



# TUI University

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

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## Introduction

TUI University was established as a branch campus of Touro College, NY, on July 1, 1998, by its founding President and CEO, Dr. Yoram Neumann. From the outset, TUI was organized and structured to be largely autonomous from the parent institution.

TUI was initially accredited as a branch campus of Touro College by the Middle States Commission on Higher Education. Touro College was subsequently re-accredited by Middle States 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 WASC in February 2005. After a change in control in October 2007, Touro University International is governed by a new board and its name was changed to TUI University (TUI). Under the new ownership, the TUI management team continues to lead the institution while the learning model, faculty, and staff maintain their central roles in the quality and vitality of TUI. TUI University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) and offers Federal Student Aid to its students.

The current President and CEO of TUI University is Mr. Ken Sobaski.

## TUI Mission

TUI administration faculty and staff are dedicated to achieving the university's mission to offer high quality degree programs (Baccalaureate to PhD), as a responsive institution to the needs of adult learners in various sectors by using an effective e-learning environment. TUI is striving to be one of the best e-learning universities recognized nationally and internationally for the quality of its academic programs, its student centered approach, highly qualified faculty and affordable education.

The university emphasizes the following goals for the attainment of its mission:

- Offer high quality degree programs
- Ensure student's educational goal attainment
- Be responsive to the education needs of diverse adult learners
- Take collective responsibility for a student centered approach
- Develop a culture of evidence to support continuous improvement of teaching and learning
- Provide diverse perspectives to develop in-depth knowledge and broad understanding of respective fields of study
- Develop students' skills in communication and critical inquiry
- Encourage responsible citizenship and ethical decision-making
- Foster and support faculty development activities to achieve high quality teaching and learning
- Recruit and retain highly qualified faculty and staff
- Foster and support effective learning utilizing advanced/appropriate technology
- Effectively align and manage fiscal and physical resources to provide exceptional value and maintain affordability
- Committed to quality and to provide evidence of accountability

To achieve **sustainable quality performance** in academic and administrative areas, by ensuring that all employees are part of a **quality chain** that achieves high quality learning and retention from application, to enrollment, to supporting matriculating students and through their successful graduation.

### **TUI University Learning Outcomes for undergraduate and graduate students:**

Graduates of TUI University should be able to:

1. Master the generally accepted theories, concepts, principles, and/or practices associated with their discipline enabling them to live and work productively in a diverse and global technologically advanced society.
2. Communicate clearly ideas in written form.
3. Identify issues analytically, with the ability to assess and evaluate problems, formulate solutions, and evaluate the consequences.
4. Discuss problems and issues from a variety viewpoints and methods of inquiry.

5. Develop knowledge, skills and abilities needed to function with integrity and make ethical choices in their field.
6. Be technologically proficient in accessing and using knowledge information, and will be able to gather information from a variety of sources, use information in an appropriate manner to address issues from different perspectives.
7. Evaluate and apply knowledge as a lifelong learner during and after completion of the degree.
8. Apply knowledge and problem solving skills in a social responsible manner in real world settings, and advance in his/her career of choice.

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## Academic Freedom

TUI University 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 assumption, 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 to be determined by the Vice President for Academic Affairs. It also implies the recognized role of the faculty to make recommendations regarding policy decisions which affect the educational program, to be considered for action by the Vice President for Academic Affairs and the 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 University.



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## Academic Honesty Policy & Procedures

TUI University has the following Policy and Procedures Regarding Academic Honesty:

### 1.0 Plagiarism – Academic dishonesty

Plagiarism is the act of using the work of another and representing it as your own. Plagiarism is one of the most serious infractions in an academic setting and subject to disciplinary action as set forth in section 1.3.

#### 1.1 What Constitutes Plagiarism

Plagiarism includes, but is not limited to, the following:

**Direct duplication** - Manual or electronic copying of the work of another, whether from an article, website, book, or another student's work;

**Paraphrasing** - Restating another's work with minor changes but maintaining the essence or meaning of the statement;

**Copy and Pasting** - Piecing together work of others, section by section and presenting the whole as original work;

**Submitting Prior Work** - Submitting one's own work, previously submitted in another course.

#### 1.2 Follow these simple guidelines to avoid plagiarism

Use your own words in referring to the ideas or concepts of others.

When you do use the idea of another, it is a common courtesy to give credit to the author/source. For example, you may state: "Another point of view, as espoused by Sam Smith, is that . . ."

Any phrase or quote up to two sentences that you take from another should be placed in quote marks and properly footnoted.

Any phrase or quote of more than two sentences that you take from another should be separated from the text of your report by single spacing and by indenting from both right and left margin. This is called "an offset quote." Properly footnote the source.

**Avoid plagiarism by following this simple rule: NEVER REPRESENT THE WORK OF ANOTHER AS YOUR OWN.**

#### 1.3 Procedure for Reporting and Resolving Charges of Plagiarism

Charges of plagiarism may be raised by any of the following:

- Professors
- Administrators
- Peers

The following procedures shall apply when a student is suspected of plagiarism:

1. The charging party (if other than the professor) shall first present the relevant details to the professor for the course in which plagiarism is suspected.
2. The professor shall contact the suspected student and discuss the suspicion in a confidential manner. At this first stage, the professor shall not disclose the identity of the charging party (if other than the professor).
3. After communicating with the suspected student and receiving the response and explanation from the student, the professor may do any of the following:

Direct the student to resubmit the assignment in question

Assign a failing grade for the assignment in question

Recommend a failing grade in the course (Such recommendation shall apply to serious cases of plagiarism and shall first be submitted to the Dean's office for approval)

4. If the plagiarism continues, the professor shall assign a failing grade for each assignment proven to contain plagiarized work, and refer the matter to the Dean's office.
5. The Dean's office shall then contact the student and request a formal response to the charges of continued plagiarism. At the option of the student, a hearing may be conducted on the matter.
6. After review of the charges and response by the student, or the outcome of hearing should one be requested by the student, the Dean or Dean's designee shall render a decision in writing. The decision of the Dean or Dean's designee may include, but is not limited to:
  - Suspension for a term not to exceed two sessions
  - Expulsion from the University

**Any decision of the Dean or Dean's designee shall become part of the student's record.**

#### **1.4 Right of Appeal**

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

Any decision rendered by a professor may be appealed to the Dean's office.

