



**UNIVERSITY CATALOG POLICY HANDBOOK**  
**Trident University International,**  
a member of the American InterContinental University System

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Trident University International (TUI) is a member of the American InterContinental University System. TUI will be referenced as Trident or TUI throughout this catalog. The Trident catalog consists of two parts: **Policy Handbook** and **Academic Programs**. Together these documents reflect current academic policies and procedures, program and degree offerings, course descriptions, and other pertinent information. This catalog was prepared based on the best information available at the time of publication. Trident assumes no responsibility for editorial, clerical, and programming errors that may have occurred in the publication of the catalog.

Pursuant to the [Catalog Rights](#) policy, as laws, rules, accreditation standards, and policies change from time to time, the information in this catalog will be updated as deemed appropriate by Trident administration. The annual catalog is effective October 1 of the catalog year, and any updates will occur quarterly on January 1, April 1, and July 1 of the catalog year. Detailed information about updates may be found in the appendix of changes at the back of each edition of the catalog.

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

## Introduction

Trident was originally established in July 1998 as a branch campus of Touro College New York by its founding President and CEO Dr. Yoram Neumann and was initially accredited by the [Middle States Commission on Higher Education](#) (MSCHE). Touro College—including the TUI branch campus—was subsequently re-accredited by MSCHE in 2004. Because of its robust growth, fiscal and operational stability, and unique online delivery model, TUI (which was based in California at that time) was separately accredited by the [Western Association of Schools and Colleges](#) (WASC) [now called the WASC Senior College and University Commission (WSCUC)] in February 2005. Following a change in control in October 2007, a new board governed TUI and its name was changed from Touro University International to TUI University. Under the new ownership, the management team continued to lead the institution while the learning model, faculty, and staff maintained their central roles in the quality and vitality of the university. In January 2011, TUI University officially changed its name to Trident University International. On March 2, 2020, Trident became a part of American InterContinental University (AIU), an institution that is institutionally accredited by the Higher Learning Commission and located in Arizona. In November 2020, the AIU System was established to give AIU and TUI the framework to continue serving their unique student populations which existing as a single entity. The AIU System is owned by American InterContinental University System, Inc., which is wholly owned by Perdoceo Education Corporation.

## Board of Trustees

Dr. Bill Pepicello-Chair  
Mark E. Novad- Vice Chair  
Stanley P. Mengel- Secretary  
Alton Adams  
Walter Pryor  
Stephanie Thurston

## Mission

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

## Statement on Diversity

Trident encourages and promotes a fully inclusive university environment academically, culturally, personally, and professionally. As forged by its mission, vision, and values, Trident's unique and distinctive character ensures that every member of the Trident community is valued and respected, regardless of their age, race, color, gender (including gender identity and gender expression), sexual orientation, religion, marital status, registered domestic partner status, national origin or ancestry, physical or mental disability, medical condition (including pregnancy, cancer and genetic characteristics), genetic information, or any other consideration

protected by federal, state, and/or local laws. Trident’s diverse administration, faculty, and staff are dedicated equally to the success of every student and enhancing the quality of the educational experience. Trident’s administration and faculty strive to enrich curricula with ideas and viewpoints from diverse academic, cultural, personal, and professional, and disciplinary perspectives, while staff serves students with compassionate commitment and sensitivity to special needs.

### **Institutional Accreditation**

Trident University International is a member of the American InterContinental University System. The System is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education.

### **Programmatic Accreditation**

Select business programs at Trident University International are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Refer to individual degree program pages to confirm program accreditation.

### **State Authorization**

Trident University International is a member of the American InterContinental University System, which is licensed by the Arizona State Board for Private Postsecondary Education to grant degrees.

Aimed at expanding distance education opportunities for students, the National Council for State Authorization Reciprocity Agreements (NC-SARA) is an initiative that establishes comparable national standards for the interstate offering of postsecondary distance education courses and programs. Trident University International is a member of the American InterContinental University System, which is approved by NC-SARA through the Arizona SARA Council.

Trident University International, a member of the American InterContinental University System, is approved by the State of Georgia to operate by the Nonpublic Postsecondary Education Commission.

