



Addendum V to the 2012 - 2014 University Catalog (See individual updates for effective dates)

Effective Spring 2013 session, the following section of the catalog (p. 33) has been amended:

RETENTION OF STUDENT RECORDS

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

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

These records are currently maintained at:

5757 Plaza Drive,
Suite 100,
Cypress, California 90630

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



In compliance with FERPA, TUI will require written permission from students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

** TUI considers a school official to have a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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



How Does the USA Patriot Act Amend FERPA?

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

Under FERPA, students also have the right to:

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

Requests pertaining to education records must be directed to office of the Registrar at registration@trident.edu.

In the event of an accidental release of student information, the Registrar will contact the affected student by e-mail, certified mail and telephone. In addition, the student will be informed of their right to file a complaint with the Family Policy Compliance Office.

Complaints of alleged compliance violations may be addressed to:

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

Complaints must:

- Be timely submitted, no later than 180 days from the date you learned of the circumstances of the alleged violation
- Contains specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
 - Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation



- Names and titles of those school officials and other third parties involved
- A specific description of the education record around which the alleged violation occurred
- A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls, and copies, or both of any correspondence exchanged between the student and the school regarding the matter
- The name and address of the school, school district, and superintendent of the district
- Any additional evidence that would be helpful in the consideration of the complaint.

Effective Spring 2013 session, the following section of the catalog (p. 25) has been amended:

GRADES

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

Official release of final grades occurs at the published end of each session. Students requiring proof of completion of a course may request and obtain a letter from the Office of the Registrar verifying course completion date. Only at the conclusion of the session will an official transcript be released.

GRADING AND ACADEMIC PERFORMANCE

TUI uses the following grading scale:

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



- W = Withdrew. Assigned to course(s) after the add/drop period, not included in the GPA calculation.
- WM = Military Withdrawal, not included in the GPA calculation
- I = Incomplete, not included in the GPA calculation
- R = course repeated, not included in the GPA calculation
- NP (for doctoral dissertation only) = Not Progressing, not included in the GPA calculation
- PR = in progress (Issued ONLY for 699 and 700 level courses in doctoral programs), not included in GPA calculation
- P (for doctoral dissertation only) = Passing, credit earned, but not included in the GPA calculation

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

The following numeric grade values are assigned for each credit:

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

All grades other than an "F" grade are considered passing grades for undergraduates.

Effective Summer 2013 session, beginning July 8, 2013, the following section of the catalog (p. 9) has been amended and the following tuition rates will apply:

TUITION

Bachelors Level

- \$325 per credit, \$1,300 per course



- \$250 per credit, \$1,000 per course for Military students using military tuition assistance or MGIB; military spouses; military retirees, and veterans of the military
 - Please note that Trident University is discontinuing two discount programs, California Tuition Assistance Program (CTAP) and Federal Tuition Assistance Program (FTAP)

Masters Level

- \$425 per credit, \$1,700 per course
- \$300 per credit, \$1,200 per course for Military students using military tuition assistance or MGIB; military spouses; military retirees, and veterans of the military
 - Please note that Trident University is discontinuing two discount programs, California Tuition Assistance Program (CTAP) and Federal Tuition Assistance Program (FTAP)

Doctoral Level

Ph.D. courses including Dissertation Seminar and Ph.D. Dissertation Series

- \$700 per credit, \$2,800 per course
- \$630 per credit, \$2,520 per course for Military students using military tuition assistance or MGIB; military spouses; military retirees, and veterans of the military
 - Please note that Trident University is discontinuing two discount programs, California Tuition Assistance Program (CTAP) and Federal Tuition Assistance Program (FTAP)

Ph.D. Dissertation Continuance

- \$700 per course (0 credit course)