Ph.D. program active participation requires substantive progress on the dissertation prospectus, proposal or final dissertation as guided by the Dissertation Chair and Committee. Students are required to submit progress reports every session.

The final grade will be based on the level of participation and quality of the assignments submitted.

Should obstacles arise which might preclude active participation or substantive interaction, students must immediately communicate with their professors, or academic advisors or both for guidance with respect to applicable University policies related to extensions, leaves of absence, grade appeals, petitions, withdrawals, etc.

NOTE: For purposes of determining the last date of academic participation, TUI uses the last date of activity, which TUI can readily document through its Student Services Systems, e.g. posting of a Threaded Discussion, submission of Case assignments or Session Long Projects, or dissertation activity by Ph.D. students.

## Admissions

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

Applicants are responsible for submitting a complete application package; including the application form available online at [www.trident.edu](http://www.trident.edu), listing all prior institutions attended. All students are required to have official transcripts on file with TUI for proper evaluation of transfer credits and a decision on admission to the University. Students are also required to execute the Enrollment Agreement and Disclosure form.

## Admission Requirements

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

### Bachelor's Degree Programs

- High school diploma or its equivalent
- A minimum GPA of 2.0 in High School
- High school transcript is required if a student has less than 24 credits of post-secondary education
- A minimum GPA of 2.0 from prior post-secondary education





- International students must provide proof of English proficiency (see section on English Proficiency).

### **Master's Degree Programs**

- Baccalaureate degree from an accredited college or university
- A minimum GPA of 2.5
- International students must provide proof of English proficiency (see section on English Proficiency).

### **Doctoral Degree Programs**

- Master's degree from an accredited college or university with at least 30 graduate level semester credits
- Proof of completion, with a grade of B or better, of one course in Research Methods or Statistics at the Master's or higher level. (If a student does not meet the research requirement, it may be met by successfully completing a Research Methods course from Trident's Master's program)
- A minimum GPA of 3.4 in the Master's degree in a related field. (An official transcript is required)
- Analytical and critical thinking skills sufficient for the doctoral program. (A sample of research oriented writing or publication must be submitted)
- Writing and oral communication skills. (An essay that includes current personal, intellectual and professional interests and why the applicant is applying to the degree program at TUI must be submitted)
- Current Curriculum Vitae
- Information technology skills sufficient to participate effectively in Trident's Ph.D. pedagogical model, including Internet skills to conduct research effectively
- International students must provide proof of English proficiency (see section on English Proficiency).

Certain academic concentrations may require further documentation to verify qualification for admission.

### **Admission is not Guaranteed**

Students and applicants concede that neither acceptance of an application nor unofficial transcripts, guarantee admission to TUI or the program of choice. Students enrolled in courses will have until the end of their second session to ensure that TUI has received all official documents required for admission to the University and program of choice. Students with missing official documents will be placed on an enrollment hold in their second session and will not be able to register for future sessions. Failure to provide official documents of all prior academic work, test scores, licensure, or certification as appropriate by the end of the second session may result in the delay or denial of admission or withdrawal from the University.

- Non-degree-seeking and non-certificate-seeking students are not required to provide transcripts of prior academic work.
- Certificate seeking students are required to provide official transcripts of all prior academic work including military transcripts.
- Undergraduate students are required to provide official transcripts of all prior academic work including military transcripts. High school transcript is required if a student has less than 24 credits of post-secondary education.



- Master's degree students are required to provide official transcripts from the institution granting the undergraduate degree.
- Doctoral students are required to provide official transcripts of their master's degree.

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

Please note that a student must be admitted to TUI to be eligible for tuition assistance through federal financial aid or any other form of tuition assistance programs.

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

To protect its character and standards, TUI reserves the right, and applicants concede to the University the right, to refuse or revoke admission to any student where:

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

Credit card payments are accepted through the online application. Students may mail in the application with a check or money order.

### **Non-Degree-Seeking (NDS) Students**

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

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

Terms and Conditions for enrollment:

1. Permission to attend TUI as a non-degree-seeking student does not guarantee admission to degree-seeking status. Students interested in a degree program must apply for and meet all admission requirements.
2. Undergraduate non-degree-seeking students may not complete more than 6 courses at TUI.
3. Graduate (Master's) non-degree-seeking students are required to provide proof of earned



undergraduate degree and may not complete more than 3 courses at TUI.