#### Contact Information

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Cypress, CA 90630  
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<http://www.trident.edu/>

##### **Main Campus:**

Trident University International  
A member of the American InterContinental University System

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2200 East Germann Road, Suite 150  
Chandler, AZ 85286

Travis Allen, Vice President, Trident University International

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## Admission and Transfer Policies

### General Admission Policy

Applicants are responsible for submitting a complete application package as outlined in the degree level [Admission Requirements](#) and [Required Documents](#) below in order for Trident to render a decision on admissibility. Students are also required to review and sign the Enrollment Agreement and Disclosure (EAD) form as part of the admission process. Prospective students are encouraged to review this catalog, program specific information, and disclosures prior to signing the EAD.

Students will be allowed to enroll in and begin class in a pre-admission status upon submission of the application and EAD, pending receipt of all remaining documents to complete the application package as outlined in the General Admission Policy. Students will not be considered regular students at the University until all required documents for admission are received, reviewed, and accepted by the Registrar's Office. For students who intend to utilize Federal Financial Aid to cover tuition and fees, no Federal Financial Aid funds will be disbursed to a student's account until all required documents for admission are received, reviewed, and accepted. Any student who does not provide documentation, or who submits improper documentation, or who provides documentation from an invalid school or organization will be administratively withdrawn from the University.

Deadlines to provide admission documents are as follows:

- 4-week sessions: 8 weeks from the student start date
- 8-week sessions: 16 weeks from the student start date
- 12-week sessions: 25 weeks from the student start date

Following submission of all documents required for admission, the student may be fully admitted or conditionally admitted to Trident:

- **Full admission** - Students will be fully admitted with no restrictions following receipt of all official documents required for admission and upon meeting all other requirements for admission.
- **Conditional Admission** - Graduate and Doctoral students who do not meet the requirements for admission may be admitted to Trident with conditions following receipt of all official documents required for admission. These students will be required to appeal for approval an admission to the Committee on Academic Standards (CAS). See Admission Appeals for more information. Conditional admission will be revoked if students fail to meet the conditions imposed by CAS.



- **Conditional Admission for Doctoral Students:** Doctoral students who do not meet minimum admission requirements with respect to grade point average, an earned Master’s degree in a related discipline, or professional experience may be conditionally admitted by the Doctoral Studies Director. Doctoral students admitted conditionally must meet Satisfactory Academic Progress requirements during the first two sessions of enrollment. Conditionally admitted doctoral students who meet Satisfactory Academic Progress requirements will be granted full admission to the program. Students who do not meet Satisfactory Academic Progress requirements will no longer be eligible for enrollment. Students no longer eligible for enrollment may follow the Admission Appeals process.

### **Professional Diploma or Certificate Programs**

Individuals interested in a Professional Diploma or Certificate program will be required to submit a completed application and all documentation required by the admission policy of Trident. Based on the nature and length of the programs, students in non-degree Diploma or Certificate programs will have until the end of the second session/course (8 weeks) to ensure Trident has received all official documents required for admission to their certificate or diploma program. Students accepted into an undergraduate Professional Diploma or Certificate program will be enrolled in the entire program and will be charged for the entire program upon admission. Students will complete one course at a time and must successfully complete each course before progressing to the next. *Programs are not available for enrollment at this time.*

### **Post-Graduate Certificates**

Trident offers stand-alone certificates through a pre-designated set of courses to provide post-baccalaureate graduate students expanded knowledge, including the latest information and research available in a specific field of study. These certificates do not qualify for Title IV federal financial aid or Veteran’s Education Benefits and are not guaranteed to lead to any particular job or employment opportunity. Students must apply for post-graduate certificates separately from other degree programs or concentrations.

## **Admission Requirements**

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

### **Undergraduate Programs**

#### ***Professional Certificate or Diploma Programs***

*Programs are not available for enrollment at this time.*

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

- Graduation from a high school (or its equivalent) that is state approved or is institutionally accredited by a CHEA-approved agency.
- Pre-admission Assessment
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

#### ***Associate of Science in Cybersecurity***

- Graduation from a high school (or its equivalent) that is state approved or is institutionally accredited by a CHEA-approved agency.