Any decision rendered by the Dean's office may be appealed to the Office of the Vice President for Academic Affairs.

In all cases, the decision of the Vice President for Academic Affairs shall be final and not subject to any other proceedings.

## Academic Participation/Substantive Interaction

TUI University 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 understanding course expectations by the professor.
- Engaging in the assigned and background readings for each module including viewing of video and/or PowerPoint presentations by the professor.
- Posting **substantive** comments in the threaded discussions in CourseNet - 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.
- Preparing modular Case and SLP assignments – communication with the professor for clarification of expectations and guidance.
- Submitting modular Case and SLP assignments via CourseNet at the end of each module. Students may refer to the academic calendar for specific modular due dates.
- Incorporating professor feedback into subsequent assignments and modules.
- Attending and participating in on-line conferences where applicable.
- Preparing and submitting the self-reflective essay.
- For students in the dissertation phase of the PhD program active participation requires substantive progress on the dissertation prospectus, proposal or final dissertation as guided by the Dissertation Chair/Committee.

Should obstacles arise which might preclude active participation or substantive interaction, students must immediately communicate with their professors and/or advisors for guidance with respect to applicable university policies related to extensions, leave of absences, etc...

For purposes of determining the last date of such activity, TUI uses the last date of activity which TUI can readily document through its student services systems (CNSSS and CourseNet), i.e. posting of a threaded discussion, submission of case assignments or session long projects, and dissertation activity by PhD students.

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## Academic Probation and Academic Disqualification

Students who receive failing grades or who fail to maintain the required grade point average for their respective degree programs will be placed on academic probation. Students will receive formal notice of probation via e-mail from the Office of the Registrar. The notice will also include the requirements to be met by the student. A copy of the notice will become part of the student's permanent file.

Students are expected to maintain the following minimum grade point averages.

Students in the undergraduate programs must complete each undergraduate course with a grade of "C" (2.0) or better and maintain a cumulative GPA of 2.0 (C) or better for all coursework applying toward the degree.

Students in the graduate (Master) programs must complete each graduate course with a grade of "B-" (2.67) 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.

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

Students with multiple failed grades will be subject to academic disqualification. Approval of academic disqualification 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 disqualification will be sent to students by the Office of the Registrar.

Academically disqualified students may submit a one-time appeal/request for reconsideration to the Dean of their respective college.

## Accreditation

TUI University (formerly Touro University International) is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001.

### **Add and Drop Policy**

Students are responsible for their course registration management and status. Particularly, all students should check their registration status record 72 hours following any change request. If the change request (adds, drops, or withdrawal) does not appear in their record, students must immediately contact the office of the registrar or their educational advisor.

The student will be requested to provide supporting documents if there is a discrepancy between his/her registration record and the university registration record.

## Admissions to TUI University

Applicants are responsible for submitting a complete application package; including the application form available online at [www.tuiu.edu](http://www.tuiu.edu)

Applicants must authorize TUI University to request official transcript(s) on their behalf. (This is for U.S. Based institutions only. Students who have completed CLEP, DSST or military training (including AARTS, SMART), are responsible for providing those official documents to TUI University directly)

Remit \$75 nonrefundable application fee (for Ph.D. programs only). Credit card payments are accepted through the on-line application. Students may mail in the application with a check or money order.

TUI University will confirm receipt of the application within 24 business hours during the work week.

Applicants whose first language is other than English must meet the English Proficiency requirements of TUI. Please refer to the English Proficiency section under the catalog.

## English Proficiency Requirements

TUI University uses the standardized Test of English as a Foreign Language (TOEFL) for its primary measure of English Proficiency. Students who have TOEFL scores reported to TUI University should reference TOEFL code number **4775**. Students applying for the **Bachelor's**, **Master's** and **Ph.D.** programs must present a minimum TOEFL score of 500/173/61, 525/197/71 and 550/213/79 respectively.

Test of Written English and Test of Spoken English are required from students whose first languages are other than English.

Students whose first language is other than English but have the equivalent of at least **two years** secondary or post-secondary education where the primary medium of instruction is English are deemed to have met the English proficiency requirement.

## High School Senior

TUI University allows high school senior take undergraduate level courses (as non degree-seeking students) with below requirements:

- Must have a cumulative high-school grade point average of at least 3.0.
- A letter of recommendation from high-school counselor.
- A letter of permission from parent (if minor)
- An official copy of high-school transcript.
- May only take 100 and 200 level courses at TUI University.

Taking TUI course doesn't guarantee admission to TUI University. If you wish to attend TUI University after high school, you must follow all regular admission process.



## Home School Students

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.

**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)

**Student Transcript (provided by outside source)** If affiliated with a home school program, academy, or consortium, the students 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.

**Student Transcript (provided by family source)** If the program has been customized by the family, a detailed transcript is required. The person in charge of the home school program will be responsible for verifying the transcript as official.

If the family provides the student transcript, the following information is required for an accurate transcript:

- A. Name of Class
- B. Grade for Each Class
- C. Program Used for Each Class

If students have used an outside curriculum, this must be indicated next to the course.

Ex: Algebra I (Saxon)

If students used the same curriculum for all classes except certain classes, please state so on the transcripts.

Ex: "All classes except those otherwise noted are "Alpha Omega."

If textbooks were used for certain classes, the names of the textbooks must be provided.

D. Signature - Provide name and signature of the person(s) in charge of the home school.

E. Date of Graduation on the Final Transcript

A final transcript is required that must include a date of graduation.

## Catalog Rights

While approved by the TUI Administration, the content of the university catalog may be changed as deemed appropriate. Calendars, academic degree and program requirements, policies, and fees are subject to change at any time by official action of TUI University. Updates will be made in the online version of the catalog for each applicable session. The online version of the catalog for each applicable session is 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 University to protect the interests of students with respect to curriculum and degree/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 began course work at TUI University; or
- The catalog which is in effect at the time the student returns following a break in enrollment (up to a maximum of 5 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 University.

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

Students declaring or changing degree program/concentration will be subject to the requirements in affect at the time of the declaration or change.