4. All credits successfully completed as a non-degree student may apply toward a TUI degree program if a student is later accepted for degree-seeking admission.
5. Non-degree-seeking students are not eligible to enroll in 600 and 700 level courses.
6. Non-degree-seeking students are not eligible for federal financial aid and certain other forms of tuition assistance. Students are urged to consult with advisors regarding limitations on tuition assistance.

## English Proficiency

Applicants whose first language is other than English must meet English proficiency requirements:

- Present an appropriate TOEFL score (500/173/61 for undergraduate, 525/197/71 for graduate, and 550/213/79 for Ph.D.) plus the TWE (Test of Written English) and TSE (Test of Spoken English) exam results. The TOEFL is administered by the Educational Testing Service (ETS). The Trident University ETS registration number is 4775.
- Present documentation for the equivalent of two years of study (secondary level and above) in a program where English is the medium of instruction.

## International Transcripts

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

## High School Students

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

## Home School Students

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

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



1. GED (General Educational Development Test) - Some states require that a home school student take the GED. (If your state requires a GED, then you must request the GED scores be sent to TUI).
2. Course Transcript (provided by outside source) - If affiliated with a home school program, academy, or consortium, the student should request that the outside source forward a copy of the official transcript. If the student is affiliated with an organization that does not provide transcripts, the family will be responsible for providing a transcript as instructed below.
3. Portfolio (provided by family source) - If the program has been customized by the family, a detailed portfolio, including a course transcript, is required. The person in charge of the home school program will be responsible for verifying the transcript as official and providing the full portfolio to meet the requirements described under "Academic Portfolio."

### Documentation

The following documents are required to evaluate the academic background of home-schooled applicants:

- GED Results (if required by state of residence) or Course Transcript (provided by home school program) or Academic Portfolio ([Click here](#) for detailed description of portfolio requirements);
- 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 recommended (but not required):
  - SAT or ACT Scores of at least ACT composite 21 or SAT combined math and critical reading total of 1000 would strengthen a prospective student's application to TUI.

NOTE: All application materials must be received by the application deadline.

### Catalog Rights

The content of the University catalog may be changed at any time as deemed appropriate or necessary by the TUI Administration. Calendars, academic degree and program requirements, policies, and fees are subject to change at any time by official action of the University. Amendments to policies, procedures or program details which are approved between publication dates will come in the form of official Addenda and will be published on the University website. The online catalog and any applicable addenda will be considered definitive.

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

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



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

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

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

## **Additional Degrees and Concentrations**

### **Additional Bachelor's Earned at Trident University**

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

- Once a degree has been conferred, student must apply for admission to the additional Bachelor's degree and meet all admission requirements.
- The final GPA from the most recent degree will be considered for admission decision.
- Students pursuing an additional degree must select a program that is distinctly different from their previous degree(s).
- Students must meet standard degree credit, residency, 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.

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

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

### **Additional Master's with First Degree Earned at Trident University**

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



- Students must meet all specific requirements for the additional Master's degree not already satisfied by the previous degree(s).

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

- Students must apply for admission and meet all admission requirements.
- The final GPA from the most recent degree will be considered for admission decision.
- Students pursuing an additional degree must select a program that is distinctly different 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 completing a second concentration within a Bachelor's or Master's degree cannot use previously completed coursework from the first concentration to fulfill the requirements of a second concentration. Where concentrations have duplicate or overlapping courses, the Program Director will determine substitute courses. Completing the requirements for a second concentration does not qualify a student for a second degree.

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

#### **Additional Certificate**

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

#### **Limitations on Tuition Assistance**

Students must note that limitations on Title IV financial aid, military financial aid, 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.

## **Certificates**

TUI offers stand-alone certificates to provide post baccalaureate graduate students expanded knowledge including the latest information and research available in a specific field of study. Certificates do not qualify for Title IV federal financial aid and must be applied for separate from any degree program or concentration.



## Leave of Absence

---

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

Generally, when professional or personal obligations will prevent students from enrolling in any given session, a formal request for a Leave of Absence (LOA) must be submitted through the TUI Student Services System. Students must be currently enrolled in order to be eligible for an LOA. Students not officially or conditionally admitted to TUI 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 or sessions for which the leave is requested. Requests for an LOA must be received and approved prior to the module 1 due date in the session for which the LOA is sought. If the LOA is approved and course(s) which fall under the LOA timeframe are dropped, the student must follow the published University refund policies. In the event a student is incapacitated and unable to submit a timely request or provide advance notice, a family member or other authorized individual may make the written request, or the student may make the request at the earliest opportunity. The request will be approved if all requirements for the LOA are met and there is a reasonable expectation the student will return from the LOA. Once the student is reported as withdrawn an LOA cannot be approved.