- At least 8 semester hours of transferable college credit or documented military training\* as defined by Trident's transfer policy.
- Proof of English proficiency (international students only; see section on English Proficiency)

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

#### ***Associate of Science in Homeland Security***

- Graduation from a high school (or its equivalent) that is state approved or is institutionally accredited by a CHEA-approved agency.
- At least 12 semester hours of transferable college credit or documented military training\* as defined by Trident's transfer policy.
- Proof of English proficiency (international students only; see section on English Proficiency)

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

#### ***Associate of Science in Professional Studies***

- Graduation from a high school (or its equivalent) that is state approved or is institutionally accredited by a CHEA-approved agency.
- A certificate or diploma with at least 12 semester hours of transferable college credit or documented military training\* as defined by Trident's transfer policy.
- Proof of English proficiency (international students only; see section on English Proficiency)

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

#### ***Bachelor of Science Degree Programs***

- Graduation from a high school (or its equivalent) that is state approved or is institutionally accredited by a CHEA-approved agency.
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

### **Graduate Degree Programs and Post-graduate Certificates**

- A conferred Bachelor's degree or its equivalent\* from a college or university that is institutionally accredited by a CHEA-approved agency.
  - The Instructional Systems Specialist Graduate Certificate requires a conferred Master's degree in Education or a related field from a college or university that is institutionally accredited by a CHEA-approved agency.
- A minimum GPA of 2.5 on the transcript of the most recently conferred Bachelor's or Master's degree.
  - The Instructional Systems Specialist Graduate Certificate requires a cumulative 3.0 GPA on the transcript of the conferred Master's degree.
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

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

### **Graduate Professional Certificates**

#### ***SAS Joint Certificate Program in Business Analytics***

- A conferred Bachelor's degree from a college or university that is institutionally accredited by a CHEA-approved agency.

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

\*Trident defines ‘**equivalent**’ of at least three years of full-time study as:

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

### Doctoral Programs

#### ***D.B.A. Degree Program***

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

#### ***D.H.A. Degree Program***

- A conferred Master’s degree, in a health-related field, from a college or university that is institutionally accredited by a CHEA-approved agency.
- A minimum GPA of 3.0 on the transcript of the Master’s degree.
- A minimum of three years of supervisory experience, OR a Master’s degree in any discipline and five years of supervisory experience in a health-related field.
- Written and oral communication skills sufficient to conduct and deliver the results of meaningful applied research.
- Information technology skills sufficient to effectively participate in the Trident D.H.A. pedagogical model.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).

#### ***Ed.D. Degree Program***

- A conferred Master’s degree in Education from a college or university that is institutionally accredited by

- a CHEA-approved agency.
- A minimum GPA of 3.0 on the transcript of the Master's degree.
- A minimum of three years of experience in education, or a related field.
- Written and oral communication skills sufficient to conduct and deliver the results of meaningful research.
- Information technology skills sufficient to effectively participate in the Trident Ed.D. pedagogical model
- Proof of English proficiency (international students only; see section on English Proficiency),

#### ***Ed.D. Degree Completion Program***

- A conferred Master's degree in Education from a college or university that is institutionally accredited by a CHEA-approved agency.
- A minimum GPA of 3.0 on the transcript of the Master's degree.
- 28 doctoral level transfer credits.
- A minimum GPA of 3.0 on the transcript of the doctoral level coursework.
- A minimum of three years of experience in education, or a related field.
- Written and oral communication skills sufficient to conduct and deliver the results of meaningful research.
- Submission of a scholarly writing sample or the dissertation/doctoral study proposal.
- Information technology skills sufficient to effectively participate in the Trident Ed.D. pedagogical model.
- Proof of English proficiency (international students only; see section on English Proficiency).

#### ***Ph.D. Degree Programs***

- A conferred Master's degree in a related field from a college or university that is institutionally accredited by a CHEA-approved agency.
- A minimum GPA of 3.0 on the transcript of the Master's degree.
- Analytical and critical thinking skills sufficient for the Doctoral program.
- Written and oral communication skills.
- Information technology skills sufficient to participate effectively in Trident's Doctoral pedagogical model, including internet skills to conduct research effectively.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).

#### **Required Documents**

Subject to additional college- or program-specific admission requirements, the following documents are required for admission:

#### ***Professional Certificate and Diploma Seeking Students***

*Programs are not available for enrollment at this time.*

- Admission Application.
- Pre-Admission Assessment.
- Proof of graduation from an institutionally accredited or state approved high school, or its equivalent
- Proof of English proficiency (international students only; see section on [English Proficiency](#))
- Official evaluation of international records (for students with international transcripts only; see section on [International Transcripts](#)).

### ***Associate's-Degree-Seeking Students***

- Admission Application.
- Minimum transferable college credit or documented military training as outlined in Admission Requirements
- Proof of graduation from an institutionally accredited or state approved high school, or its equivalent.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).
- Official evaluation of international records (for students with international transcripts only; see section on [International Transcripts](#)).