Catalog rights of students cannot supersede any 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.

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## Computer Competence Requirements

TUI has adopted the following specific competencies for incoming students.

Ability to perform the basic functions in a Windows operating system. These include:

- 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

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## Computer Hardware Requirements

In order to benefit from the unique features that TUI University provides, students will need to have access to a computer with the following configuration.

- Minimum: a Pentium II chip with at least 300 - 350 MHz or faster
- At least 128 Megabytes of RAM
- A CD-ROM drive
- Speakers and a sound card
- A minimum of 56 k Internet connectivity provided by your Internet Service Provider (ISP)

Recommendations for Ph.D. students:

- Minimum: a Pentium III chip and at least 450 MHz or faster.
- At least 256 Megabytes of RAM
- Headphones with microphone

To eliminate foreseeable technical problems, TUI University will provide all students with one copy of Office 2000 (MS Word, Excel, and Power Point) upon request.

## Drug Policy

Students completing the Free Application or Federal Student Aid (FAFSA) must ensure that the application is completed in its entirety including Section One Question #31. Students who do not answer the question are disqualified.

Pursuant to 34 CFR 668 a student who has been convicted of possessing drugs is not eligible for financial aid under Title IV of the Higher Education Act aid for:

- 1 year period from the date of conviction for the 1 st offense.
- 2 year period from the date of conviction for the 2nd offense.
- Indefinite period from the date of conviction for the 3rd or subsequent offense(s).

Students convicted of selling drugs are not eligible for aid for:

- 2 year period from the date of conviction for the 1st offense.
- Indefinite period from the date of conviction for the 2nd or subsequent offense(s).

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.

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 can be fined \$20,000, sent to prison or more.

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## **E-mail Communication Policy**

All students, faculty, and staff must use the TUI E-Mail System for the electronic communication of any topics related to TUI

It is TUI University Policy to always maintain respectful, professional, and polite conduct in all its communications and by all of its members. The speed, at which email can be sent, however, 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 kinds of emails are not acceptable.

All members of TUI University (students, faculty, staff, and administration) are expected to treat one another with respect. Negative emotions have no place in any email sent to any member of the University. When upset for any reason, TUI members are encouraged to wait until they cool down before sending any email.

Any member of TUI University sending an irate, sarcastic, or rude email to another member of the University will be subject to disciplinary action by the Vice President for Academic Affairs. Repeated violations of this policy will be subject to further disciplinary action up to and including dismissal from TUI University.

## Incomplete Grades and Extensions

Grades of Incomplete may be assigned when extenuating circumstances prevent students from completing and receiving a passing grade for a course. The assignment of a grade of Incomplete is not a student "right" but a courtesy. The request for a grade of Incomplete must be submitted via the Student Services System link for each specific course prior to the published deadline. The request will not be approved absent a showing of academic participation and progress. (Completion of all assignments in module 1 constitutes academic participation and progress.) Where extenuating circumstances prevent academic participation and progress students must contact the Program Director for their respective program. Once approved, the 'Incomplete' grade will be assigned with an extension for 90 days. Based on the nature of the program and courses, PhD Students in Required Core Courses (Live Courses) and Dissertation Continuation Courses are not eligible for a grade of Incomplete.

If the student fails to complete the course by the deadline, the Incomplete grade is changed to an F (or the appropriate letter grade based on the course work submitted to date). If the student fails to complete the course and military/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 calculation based on last date of academic activity. Students are urged to familiarize themselves with the requirements and restrictions imposed by applicable funding or tuition assistance entities.

## **Federal Financial Aid**

TUI University offers Federal Pell Grants, Federal Stafford Loans and SEOG, ACG for eligible students.

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 to receive Federal Pell Grants, FSEOG and FFELP.

### **Academic Competitiveness Grant (ACG)**

The ACG program is for Pell eligible students only and a student may receive only two ACG awards. Students must be full time in an associates, bachelors or combined undergraduate/graduate degree program or in a two-academic-year program acceptable for full credit toward a bachelor's degree. The student aid report will note eligibility and TUI University will review in detail.

### **Federal PII Grant Program**

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 levels. The need is determined by the information provided by the applicant on the Free Application for Federal Student Aid (FAFSA). The FAFSA must be filed each award year. How much the applicant will receive under the Pell Grant program is based on the cost of attendance, and the applicant's enrollment status as a part-time (half-time or less than half-time) or full-time.

### **Federal Education Loans**

These loans are guaranteed by the US Department of Education and may be subsidized by the U.S. government or unsubsidized by the US government. For a subsidized loan 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 Federal Stafford 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 FAFSA must be filed each award year. The Federal Stafford unsubsidized loan is not awarded based on 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.

### **National SMART Grant (Science and Mathematics Access to Retain Talent)**

The SMART grant is for Pell eligible students that are US citizens, enrolled in the third or fourth year of study have a GPA of 3.00 and you must meet the requirements of CIP (Classification of Instructional



Programs code list). If you qualify for this grant your student aid report will note the eligibility, and TUI University will review your file in detail.

### **FAFSA Application**

The first step in applying for financial aid is to complete the free 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. To begin the process and learn more about eligibility, please complete the application available online at the following link: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) **The TUI University - school code 041279 (TUI University, Cypress, CA)** Please contact the TUI University financial aid office when you receive your Student Aid Report (SAR).

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

### **Policy for Return of Title IV Funds to Lenders When Students Cease to Be Enrolled Prior to the End of a Payment Period**

Federal Pell Grants and Federal Stafford Loans are also known as "Title IV Funds" and "Federal financial aid." Federal financial aid is disbursed based on student enrollment status for each payment period. A payment period (term) is two consecutive sessions of enrollment. There are two terms each academic year. Summer and fall sessions constitute the first term; winter and spring sessions constitute the second term. When a Title IV recipient ceases enrollment in all courses of a payment period before the end of the payment period the student may be ineligible for a portion of the Federal student aid awarded for that payment period. To determine if any Federal funds must be returned by the student or TUI the TUI Financial Aid Department will complete the Federal Return to Title IV (Federal student aid) Worksheet provided by the U.S. Department of Education. This worksheet is used to calculate the portion of the Federal funds awarded for the term that has been earned by the student. In brief, a student earns the Federal student aid funds awarded on a pro rated basis according to the percentage of the term the student completed based on the students completion of assigned coursework. Once a student has completed 60% of the payment period, the student is deemed to have earned 100% of the funds. This percentage is the basis for the computation of the return, if any, to the Federal student financial aid programs including both the Stafford Loan and the Pell Grant programs. For students who drop all classes, the date the student ceases to be enrolled will be the date the student notifies the TUI Registrar that he/she is dropping all classes for that session or the date that the student was last engaged in a learning activity. 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 Director of Financial Aid will send to the student the following notifications:

- A complete description of the refund policy with which the University must comply.
- The requirements for the treatment of Title IV funds when a student ceases to be enrolled prior to the end of the term.