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

When circumstances leading to the LOA impact an active or current session, a grade of Incomplete and extension may be sought for the current course(s). (See TUI's policy on Extensions and Grades of Incomplete). If the extension request is approved, the student must complete the course(s) by the deadline and return as an active matriculating student by the LOA return date.

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

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

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



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

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

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

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

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

### **Maximum Time to Degree**

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

NOTE: The maximum timeframes exclude any approved leaves or other breaks in enrollment.

Undergraduate students receiving Federal Financial Aid must complete their program of study within the above time-frame with no more than 150% of the semester credit hours required for the program, as measured by attempted credits including transfer credits (for example, a student requiring 120 semester credits to graduate, may not attempt more than 180 semester credit hours including transfer credits).

### **Transfer of Credits**

Credits are considered for transfer from any regionally or nationally accredited college or university, as well as ACE, CLEP, DANTES, CAEL and Excelsior. Decisions on the transfer of credits are ultimately at the discretion of the College Deans or designees. TUI may also accept foreign credits for transfer with





appropriate foreign credential evaluation by a recognized agency. Students may refer to [www.naces.org](http://www.naces.org) to select an evaluation agency. 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.

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

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

A grade of "D" in a transferrable course will count towards the total number of credits completed towards the Baccalaureate degree. Grades of "D" transferred into Trident will not fulfill the English or Math General Education Requirement or program core and upper division requirements.

### **Military Credit**

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

Transcripts may be obtained through the appropriate homepages at ARMY (JST) – <http://jst.doded.mil>, or NAVY/MARINES - <http://jst.doded.mil>. Transcripts from the Community College of the Air Force (CCAF) – <http://www.au.af.mil/au/ccaf/transcripts.asp>, and US Coast Guard Institute – <http://www.uscg.mil/hq/cgi/> are also available for order.

Additional informational links to other service pages can be found on the ACE website [www.acenet.edu/AM/Template.cfm?Section=Home](http://www.acenet.edu/AM/Template.cfm?Section=Home). Choose "Programs and Services" from the top menu and then "Military Programs".

Credit will be granted for military coursework if deemed academically transferable at the university level. Credit for military occupation specialty will only be awarded for primary/rating status with duty dates posted and served in excess of one year. No credit is awarded for any secondary status. Unless already articulated to a course(s) at TUI, military duty as outlined above will be accepted to TUI as



undergraduate general elective credit with a maximum of 28 semester credit hours from military occupational specialty under TUI's Professional, Technical and Vocational Credit policy. Military duty directly articulated to a course will not count towards the 28 credit maximum.

To receive credit, all official documents, including military transcripts, must be submitted to TUI.

## **Professional, Technical and Vocational Credit**

TUI recognizes the value in the variety of ways in which learning occurs. There are some limits, however, to the types of credits that can be used toward graduation. 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 credit hours. Transfer credits earned at a nationally accredited institution will be considered PROTEC credit, with the exception of credits earned at institutions accredited by the Distance Education and Training Counsel Accrediting Commission and the Accrediting Council for Independent Colleges and Schools.

Students pursuing a BSBS program may be awarded up to 28 credits under the PROTEC policy for the following: a conferred AA/AS degree, certificate, current licensure, diploma from an accredited institution, or primary Military Occupational Specialty/rating held for a period of greater than one year in a health related field of practice.

## **Block Transfer Policy**

Students who have earned ACE-evaluated military credit or civilian credit that does not have a direct equivalency at Trident University International may be awarded block transfer credit. This credit may be used to satisfy program and/or University requirements if relevant and approved by the College Dean. This policy does not supersede the transfer credit limits set forth in the Military Credit or Professional, Technical and Vocational Credit policies.

## **Prior Learning Policy**

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

### **Credit by Examination:**

- Advanced Placement (AP) Credit <http://www.collegeboard.com/student/testing/ap/about.html>  
Trident University only awards credit for AP test scores of 3 and higher, if it is equivalent to current course offering. 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.getcollegetcredit.com/>



- Excelsior College Examinations <http://www.excelsior.edu/static/exams/CLEP/DANTES/Excelsior> submit official documents to the Registrar's Office to determine credit.

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

Trident may award credit for military or civilian training based on the recommendations in the ACE guide.