### ***Bachelor's-Degree-Seeking Students***

- Admission Application.
- Proof of graduation from an institutionally accredited or state approved high school, or its equivalent.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).
- Evaluation of international records (for students with international transcripts only; see section on [International Transcripts](#))

### ***Proof of High School Graduation***

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

- Official or unofficial high school transcript or diploma from a state approved or institutionally accredited high school.
- Official or unofficial GED transcript or diploma showing a conferred High School Equivalency/GED diploma.
- Documentation of High School Diploma on the DD214.
- Official or Unofficial institutionally accredited college transcript that list students' high school and date of high school graduation
- Official or unofficial transcript or diploma from an institutionally accredited college showing a conferred Associate's or higher degree.

### ***Master's Degree Seeking and Post-Graduate Certificate Students***

- Admission Application.
- Official transcript from the institution granting the qualifying Bachelor's degree or the most recent Master's Degree.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).
- Official evaluation of international records (for students with international transcripts only; see section on [International Transcripts](#)).

### ***Graduate Professional Certificate Seeking Students***

- Admission Application.
- Official transcript from the institution granting the qualifying Bachelor's degree or the most recent Master's Degree.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).
- Official evaluation of international records (for students with international transcripts only; see section on [International Transcripts](#)).

### ***D.B.A. Degree Seeking Students***

- Admission Application.



- Official transcripts from the institutionally accredited college or university granting the qualifying Master’s degree.
- A cover letter that describes current leadership qualifications, professional goals, potential research topic(s), and why the student is applying to the degree program at Trident.
- Updated curriculum vitae (resume) showing a minimum of five years of professional work experience in business.
- Two letters of recommendation from references that speak to the potential and leadership qualifications in business.
- A letter of support from a current or past employer that documents your ability to conduct practitioner research (may also serve as one letter of recommendation).
- Writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

***D.H.A. Degree-Seeking Students***

- Admission Application.
- Official transcripts from the institutionally accredited college or university granting the qualifying Master’s degree.
- A cover letter that describes current leadership qualifications, professional goals, potential research topic(s), and why the student is applying to the degree program at Trident.
- Updated curriculum vitae (resume) showing a minimum of three years of supervisory experience OR five years of supervisory experience in a health-related field (for students with a non-health related Master’s degree).
- Two letters of recommendation from references that speak to the potential and leadership qualifications in healthcare administration.
- A letter of support from a current or past employer that documents your ability to conduct practitioner research (may also serve as one letter of recommendation)
- Writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

***Ed.D. Degree-Seeking Students***

- Admission Application.
- Official transcripts from the institutionally accredited college or university granting the qualifying Master’s degree.
- A cover letter that describes current leadership qualifications, professional goals, potential research topic(s), and why the student is applying to the degree program at Trident.
- Curriculum vitae (resume) showing work experience in education or a related field.
- Two letters of recommendation from references that speak to academic potential and leadership qualifications.
- A letter of support from a current or past employer that documents your ability to conduct practitioner research (may also serve as one letter of recommendation).
- Scholarly writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

***Ed.D. Degree Completion Program Seeking Students***

- Admission Application

- Official transcripts from the institutionally accredited college or university granting the qualifying Master’s degree.
- Official transcripts from the institutionally accredited college or university where prior doctoral level coursework was completed.
- A cover letter that describes current leadership qualifications, professional goals, potential research topic(s), and why the student is applying to the degree program at Trident.
- Curriculum vitae (resume) showing work experience in education or a related field.
- Two letters of recommendation from references that speak to academic potential and leadership qualifications.
- A letter of support from a current or past employer that documents your ability to conduct practitioner research (may also serve as one letter of recommendation).
- Scholarly writing sample or dissertation/doctoral study proposal document.

#### ***Ph.D. Degree-Seeking Students***

- Admission Application.
- Official transcript from the institutionally accredited college or university granting the Master’s degree.
- Cover letter—a letter in which applicants describe their motivation for pursuing a Doctoral degree in their area of interest and explain how their professional experiences and prior academic work have focused their thinking on the planned program of study.
- Current curriculum vitae that specifies the applicant’s educational and professional background.
- Two letters of reference from individuals who have direct knowledge of the applicant’s academic and/or professional performance and potential for graduate studies.
- Scholarly writing sample—Doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.
- Proof of English proficiency (international students only; see section on [English Proficiency](#)).
- Official evaluation of international credits (for students with international transcripts only; see section on [International Transcripts](#)).