- The requirements and procedures for officially withdrawing from the University.

### **Policy on Determination of Amount for FFEL loans**

The amount of FFEL loans eligibility for any TUI student will be determined following these three steps.

The cost to attend the degree program will be determined.

That amount will be reduced by the sum of:

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

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

### **Policy on Exit Counseling**

Whenever a TUI FFEL student leaves the system, that student will receive exit counseling. This will include students who leave the system for any reason:

- 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.
- The Registrar and the Financial Aid Loan Coordinator will identify all such students each session and provide on-line exit counseling with e-mail notification of this counseling.

The exit counseling will include:

- A sample loan repayment schedule passed on the total indebtedness incurred while at TUI.
- Available options for loan repayment to include the standard, extended, graduated, and income-contingent/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.

- 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 SFA 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, social security number, driver's license number, address of next of kin, and name and address of employer or anticipated employer.

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

When Title IV funds are received by TUI, they will be credited to the individual student accounts within 3 days. Students are notified electronically of all federal student loan disbursements and may cancel or decline those awards. If total Title IV funds disbursed for a term is greater than TUI charges, and a credit balance exists, TUI will send the student a check for the credit balance within 14 days. Student should therefore be vigilant about informing TUI of any changes in address.

While nearly all funds are received electronically, TUI occasionally receives student loan proceeds in the form of a paper check made co-payable to TUI and the student. The student must endorse the check before it can be negotiated and posted to the student's account. The Bursar's office will forward the check to the student for endorsement. When the endorsed check is received by TUI, at this time TUI will immediately deposit it and the funds will be posted to the student's account. Any credit balance will be sent to the student no later than 14 days after that posting.

### **Policy on Loan Cancellation**

When TUI credits any student's account with FFEL funds, the student will receive notice for 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 either in writing or electronically but if sent electronically, a record will be maintained of the receipt of the notice. If a student notifies TUI that he/she wishes to cancel all or a part of a loan, TUI must return the loan or cancel or do both within 14 days of sending the notice described above, or if that notice is sent more than 14 days prior to the start of the payment period, on the first day of the payment period. If the student requests a loan cancellation after this period, TUI may return

the loan proceeds or cancel the loan, or do both in accordance with the applicable program regulations. TUI must inform the student either in writing or electronically as to the outcome of any request for loan cancellation.

### **Satisfactory Academic Progress (SAP) for Federal Financial Aid Students**

To be eligible for Federal financial aid (also known as “Title IV funds”) a student must be making satisfactory academic progress in his/her degree plan. Any student who is not making satisfactory academic progress under the standards of this policy cannot 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 completion).

#### **Grade Point Average (GPA)**

For financial aid purposes, Cumulative GPA is assessed once prior to each award letter and again prior to each disbursement. At TUI, a student is deemed to be making satisfactory academic progress by maintaining the following minimum grade point averages:

Students in the undergraduate programs must complete each undergraduate course with a grade of "C" (2.0) or better and maintain a cumulative GPA of 2.0 (C) or better for all coursework applying toward the degree.

Students in the graduate (Master) programs must complete each graduate course with a grade of "B-" (2.67) 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.

If a student is not meeting the minimum cumulative GPA requirement, the student will be placed on Title IV Probation for one session. If at the end of the Title IV Probation session the student still is not meeting the cumulative GPA requirement, the student will be deemed to not be making SAP and will not be eligible for Title IV until such time as all standards of SAP are met.

**Please note: Title IV Probation relates to the SAP determination of students receiving Title IV student aid and is separate and distinct from a student’s academic status as determined by the University’s Academic Probation Policy.**

#### **Credit Completion**

To meet the credit completion requirements, students must be making progress (earning credits) at a rate to ensure they will complete their educational program (degree plan) in no more than 150% of the total credits required to graduate from the program. Students must successfully complete at least 67% of all attempted credits. “Successfully completed” credits, solely for purposes of SAP and Title IV eligibility, are those for which the following grades are awarded:

Undergraduate level courses: A, A-, B+, B, B-, C+, C

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

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, SAP will be recalculated. If SAP is 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.

**Students are urged to contact their financial aid advisor regarding continued eligibility and their academic advisor regarding academic performance and graduation requirements.**

Transfer credits are counted as attempted and completed credits. This quantitative assessment is made at the end of each academic year. Students who do not meet this standard are not eligible for Title IV funds until they meet all terms of the SAP standards. If a student not making SAP achieves SAP during a session, the student will become eligible for the entire session.

If a student repeats a previously failed course, the credits from both the original and the repeated course are considered credits attempted for SAP and Title IV eligibility purposes. Students who successfully repeat a previously failed course may request that the prior failed grade be cancelled for purposes of transcript cumulative GPA only. The grade for the repeated course will remain on the TUI transcripts. The conditions for the repeat and cancel are as follows:

Undergraduate Students: Three grades of less than "C" may be repeated and cancelled.

Masters' Level Students: Two grades of less than a "B-" may be repeated and cancelled.

PhD Level Students: One grade of less than a "B" may be repeated and cancelled. A student who receives a failing grade in DBA699, DHS699 or DEL699 may repeat the 699 course twice.

(See the Repeat and Cancel Policy in the TUI Catalog for additional information.)

Students having attempted credits equal to 150% of their degree program are no longer eligible for any Federal Financial Aid. For example, a student in an undergraduate program requiring 120 credit hours must complete the program with no more than 180 credit hours attempted.

If students change their educational program, they are reassessed under all applicable SAP criteria.