### **Prior Learning Assessment (Portfolio Based)**

Trident is a member of The Counsel for Adult & Experiential Learning (CAEL), and a pilot-member of CAEL's Learning Counts program. Learning Counts is a prior learning assessment program that is designed to evaluate and assess an individual's life learning for college credit

<http://www.learningcounts.org/>.

- A **maximum of 30 hours** may be earned through Portfolio-based Prior Learning Assessment, this does not apply to the credit by examination and ACE Evaluated Military Credit described above.
- Portfolio-based Prior Learning Assessment only applies to undergraduate courses.

Academic credit earned through any combination of the Prior Learning opportunities described above is subject to the Transfer Policy as stated in the University Catalog.

## **Withdrawal**

Students who wish to withdraw from the University, an ongoing session or a course in an ongoing session after the published drop deadline, must submit a request in writing to the Office of the Registrar. If approved after review, the student will be deemed as **officially withdrawn with a grade of 'W' assigned for the course(s) in an ongoing session**. Such request can only be made prior to the official ending date of the session and will not be considered retroactively. Students requesting to withdraw will be responsible for all applicable tuition and fees.

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

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

### **Unofficial Withdrawal**

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

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



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

### **Military Withdrawal**

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

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

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

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

## **Readmission and Reinstatement**

Students wishing to resume their studies at TUI following an unapproved absence of less than a year may be reinstated upon request under the same academic status, provided that the student was in good standing (meeting GPA requirements) at the time the absence began. No formal application process is required; however, students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions during their absence. Academically disqualified students are not eligible for reinstatement.

### **Academically Disqualified Students**

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

### **Students with Unapproved Absences Exceeding One Year**

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



Readmission to TUI will be determined by the Registrar based on student status when leaving the institution including GPA, number of courses remaining, academic warning status, etc. Notice of readmission will be sent by the Registrar to the student.

### **Withdrawn Students**

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

### **Readmission of Service Member**

To minimize the disruption to the lives of persons performing service in the uniformed services, allowing a student to return to the institution without penalty for having left because of such service, TUI will promptly readmit service members with the **same academic status**. Student Agreements for military students with breaks in attendance of five years or less will not be invalidated and a student's activity will not be exclusively defined by taking courses with the home college.

- There will be no fee for students wishing to be readmitted. Students who reenter must provide any updated transcript information from all other institutions attended during the time of deferment or break in enrollment from TUI (including CLEP, JST, etc.).
- A service member will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status prior to going into a deferred status.
- A service member will be entitled to rights and benefits they had prior to going into a deferred status.
- A service member will be readmitted to the same program unless the service member requests or agrees to admission to another program (if the program is no longer offered, the service member will be readmitted to the program that is most similar).
- A service member will be readmitted with the same tuition charges as when the service member left unless the service member's military benefits will pay increases, if any, but never more than the institution is charging other students.
- If a service member is not prepared to resume the program where the service member left off or is unable to complete the program, the institution must make reasonable efforts\* (at no additional cost to the service member) to help the service member become prepared, or to enable the service member to complete the program including, but not limited to, providing refresher courses.
- A service member must meet the following criteria to be eligible for readmission:
  - Provide notice of absence for service;
  - Cumulative length of absences does not exceed five years; and,
  - Provide notice of the intent to return to TUI. Please see DOE guidelines for clarification of the aforementioned criteria.

\*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.



---

### **Denial of Readmission**

If TUI determines that there are no reasonable efforts to be taken to prepare the service member to resume at the point where the service member left off, or to enable the service member to complete the program, readmission may be denied. Please see DOE 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
- Due to 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.



## Course and Grading Policies

---

### Grades

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

### Grading and Academic Performance

TUI uses the following grading scale:

- A = 4 grade points per semester credit
- B = 3 grade points per semester credit
- C = 2 grade points per semester credit
- D = 1 grade point per semester credit
- F = 0 grade points per semester credit
- W = Withdrew, assigned to course(s) after the add/drop period, not included in the GPA calculation
- WM = Military Withdrawal, not included in the GPA calculation
- I = Incomplete, not included in the GPA calculation
- R = course repeated, not included in the GPA calculation
- NP = Not Progressing, not included in the GPA calculation (for doctoral dissertation only)
- PR = In Progress, not included in GPA calculation (Issued ONLY for 699 and 700 level courses in doctoral programs)
- P = Passing, credit earned, but not included in the GPA calculation (for doctoral dissertation only)

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

The following numeric grade values are assigned for each credit:

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

### Add and Drop Policy

The length of add and drop period is two weeks from the start of the session. Students are responsible for the management of their course registration and status through the student services system. 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.