#### **Computer Competence Requirements**

Trident has adopted the following specific competencies for incoming students:

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

- File operations (creating, saving, copying, retrieving)
- Multitasking
- Using standard windows features: navigation tools, sizing and moving features, etc.
- Importing and exporting files
- Formatting
- Page setup and printing
- Basic word-processing activities
- Basic electronic spreadsheet activities
- Designing and developing graphic presentations
- Engaging in basic Internet activities, including subject searches

Trident also provides prospective students a Distance Education Readiness Assessment to help students confirm the skills and competencies needed to succeed in a distance education setting, to identify areas of

deficiencies and to determine level support needed by the student to be successful in a distance education setting. Prospective students are encouraged to avail themselves of the assessment found on the last page of the on-line application.

### ***Computer Hardware/Software Requirements***

To benefit from the unique features that Trident provides, students will need to possess or have access to a computer with the following configurations:

- A standard Web browser like Microsoft Internet Explorer (IE), Firefox, or Chrome
- Microsoft Office applications, including, as a minimum: PowerPoint, Word, and Excel
- Adobe PDF reader
- Internet connectivity
- Headphones with microphone (required in some programs)

### **Admission Is Not Guaranteed**

Applicants and students concede that neither acceptance of their application nor acceptance of unofficial transcripts, nor enrollment in a course guarantees ultimate admission to Trident or to the program of choice. Students may be permitted to enroll in courses; however, students will have until the deadline identified in the General Admission Policy to ensure that Trident has received all documents required for admission to Trident and degree program of choice. Students will be placed on an enrollment hold if all documents are not received by the applicable deadline. Failure to provide this documentation by the applicable deadline may result in the delay in admission, denial of admission or withdrawal from Trident.

In considering an application, Trident reserves the right to seek verification of identity by requesting a color copy of a current and valid identification card such as a government-issued driver's license or state identification card, or any other documentation serving as confirmation of identity, including proof of residence, along with official transcripts from high school and/or all previously attended institutions as well as a notarized Statement of Educational Purpose. Trident shall neither require nor accept military ID as proof of identity. It is ultimately the responsibility of the student to provide all requested information. Review and consideration of applications may take 30 days or more after receipt of all requested information and documentation.

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

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

- The applicant will be unable to meet and maintain Satisfactory Academic Progress in their selected program (returning students only).

Trident does not accept applications from residents of Massachusetts, New York, and certain foreign countries seeking to enroll at the University.

### **Admission Appeals**

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

### **Application Following Denial**

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

### **First Session Enrollment in a Degree Program**

Unless otherwise approved by the Provost, Deans, or designees, students enrolling in a Bachelor's degree program without an Associate's degree and/or with less than 24 semester hours of earned college-level credits from an institutionally accredited college or university will be required to enroll in TUX 101 (The Trident University Experience) in their first session. Students enrolling into a Bachelor's degree program with a conferred AA or AS degree and/or 24 or more semester hours of earned college-level credits from an institutionally accredited college or university will be required to enroll in TUX 301 in their first session. Students enrolled in an Associate's degree at Trident will be required to enroll in TUX 105 (The Trident University Experience). In light of the importance of TUX101, TUX301, and TUX105, and their correlation to student success, students will be required to successfully complete and pass the course before they are able to continue with other courses in the program.

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

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

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

High school students who have completed their sophomore year of high school are eligible to enroll at Trident as non-degree-seeking students. To enroll, they must:

- Complete the online Trident application for undergraduate admission.
- Submit a recommendation from a guidance counselor.
- Submit an official high school transcript with a minimum 3.0 cumulative GPA.

**Enrollment Terms and Conditions for Non-Degree-Seeking Students:**

- Permission to attend Trident as a non-degree-seeking student does not guarantee admission or degree-seeking status. Students interested in a degree program must apply for and meet all admission requirements.
- Students holding non-degree-seeking status do not establish Catalog Rights.
- Graduate (Master’s) non-degree-seeking students are required to provide proof of an earned undergraduate degree.
- Non-degree-seeking students may apply successfully completed credits toward a Trident degree program if the students are later admitted or accepted for degree-seeking status as long as minimum residency requirements are met.
- Non-degree-seeking students are not eligible to enroll in 600- and 700-level courses.
- Non-degree-seeking students are not eligible for federal financial aid and certain other forms of tuition assistance. Students are urged to consult with their respective advisors regarding limitations on tuition assistance.