TUI does not offer non-credit remedial courses.

**Appeals of Satisfactory Academic Progress**

Appeals of Satisfactory Academic Progress deficiencies can only be granted in cases of mitigating circumstances as defined by the institution. These include illness or injury of student or student's dependent; death of student's immediate family member; military deployment; and other medical or personal hardship. The appeal must be made in writing, submitted to the Director Financial Aid, and accompanied by related documentation. The matter that is the basis for the appeal must be resolved and not expected to impact the student's future progress.

## Grade Challenges

It is the right of every TUI University student to challenge and/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 5 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 3 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 Program Director within 2 business days after the student receives the formal response from the professor.
5. The Program Director shall issue a formal response to the assignment grade appeal within 5 business days of receipt. This response shall be copied to the professor. If approved by the Program Director the appropriate grade change will be reflected in the course record.
6. The decision of the Program Director may be appealed to the College Dean (or designee) for blind review within 2 business days, only if and when an assignment grade adversely impacts the course final grade. Otherwise, the decision of the Program Director on an assignment grade challenge is final.
7. Students choosing to appeal the decision of the Program Director 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 5 business days after the official final grade notice.
2. The professor shall issue a formal response to the grade challenge within 5 business days of receipt.
3. Grade challenges denied by the professor may be appealed to the Program Director within 2 business days after formal response from the professor.
4. The Program Director shall issue a response to the appeal within 5 business days of receipt.
5. If approved by the Program Director a grade change recommendation shall be submitted to the Office of the Registrar.

6. In the event of denial by the Program Director the student may appeal to the Dean (or designee) of the appropriate college.
7. Any appeal to the College Dean shall be submitted within 2 business days of the response from the Program Director. The student's appeal to the College Dean must include the following:
  - a) A statement clearly identifying the course, the courses number, the Session and the professor,
  - b) The reason for the challenge and all relevant facts and documentation to allow the Dean (or designee) to make a decision concerning the challenge.
8. The burden of proof for all grade challenges/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 College Dean (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within 10 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 University 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 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 5 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 post a final grade within 5 business days.
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 5 business days. The Dean shall render a decision within 5 business days. The decision of the Dean on all grade petition appeals shall be final.

## Grading and Academic Performance

In order to maintain good academic standing a student must demonstrate satisfactory progress toward completing his/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 University.

TUI University 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 only to course(s) approved to drop after the second week of the session, not included in the grade point average computations. PR = in progress (Issued ONLY to 699 and 700 level courses in doctoral programs, doesn't include in GPA calculation)
- I = Incomplete

Grades of "B", "C", and "D" can be assigned "+" or "-" with "+" adding .333 and "-" deducting .333 from the numeric grade. Grades of "A" can be assigned a "-" deducting .333 from the numeric grade.

The following grade values are assigned for each credit:

A = 4.0 A- = 3.666

Good B+ = 3.333 B = 3 B- = 2.666

Average C+ = 2.333 C = 2 C- = 1.666

Poor, D+ = 1.333 D = 1 D- = .666

Failing F, = 0

Students, who receive a failing grade, may repeat the course, and if a passing grade is achieved, have the repeated course cancel the failed course. The grade for the completed course will be the one remaining on the TUI transcripts. A Ph.D. student who receives a failing grade in DBA699, DHS699 or DEL699 may repeat the course twice. (The current policy regarding "repeat and cancel" below will apply. The conditions for the repeat and cancel are as follows:

Undergraduate Students: Three failing grades during the duration of undergraduate studies may be repeated and cancelled. Repeated course(s) must be taken at TUI in order to cancel the failing grade(s).

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Masters' Level Students: Two failing grades during the duration of the masters' level studies may be repeated and cancelled. Repeated course(s) must be taken at TUI in order to cancel the failing grade(s).

**PhD Level Students: One failing grade during the duration of the PHD program may be repeated and cancelled. Except DBA 699, DEL 699, and DHS 699 as stated above.**

Repeated course(s) must be taken at TUI in order to cancel the failing grade(s).

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## Graduation Honors Recognition

TUI University offers below graduation with honors for undergraduate and master's degrees students:

- Students who have a cumulative GPA of 3.4 through 3.59 will have the designation of Cum Laude.
- Students who have a cumulative GPA of 3.6 through 3.79 will have the designation of Magna Cum Laude.
- Students who have a cumulative GPA of 3.8 and above will have the designation of Summa Cum Laude.

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## Institutional Review Board

### Introduction

TUI University has a standing committee known as the Institutional Review Board (IRB). This committee 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.

Respect for persons as an ethical principle includes an appreciation of persons as independent beings capable to voluntarily decide whether or not to choose to participate in research.

The IRB additionally 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 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 the researcher 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 Committee and potential subjects and whether the research can be approved based upon the listed risks/benefits analysis.

Justice as an ethical principle to be considered in human subject studies refers to the fact that subjects have the right to be aware of the potential risks of research when they are asked to participate.

It also asks 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 other larger groups of individuals.

### Membership

The IRB membership shall include no less than five members appointed by the Vice President for Academic Affairs. Appointments are for two years. The membership shall include one faculty member from each of the colleges offering a Ph.D. program (recommended by the appropriate Dean and approved by the Vice President for Academic Affairs), one staff member (appointed by the Vice President for Academic Affairs), and one member, not otherwise associated with the university, representing the community. The Vice President for Academic Affairs shall appoint the Chair for the IRB.

The IRB shall propose guidelines and forms for exempt, expedited and regular/full reviews to be approved by the Vice President for Academic Affairs. The IRB shall also propose 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, and Administration Members) 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 DATA MAY BE COLLECTED ABSENT IRB EXEMPTION OR APPROVAL.

Candidates/Applicants must complete the IRB Application and submit relevant supporting documents as outlined in the application. Such documents include but are not limited to prior/external IRB approvals, consent form, survey instrument and contact letters.

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

### **Reviews**

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

Expedited reviews may be performed by the IRB Chair, appropriate IRB member for his/her respective college or by the Vice President for Academic Affairs for research outside the Colleges. A written report will be submitted to the Chair of IRB for each expedited review followed by a formal recommendation of the IRB to the Vice President for Academic Affairs.