## Grade Challenges

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

### Modular Assignment Grades

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

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

### Final Course Grades

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

1. A grade challenge must be submitted to the professor of record within five business days after the official final grade notice.
2. The professor shall issue a formal response to the grade challenge within five business days of receipt.
3. Grade challenges denied by the professor may be appealed to the Faculty Lead within three business days after formal response from the professor.
4. The Faculty Lead shall issue a response to the appeal within five business days of receipt.
5. If approved by the Faculty Lead, a grade change recommendation shall be submitted to the Office of the Registrar.
6. In the event of denial by the Faculty Lead the student may appeal to the Program Director (or designee) of the appropriate program.





7. Any appeal to the Program Director shall be submitted within three business days of the response from the Faculty Lead. The student's appeal to the Program Director must include the following:
  - a. A statement clearly identifying the course, the course number, the session and the professor.
  - b. The reason for the challenge and all relevant facts and documentation to allow the Program Director (or designee) to make a decision concerning the challenge.
8. The burden of proof for all grade challenges or appeals rests with the student who must clearly demonstrate that the grade being challenged or denial of earlier challenges were the result of error or discrimination, or were otherwise arbitrary or capricious.
9. The Program Director (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within ten business days of receipt of the student's appeal.
10. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

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

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

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



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

## **Cancellation of Failed Grades, Repeating Courses**

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

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

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

## **Extensions and Incomplete Grades**

It is the experience of TUI that students who pursue an uninterrupted course of study have the highest probability for successfully completing their degree programs. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience.

Course extensions may be granted when circumstances prevent students from completing and receiving a passing grade for a course. The extension (and associated assignment of a grade of "Incomplete") is not a student "right" but a courtesy. The request for an extension must be submitted via CourseNet for the instructor's approval for each specific course prior to established deadlines (2 weeks before the last



day of the session). The request will not be approved without satisfactory completion of all submitted assignments (Case, TD and SLP) in modules 1, 2, and 3. If approved, the 'Incomplete' grade will be assigned with an extension of up to 30 days past the end of the term in which the course was offered.

If the student's request for an extension is denied, the student may appeal the decision by contacting their Program Director within 72 hours. The Program Director will consider the Request for Extension Appeal based on the student's ability to show that the denial was unjustified, biased, or capricious.

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

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

NOTE: Any approved extension does not alter the financial obligations a student may have with TUI. Students must also comply with all tuition assistance and financial aid requirements.

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

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

## **Satisfactory Academic Progress – Academic Warning/Financial Aid Warning and Academic Dismissal**

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

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

- Students in the undergraduate programs must complete each undergraduate course with a grade of "D" (1.0) or better (note that a grade of "D" may not satisfy program and upper division course requirements) and maintain a cumulative GPA based on the below scale:



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

- Students in the graduate (Master) programs must complete each graduate course with a grade of "B-" (2.666) or better and maintain a cumulative GPA of 3.0 (B) or better for all graduate level coursework applying toward the degree.
- Students in the doctoral degree programs must complete each doctoral course with a grade of "B" (3.0) or better and maintain a cumulative GPA of 3.0 (B) or better for all courses applying toward the degree.

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

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

Students receiving a non-passing grade in any course are required to develop a plan with their academic advisors to repeat the failed course or otherwise satisfy course requirements at the earliest opportunity.

If all other requirements are met, financial aid students may be eligible for disbursements while on academic warning. Financial aid students who fail to meet SAP after the academic warning period are subject to losing their eligibility to receive additional funds. Undergraduate students may re-establish financial aid eligibility by raising the cumulative GPA to the minimum required for their grade level. Graduate students may re-establish financial aid eligibility by raising the cumulative GPA to the minimum required for graduation from the program.

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

Students with multiple failed grades will be subject to academic disqualification and dismissal. Approval of academic dismissal will be based on factors including, but not limited to, the number of failed grades, the student's overall past academic performance, the level of academic deficiency, and the student's



probability of achieving satisfactory academic standing within a reasonable time frame consistent with the University policy on the maximum timeframe for completion of a degree. Notice of academic dismissal will be sent to students by the Office of the Registrar and will become part of the student's permanent record.