All regular/full reviews will require the IRB quorum (3 members) and be completed within two weeks from the time that the referral was sent to IRB. For each review the IRB can recommend approval, approval with amendments, request further information, or denial. All recommendations by IRB including minutes (where appropriate) from the meetings shall be forwarded to the Vice President for Academic Affairs for confirmation.

In the event that approval is denied, and the applicant refuses to re-apply, the recommendation of the IRB may be appealed by formal petition to the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs shall render a decision within one week from the date of submission of the petition. The decision of the Vice President for Academic Affairs shall be final and binding.

***IRB Members***

[Click here](#) to view a list of IRB members.

## **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 (4) semester credit hours. A full time load at the undergraduate level is considered to be 2 courses or 8 semester credit hours per 12-week session.



## Leave of Absence

It is the experience of TUI University 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 University 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 must be submitted through the Student Services System.

The request for a leave of absence must include the reason for the leave and the session or sessions for which the leave is requested. Except in extraordinary circumstances, the request must be received and approved prior to the start of the LOA. In the event a student is incapacitated and unable to 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.

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/current session, a grade of 'Incomplete' and 90-day extension may be sought for the current course(s) through the Student Services System (Please see university 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 he/she is on an approved LOA.

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Failure of financial aid students to return to active status after the LOA is considered to be a withdrawal as of the date the LOA began which 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 if they wish to resume studies. Such students will be subject to the most current program requirements. (Please see TUI University policy on withdrawal and reinstatement.)

**Reasons:** 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.

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## Maximum Timeframe to Complete a Degree or Program of Study

- All requirements established for the completion of undergraduate degree program must be fulfilled within seven (7) \* consecutive years.
- All requirements established for the completion of master's degree program must be fulfilled within seven (7) \* consecutive years.
- All requirements established for the completion of doctoral program must be fulfilled within nine (9) \* consecutive years (Dissertation continuation for doctoral candidates may not exceed 3 years without written approval by the Director of the PhD program and/or College Dean)

\* The maximum timeframes exclude any approved leaves or other breaks in enrollment.

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 credits attempted and including transfer credits (for example, student in MBA program with the requirement of 44 semester credits may not attempt more than 66 semester credit hours). Courses dropped within the dropping period are not counted towards attempted credits, however, courses dropped after the dropping period (grade of "W" assigned) will be counted towards attempted credits. Students who do not earn their degree within the 150% of credit hours will no longer be eligible for financial aid. No financial aid will be disbursed for the student during subsequent sessions.

## Medium of Instruction

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

TUI has created the *Cyber Classroom* on the Internet. This *Cyber Classroom* is case and applications oriented, emphasizes a high level of interaction between professors and students and among students.

TUI ensures a high quality learning experience by utilizing synchronous (via Internet videoconferencing) as well as asynchronous (via CD-ROM) learning modalities. Internet videoconferencing enables TUI to create a complete interactive learning process with a real-time, instructor controlled environment.

## Minimum Grade Point Average

Students are expected to maintain minimum grade point averages.

Students in the undergraduate programs must complete each undergraduate course with a grade of "C" (2.0) or better and maintain a cumulative GPA of 2.0 (C) or better for all coursework applying toward the degree.

Students in the graduate (Master) programs must complete each graduate course with a grade of "B-" (2.67) 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.

## **Physical Facilities**

TUI University is located in a modern, high-tech, commercial region of Cypress, California (North Orange County, just East of Long Beach Airport). Its offices house the administration, faculty, staff, and information technology equipment for all university operations.

Address: 5665 Plaza Drive, Cypress, CA 90630

Telephone: 800.375.9878

## Protection from Sexual Assault or Harassment

### General Policy:

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

### Dissemination of Information:

This policy and the processes listed below will be posted in all administrative offices of the University and will be included [a] in the University catalog, [b] with the materials provided to all employees, and in the Student Handbook. [c] 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 at 911. Sexual Assault Counseling may be obtained at: the 24 Hour Crisis Hotline, telephone 714-957-2737.

Emergency medical care may be obtained at:

Los Alamitos Medical Center  
3751 Katella Blvd.  
Telephone 714-826-6400

### Operating Procedures:

TUI University has considered the rights and concerns of both the complainant and accused in the following special procedures for handling concerns about sexual assault or harassment. In general, cases of alleged assault or harassment should first be reported to the Ombudsperson for Sexual

### Assault/Harassment

Ombudsperson for Sexual Assault/Harassment. The President and CEO of TUI University will appoint a staff member to the position of Ombudsperson for Sexual Assault/Harassment, and this position will be clearly identified to the TUI University community. The Ombudsperson shall receive such training in and education about policies designed to eliminate assault and harassment as is necessary to be well prepared for his/her responsibilities. The Ombudsperson will provide information for interested persons

or groups as to the ethical and legal aspects of sexual assault and harassment and will coordinate educational programs for the TUI University at large. The Ombudsperson will also mediate informally as called upon in cases of complaints of sexual assault or harassment; in certain circumstances as noted below, the Ombudsperson may refer complaints of sexual assault or harassment to the Grievance Board for Sexual Assault/Harassment. The Ombudsperson should not be a member of the Grievance Board, but should be able to serve as a liaison as necessary between the Board and concerned parties.

### **General Operating Procedures of the Office of the Ombudsperson**

Any student, faculty member or staff employee may ask questions about procedures, seek advice from, or lodge an informal complaint with the Ombudsperson, either orally or in writing. Any person who speaks with the Ombudsperson regarding questions of sexual assault/harassment will be apprised of the role of the Ombudsperson:

The Ombudsperson can offer the following services to any individual who feels he/she has been the victim of sexual assault or harassment:

- The Ombudsperson can provide information regarding sexual assault or harassment.
- The Ombudsperson can advise the complainant of options, which may include:
  - Action by the complainant such as an oral or written response to the alleged assailant/harasser;
  - Mediation by the Ombudsperson through interviewing the parties individually or jointly to resolve such a situation on an informal basis; and
  - Referral of a complainant to the Board for formal investigation of possible sexual assault/harassment.