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

## Graduation Honors Recognition

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

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

## Instructional Sessions

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

### Maximum COURSE Loads

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

## Medium of Instruction

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

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



## Tuition, Fees, and Financing

### Tuition and Fees

Tuition Rate Table				
Credential Level	Student Type <sup>1</sup>	Tuition Per Credit	Tuition Per Course	Tuition Per Program (assuming no transfer credits)
Bachelor's Degree	Standard	\$325	\$1,300	<b>\$39,000</b> ((\$40,300 for Bachelor of Science in Health Sciences)
	Military personnel	\$250	\$1,000	<b>\$30,000</b> ((\$31,000 for Bachelor of Science in Health Sciences)
	Military Spouse			
	Veterans			
	Retired Military			
Master's Degree	Standard	\$425	\$1,700	Master of Arts in Education - <b>\$15,300</b> Master in Business Admin. - <b>\$18,700</b> Master of Science in Emergency Disaster Management - <b>\$17,000</b> Master of Science in Health Administration - <b>\$17,000</b> Master of Science in Human Resource Management - <b>\$18,700</b> Master of Science in Health Sciences - <b>\$17,000</b> Master of Science in Information Technology Management - <b>\$15,300</b> Dual Degree - <b>\$27,200</b>
	Retired Military / Veterans	\$325	\$1300	Master of Arts in Education - <b>\$11,700</b> Master in Business Admin. - <b>\$14,300</b> Master of Science in Emergency Disaster Management - <b>\$13,000</b> Master of Science in Health Administration - <b>\$13,000</b> Master of Science in Human Resource Management - <b>\$14,300</b> Master of Science in Health Sciences - <b>\$13,000</b> Master of Science in Information Technology Management - <b>\$11,700</b> Dual Degree - <b>\$20,800</b>



### Tuition Rate Table

Credential Level	Student Type <sup>1</sup>	Tuition Per Credit	Tuition Per Course	Tuition Per Program (assuming no transfer credits)
	Military Spouse	\$300	\$1200	Master of Arts in Education - <b>\$10,800</b> Master in Business Admin. - <b>\$13,200</b> Master of Science in Emergency Disaster Management - <b>\$12,000</b> Master of Science in Health Administration - <b>\$12,000</b>
	Military personnel			Master of Science in Human Resource Management - <b>\$13,200</b> Master of Science in Health Sciences - <b>\$12,000</b> Master of Science in Information Technology Management - <b>\$10,800</b> Dual Degree - <b>\$19,200</b>
Doctoral Degree	Standard (Excluding 703 and above Dissertation Continuation courses)	\$850	\$3,400	<b>Coursework:</b> PhD in Business Admin. - <b>\$47,600</b> PhD in Health Sciences - <b>\$47,600</b> PhD in Education - <b>\$47,600</b> <b>Dissertation:</b> All Dissertation Continuation courses are \$850 per continuation course. Totals will vary based on dissertation completion date.
	Military personnel	\$765	\$3,060	<b>Coursework:</b> PhD in Business Admin. - \$42,840 PhD in Health Sciences - \$42,840
	Military Spouse			PhD in Education - \$42,840
	Veterans			<b>Dissertation:</b> All Dissertation Continuation courses are \$765 per continuation course. Totals will vary based on dissertation completion date.
	Retired Military			
Certificate / Non-degree	Subject to the same standard and reduced tuition rates at the applicable Bachelor's and Master's levels.			

<sup>1</sup>Tuition listed for military personnel, military spouse, Veterans, Retired military is applicable only to students who meet the eligibility requirements for the relevant tuition assistance or discount program. Other tuition assistance or discount programs may be available. Applicable terms and conditions of all tuition assistance and discount programs may be found on the University Website. The University reserves the right to change the terms and conditions of any tuition or discount program or to



discontinue it at any time. TUI makes no guarantee regarding qualifications or eligibility for any particular tuition or discount program.

**Other Fees:**

<b>Application fee for Ph.D. programs – Nonrefundable (no application fee for Bachelor and Master's programs)</b>	\$75
Student ID Card (optional)	\$10
Official Transcript (per copy)	\$10
Lab Fee for students enrolled in courses with lab portion (Optional)	\$59
Official Transcript “Rush Fee”	\$25
Additional Diploma	\$30
Other expedited fees	Varies based on region

### **Textbook and Course Materials**

All textbooks and course materials are on TUI's online Library, and available to students at no additional cost. Ph.D. students are required to purchase the SPSS statistical software package version as approved by the Ph.D. program.

**Methods of Payment**

TUI accepts military tuition assistance, Title IV Financial Aid, Veteran Affairs Benefits, Corporate Reimbursement, Check or Money Order.

TUI also accepts the following major credit cards: American Express, Discover, Master Card, and Visa.