The Ombudsperson should advise the complainant that the information offered by the complainant shall remain as private as possible, i.e., the information will remain in the file in the office of the Ombudsperson except in the following circumstances:

If the Ombudsperson takes action or serves as a mediator, the identity of the complainant may be revealed due to the nature of the alleged sexual assault or harassment.

If the Ombudsperson has received more than one similar complaint regarding an individual or if the offense appears to be particularly egregious, the Ombudsperson will refer the situation to the Board for formal investigation,

If the alleged assailant or harasser requests a formal investigation into the complaint, the identity of the complainant may be revealed.

The Ombudsperson will maintain a written record of all contacts, and activities, and outcomes. The specific content of this file (i.e., identifying information) will not be disclosed except in those



circumstances described in sections a, b and c above. It is the intent of the University to protect the identity of a person claiming to have been sexually assaulted or harassed as well as the identity of the alleged offender.

### **Operating Procedures for Referral of Complaint of Sexual Assault/Harassment to the Board**

Any student, faculty member, or staff employee may lodge a complaint directly to any member of the Grievance Board for Sexual Assault/Harassment either orally or in writing. If the complainant has not yet consulted with the Ombudsperson, the member of the Board receiving the complaint will encourage the complainant to do so if at all possible, to insure that the complainant has exhausted all informal means of remediation. Any complainant has the right to lodge a complaint, however, with or without previous consultation with the Ombudsperson.

If, in the judgment of the Ombudsperson, complainant, or alleged assailant/harasser, attempts at resolution have not been successful, a complaint may be lodged by any of these parties with the Board.

### **General Operating Procedures for Grievances**

Any student, faculty member or staff may inquire about procedures, seek advice, or lodge a complaint to any member of the Board. If an individual believes himself/herself to be a victim of sexual assault/harassment, that complainant must identify himself/herself in a signed, written complaint before any investigation by the Board can be made or any process, which might lead to recommendations of sanctions, can begin. This complaint should contain the following information: date(s), specifics of incident(s), and names of witnesses. Mediation is available through the Ombudsperson if the complainant wishes to:

- *Postpone, rather than refuse altogether, to identify himself/herself, or*
- *Remain unidentified, yet obtain assistance in informing the other person that a problem has been raised concerning that person's conduct.*

Completely anonymous complaints will not result in any action or record by the Board.

### **Grievance Board for Sexual Assault/Harassment**

The President and CEO of TUI University will appoint student, faculty and staff members, to a standing Grievance Board to receive formal complaints of sexual harassment. When the Board cannot resolve a complaint to the satisfaction of those concerned, it will, in an advisory capacity, refer the matter with recommendations to the President and CEO of TUI University. All members of the Touro community are expected to cooperate fully with the Board.

The Board will be composed of six (6) voting members: two faculty members, two administrators, two students, appointed by the President and CEO. The President and CEO appointments will be guided by consideration of continuity, experience and sensitivity to the concerns of students, faculty and staff.

The President and CEO will appoint a chairperson of the Board. This member will act as convener of the Board and will facilitate administrative operation and equitably assign Board members responsibilities for Board activity.

### **Board Actions in Response to Complaints of Sexual Assault/Harassment**

The Board member first contacted, after initial discussion with the complainant, will describe the incident to the full Board without disclosing details about the identity of those involved.

The Board will decide whether the complaint falls under its purview. If it concludes that the Board should consider the complaint, the persons involved will be identified to the Board. At this point, Board members who identify a potential conflict of interest will be required to withdraw from consideration of the complaint.

The initial interview of the accuser and accused will be conducted as soon as possible. It is advisable that all six members of the Board be present. No fewer than four members should be at these interviews. The purpose of these meetings is to clarify what incidents occurred and what views each interviewee holds. The person complained against shall be informed of the name of the person making the complaint as well as the substance of the complaint. The Board may use these meetings to identify further witnesses.

When the appropriate information and views are collected, the investigation teams will report back to the Board. Before the Board makes its final decision, the accuser and accused will each be given an opportunity to hear the evidence to be used by the Board in making its recommendations.

After review of the information, the Board will:

- *Decide there is no basis on which to pursue the complaint, and convey that decision to the parties involved; or*
- *Determine that harassment took place;*
- *The Board will inform the accused of the final charges lodged against her/him; and*
- *The Board will make recommendations for sanctions to the President and CEO who may consult with any affected parties in her/his deliberations, and*
- *With the consent of the complainant, refer the matter to the police.*

The President and CEO or his/her designee will inform the Board of the final disposition of complaints referred to him/her.

Throughout these procedures, one member of the Board, usually the person originally contacted, will be in communication with the complainant in order to keep that person informed of general actions taken, although not of specific conversations held.

If either the complainant or the person named in the complaint is dissatisfied with the Board's recommendations, that person may meet with the President to discuss her/his concerns.

*Possible Sanctions Which the Board May Recommend (S = student; E = employee)*

*Written or oral reprimands (E)*

*Letter placed in student or personnel file (S & E)*

*Suspension or expulsion from school (S)*

*Denial of student privileges (S)*

*Notice to superiors (E)*

*Suspension with or without pay (E)*

*Denial of merit salary increase (E)*

*Termination (E)*

*Referral to the criminal justice system (S & E)*

### **Additional Information**

Board deliberations are closed; the Board will keep all proceedings in confidence. Information regarding a case will only be disclosed as necessary to parties involved in the investigation and resolution.

Those parties immediately involved will be kept informed of the status of the complaint.

The Board will maintain official records of discussions held between the complainant and Board members. No taping of Board proceedings or deliberations will be allowed. Written records of a formal complaint in the Board's or President's possession will be retained until three years after the initiation of the complaint, at which time they will be destroyed.

The Board will present an annual written report to the President, with copies to the Ombudsperson and to the Title IX/EEO officer, summarizing the nature of cases and issues covered that year.

The Board will assure anonymity of the complainant and the accused.

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## Retention of Student Records

It is the policy of TUI University 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 probation, if any
- All credits transferred from any source other than TUI
- Details on degree(s) awarded

These records are currently maintained at 5665 Plaza Drive, 3rd Floor, Cypress, CA 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 University will have 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 University does not presently disclose, but may at a future date, without consent, disclose "directory" information such as a student's name, dates of attendance, status and/or degree received if any. Please contact us at [registration@tuiu.edu](mailto:registration@tuiu.edu) if you DO NOT wish TUI to disclose the above directory information.

## 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 courses using and present in their courses diverse sources of content and viewpoints in all topics and disciplines.

## Student Rights

Student rights and appeals will be protected by TUI University in a broad gamut of concerns, including instruction, dismissal, promotion, withdrawal, the correction of educational records, Tuition refund, among others.

## Student Grievance Procedure

When a student has a personal concern involving a faculty or an academic matter relating to a faculty member, he/she should communicate to the faculty directly, without involving outside parties.

If the matter cannot be resolved between the student and the faculty, the student may take it to the appropriate Dean, without involving outside parties.

If the matter cannot be handled properly by the appropriate Dean, or if the students feel it was not, it should be taken to the Vice President for Academic Affairs. The Vice President for Academic Affairs' decision is final on any student grievance matter.

## Dismissal

TUI University 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 University reserves the right to require withdrawal at any time it deems necessary 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 the action by the College Dean, the student may appeal the decision in writing to the Vice President for Academic Affairs, who may then approve, reject, or modify the decision in question. The Vice President for Academic Affairs decision on this matter is final.

The student may remain in class pending the outcome of all appeals' if he/she 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 University community.

If a student is suspended for any reason, and receives financial aid, all student financial aid will be withheld until reinstatement of the student or dismissal of the student resolves the appeal process. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency/lender respectively.

## **Students with Disabilities**

Students with a documented disability who require assistance must provide appropriate documentation and request accommodations (based on disability) upon registration. Students must provide documentation from an appropriate professional verifying the presence and impact of the disability. The Director of Student Services reviews the documentation and determines eligibility for reasonable accommodations as permitted by applicable laws.



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## Transfer Policy

TUI University accepts credits from an accredited and CHEA approved college or university, as well as ACE, CLEP, DANTES, and Excelsior. Students are urged to review the specific policy statement applicable to each degree program regarding maximum transferable credits to the program and/or concentration. The transferred course(s) must meet the same general content standards as the TUI course to which credit transfer is requested.

TUI has adopted the following procedures for transfer of credits:

- After notifying the educational advisor of his/her desire to transfer credits, the student must provide:
- A list of courses to be transferred and the TUI University degree requirements for which the courses are to be transferred.
- An official transcript from the transferring institution including the name and address of the institution, the name of the student, the name and number of the course(s) to be transferred, and the semester in which the course(s) was/were completed.
- A catalog description of the course(s) to be transferred.
- If requested by the Director of Advisement Center, course objectives.
- Transfer credits are not included towards the calculation of overall GPA

## Tuition and Fees

TUI educational value should be assessed by the student based on tuition, quality of education, future increase in marketability, and earning power. TUI University is one of the most affordable higher education institutions. Higher education is the single most important investment a student will ever make.

### Bachelor's Level (Effective Nov. 2008)

\$295 per credit, \$1,180 per course

\$250 per credit, \$1,000 per course for Military students using military tuition assistance or MGIB, military spouses, Federal and state employees and California residents.

### Master's Level (Effective Nov. 2008)

\$345 per credit, \$1,380 per course

\$250 per credit, \$1,000 per course for Military students using military tuition assistance or MGIB, military spouses, Federal and state employees and California residents.

### Doctoral Level (Effective Nov. 2008)

\$575 per credit, \$2,300 per course

\$460 per credit, \$1,840 per course for Military students using military tuition assistance or MGIB, military spouses. Students in the dissertation stage will register for one course of four semester credit hours per session for a cost of US \$2,300 per session.

## Other Fees

Application fee for Ph.D. programs (no application fee for Bachelor and Master's programs)	US \$75*
Reinstatement Fee	US \$75
Student ID Card (optional)	US \$10
Official Transcript (per copy)	US \$10
Lab Fee for students enrolled in courses with lab portion (Optional)	US\$59

\*non-refundable

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### **Textbook and Course Materials**

All textbooks and course materials are on TUI's cyber Library, so there is no additional cost to you.

Ph.D. students are required to purchase an SPSS grad package or SPSS student version software package.

### **Method of Payment**

TUI University accepts all major credit cards (Visa, Master Card and American Express).

### **Installment Payments**

Students may arrange a payment plan through finance department.

### **Military Tuition and TUI's Military Discount Program (MDP)**

TUI is a DANTES affiliated university. TUI's Military Discount Program will allow qualified military personnel to take up to 28 semester credits per year at NO COST to the student for the Bachelors and Masters programs.

### **Refund Policy**

- Drop requests submitted prior to the start date of the session will receive a 100% refund (there will be a \$100 per course fee if course materials have been shipped)
- 75% refund – requests submitted during the first four days of the session
- 50% refund – requests submitted between the 5th and 8th days of the session
- 25% refund – requests submitted between the 9th and 12th days of the session
- No refund - Drop requests submitted after the Friday of the second week of the session.

### **Tuition Deferral Policy**

Based on the commitment of TUI University to the success of its students and for their convenience, TUI offers Tuition Deferral programs for qualified students. Students who qualify for financial aid may be eligible to apply for tuition deferral. The terms and conditions of the tuition deferral vary based on the nature of the benefits and approval is made on a case-by-case basis. The nature of the benefits notwithstanding, students are ultimately responsible for payment of all tuition and fees for all courses registered.

## Withdrawal Policy

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.

For financial aid purposes and return of Title IV funds the last date of participation for an unofficial withdrawal student with no academic participation or activity will be set at the mid-point (50%) of the session or payment period (depending on the student's loan period).

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

## 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.

## Reinstatement

Withdrawn students who wish to resume their studies must submit a request for reinstatement to the Educational Advisement Center. Students who are reinstated will be subject to the most current program requirements.

Students may be reinstated under academic probation if they have failed to maintain the required Grade Point Average (GPA) or have received failing grades towards the degree requirements. Such students are encouraged to seek advice from their educational advisor prior to enrollment for any future sessions and should enroll for no more than 1 course per session. Students under probation due to failing grades are required to begin repeating prior failed course(s) upon reinstatement. (NOTE: course(s) must be retaken at TUI University in order to cancel the previous failing grades)

Academically disqualified students are not eligible for reinstatement.