**Installment Payments**

Students may arrange a payment plan with the finance department.

**Responsibility for Payment**

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





### **Suspension of Services**

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

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

### **Refund Policy**

**Drop** - Course(s) that a student elects not to take before or during the add/drop window (Day 1 to Day 14) of enrolled session.

**Course Withdrawal** - Course(s) that a student elects not to take after the add/drop window. *Please note: A grade of "W" will be placed in those course enrollments.*

**University Withdrawal** - Requests made by a student to drop from all courses within a given session or intent to not return for future sessions.

- Students submitting drop or University withdrawal requests prior to the start date of the session will receive a refund of 100% of the tuition paid or each course dropped.
- Students submitting drop or University withdrawal requests during the first four calendar days of the session will receive a refund of 75% of the tuition paid for each course dropped.
- Students submitting drop or University withdrawal requests between the 5th and 8th calendar days of the session will receive a 50% refund of tuition paid for each course dropped.
- Students submitting drop or University withdrawal requests between the 9th and 12th calendar days of the session will receive a refund of 25% of the tuition paid for each course dropped.
- Students submitting course or University withdrawal requests after the 12th calendar day of the session will not receive a refund.

Other state-specific refund policies may apply according to the student's state of residence. Please refer to the [State Specific Refund Policies](#) for further information.

### **Military Tuition and Military Discount Program (MDP)**

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

For more information visit [www.trident.edu/tuition-fees/military-discount-program/](http://www.trident.edu/tuition-fees/military-discount-program/).

TUI also accepts the GI Bill and VA benefits. Please contact [vahelp@trident.edu](mailto:vahelp@trident.edu) for details.



## Federal Financial Aid

---

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

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

### **Free Application for Federal Student Aid (FAFSA) Application**

The first step in applying for financial aid is to complete the FAFSA. Its purpose is to determine student financial need and several other eligibility factors established by the laws governing the federal student financial aid programs. It is very important to ensure all information is accurately entered on the FAFSA in order for accurate award amounts to be awarded. To begin the process and learn more about eligibility, please complete the application available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are encouraged to use the IRS data retrieval tool when completing their FAFSA to ensure accuracy of income information. The FAFSA must be completed each award year.

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

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

### **TUI Financial Aid Application**

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

### **Federal Pell Grant Program**

The Federal Pell Grant assists undergraduate students with financial need who are attending an eligible public or private postsecondary school. Pell Grants are only awarded to undergraduate students who have not earned a Bachelor's or professional degree. Pell Grants, which do not have to be repaid, are awarded to students based on need and their enrollment. The need is determined by the information provided by the applicant on the Free Application for Federal Student Aid (FAFSA). The amount the applicant will receive under the Pell Grant program is based on the cost of attendance 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 Stafford Loans. These loans may be subsidized by the U.S. government or unsubsidized by the U.S. government. For a subsidized loan (available to undergraduate students only), the U.S. government pays the interest on the loans while the student is enrolled at least half-time at an eligible postsecondary school. The subsidized loan is awarded based on financial need as determined by the information the applicant provides on the Free Application for Federal Student Aid (FAFSA). The unsubsidized loan is not awarded based on a student's need. If the student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest while enrolled in school, or allow it to accumulate. Accumulated interest will be added to the principal



amount of the loan and will increase the amount to be repaid. If the student makes interest payments while in school, the total cost of the loan will be less than if the student allows the interest to accrue.

PLUS loans are also available to parents with dependent students and graduate students who have reached the aggregate loan limits for subsidized and unsubsidized loans. PLUS loans require approval of credit from the U.S Department of Education prior to funds being awarded and disbursed.

For additional information regarding interest rates and loan limits please visit the U.S. Department of Education's Direct Loan website at [www.direct.ed.gov/](http://www.direct.ed.gov/).

### **Verification**

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

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

In order to be eligible for federal financial aid a student must be admitted to a degree program. Eligibility for federal financial aid is based on information provided on the FAFSA and other application documentation. To be eligible for Federal Financial Aid ("Title IV funds") a student must also be making Satisfactory Academic Progress (SAP) towards his or her degree plan (See Satisfactory Academic Progress policy). Any student who is not making Satisfactory Academic Progress under the standards of this policy may not be eligible to receive Title IV funds. There are two primary measurements that schools must use to establish student eligibility under SAP. They are qualitative (GPA) and quantitative (credit and week completion).

### **Academic Year and Disbursements**

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

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

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

First disbursements are released in the first session after completion of module 1. Second disbursements are released in the third session of a student's academic year if satisfactory academic progress has been met. In order for the second disbursement to occur in a timely manner, one-half of the academic year (first payment period) must be completed as follows:

- Graduate students must have successfully completed a minimum of 8 credit hours (2 courses) over 2 non-overlapping sessions.



- Undergraduate students must have successfully completed a minimum of 12 credit hours (3 courses) over 2 non-overlapping sessions.
- Successfully completed courses in which students received passing grades.

The second payment period is completed once the student has completed the second half of the academic year. Students will not become eligible to enter a new academic year until they have successfully completed a full academic year of 12 credit hours for graduate students and 24 credit hours for undergraduate students in a total of 36-weeks (3 non-overlapping sessions).

### **Credit Completion**

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

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

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

Courses dropped within the add/drop period are not counted towards attempted credits.

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

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

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

Although all grades other than “F” are considered passing for undergraduates, in order to graduate, students must earn a grade of “C” or better for all program and upper division course requirements.

### **Financial Aid Payment Periods & Enrollment Policy**

Students seeking federal financial aid must register for all courses they intend to take for the first payment period of their academic year. The regulations provide that the payment period is the period of time it takes a student to complete both half the number of credits and half the number of weeks of



instruction in the academic year. The first payment period is 24-weeks, which is two 12-week non-overlapping sessions. Students must be registered for both 12-week sessions prior to the start date of the first 12-week session in order to maintain eligibility to receive their first disbursement for the academic year. Undergraduate students are required to enroll for a minimum of 2 courses in each session and graduate students are required to enroll for a minimum of 1 course per session.

Federal Pell Grants and Federal Stafford Direct Loans are known as "Title IV Funds" or "Federal Financial Aid." Federal financial aid is disbursed based on student enrollment and attendance status and Satisfactory Academic Progress (SAP). Funds are awarded and disbursed in two payment periods each academic year (please refer to TUI's definition of academic year). A student's first payment period consists of the first two consecutive sessions of enrollment and half of the credit hours of the academic year (12 credits for undergraduate students and 8 credits for graduate students). If courses are failed or a break in enrollment taken the first payment period may be extended beyond the first two consecutive sessions. The second payment period begins with the session following successful completion of the first payment period. For students meeting SAP and credit completion requirements, this would normally be the third consecutive session of enrollment. Trident University disburses funds to the student's account after the student has completed module 1 of the first session in each payment period to apply to the student's tuition and/or cost of attendance. When a Title IV recipient ceases enrollment in all courses of a payment period before the end of the payment period 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.

### **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 no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

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. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

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

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

- the student does not complete all the days and credit hours in the payment period that the student was scheduled to complete;
- the student is not scheduled to begin another course within a payment for more than 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 TUI Financial Aid Department will complete the Federal Return to Title IV (R2T4) Worksheet provided by the U.S. Department of



Education. This worksheet is used to calculate the portion of the federal funds earned by the student and the portion (if any) to be returned (unearned by the student) to the U.S. Department of Education based on the student's last date of attendance. Attendance at our institution is defined as academic-related activity, such as submission of written assignments and threaded discussion postings or both. Course logins and reading assignments are not used in the determination of a student's last date of attendance. In particular, a student earns the federal student aid funds awarded on a prorated basis according to the percentage of the payment period the student completed based on the student's completion of assigned coursework.

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

- A complete description of the return policy with which the University must comply
- A dated letter disclosing return amounts and payment period information
- A copy of the student's Federal Return to Title IV (R2T4) form (upon request).

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

The amount of loan eligibility for any TUI student will be determined based on the average cost to attend the degree program, as determined by the Financial Aid Department, with appropriate reductions by the sum of:

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

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

#### **Exit Counseling**

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

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

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



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

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

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

When Title IV funds are received by TUI, students are notified electronically, via EFT notification, of all federal student loan disbursements. Students may cancel or decline those awards. If the total Title IV funds received is greater than the TUI charges on the students account for tuition and fees, a credit balance exists. Students must complete a Credit Balance Authorization Form to indicate how credit balances should be handled. Options include holding funds in the student account for application to future charges; return funds to the lender to reduce student's debt; or issue a credit balance check to the student. If the student selects to receive the credit balance, TUI will issue a check to the student for the credit balance within 14 days of the date funds were credited to the student's account. Students should therefore be vigilant about informing TUI of any address changes.

#### **Loan Cancellation**

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

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

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



[www.trident.edu](http://www.trident.edu)