**English Proficiency**

Trident does not provide English language services or ESL programs. Applicants must meet one of the English proficiency requirements listed below:

- Submit transcripts which demonstrate an appropriate duration of attendance at an institutionally accredited institution where the medium of instruction is English:

Degree Level	Minimum Duration of Attendance
Undergraduate	Earned equivalent of a high school diploma or 24 semester hours of Bachelor’s-level coursework.
Graduate	Earned equivalent of a conferred Bachelor’s degree or 12 semester hours of graduate-level coursework in a program.
Doctorate	Earned equivalent of a conferred Master's degree.

- Submit transcripts that demonstrate service in the U.S. Armed Forces for one year or greater, with attendance in enlisted-level or officer-level service school courses.
- Present official documents with an appropriate minimum total score for one of the following exams<sup>1</sup>:

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



Degree Level	TOEFL Internet Based Test (IBT)	TOEFL Computer Based Test (CBT)	TOEFL Paper Based Test (PBT)	IELTS	EIKEN
Undergraduate	61	173	500 & TWE 4	6	Grade 2A
Graduate	71	197	525 & TWE 4	6	Grade Pre-1
Doctorate	79	213	550 & TWE 4.5	6.5	Grade Pre-1

### International Transcripts

Visa services are not provided by Trident and the institution does not vouch for student status.

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

### Homeschool Students

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

Trident requires students to show proof that they have completed their state requirements for high school graduation. Although proof of graduation is traditionally provided through a high school transcript, Trident offers three options for homeschool students to meet this requirement:

- GED (General Educational Development test): Some states require that a homeschool student take the GED. (If your state requires a GED, then you must request the GED scores be sent to Trident.)
- Course Transcript (provided by outside source): If affiliated with a homeschool program, academy, or consortium, the student should request that the outside source forward an official transcript.
- Academic Portfolio (provided by family source): If the student is affiliated with an organization that does not provide transcripts, the family will be responsible for providing a transcript as instructed below:
  - If the family has customized the program, then a detailed portfolio, including a course transcript, is required.
  - The person in charge of the homeschool program must verify the transcript as official and provide the full portfolio to meet the requirements described under Trident’s Home School Academic Portfolio Guidelines.

### Homeschool Student Documentation

The following documents are required to evaluate the academic background of homeschooled applicants:

- GED Results (if required by state of residence), Course Transcript (provided by homeschool program), or Academic Portfolio.

- Two letters of recommendation from adults not related to the student. A family member, however, who acted as the student's primary instructor, may submit a teacher recommendation. Recommendations are acceptable from private instructors, coaches, clergy, mentors, employers, or sponsors of extracurricular activity.

The submission of SAT or ACT scores is recommended (but not required). A combined math and critical reading score of 1000 on the SAT, or a composite 21 on the ACT, would strengthen a prospective student's application to Trident.

## **Additional Degrees and Concentrations**

### ***Associate's to Bachelor's Degree Students***

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

- Once an Associate's degree has been conferred, the student must apply for admission to the Bachelor's degree program and meet all admission requirements.
- Students may apply same institutional credit to fulfill requirements for their first certificate and degree of the same level but must complete at least one unique course within the Bachelor's.
- General Education requirements will be waived for the Bachelor's degree.
- Students must meet standard degree-credit requirements, upper division requirements, and concentration requirements to earn the additional degree.

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

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

- Once a degree has been conferred, the student must apply for admission to the additional Bachelor's degree program and meet all admission requirements.
- The final GPA from the most recent degree will be used to make the admission decision.
- Students pursuing an additional degree must select a program that is distinct from their previous degree(s).
- Students must meet standard degree-credit, upper division, and concentration requirements to earn the additional degree.
- General Education requirements will be waived for the additional degree.
- Courses from the first degree may apply to the additional degree but cannot be used to satisfy the Trident residency requirement. (See the [Academic Programs](#) portion of the catalog or the [Graduation Requirements](#) section of this document for information about the Trident residency requirement.)

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

- Students must apply for admission and meet all Bachelor's degree admission requirements.
- The final GPA from the most recent degree will be used to make the admission decision.
- Students pursuing an additional degree must select a program that is distinct from their previous degree(s).
- Students must meet Trident's degree-credit, residency, upper division, and concentration requirements to earn the additional degree.

- General Education requirements will be waived if the first degree was completed from an institutionally accredited institution.
- Coursework from the previous degree may apply to the additional (Trident) degree but cannot be used to satisfy the Trident residency requirement.

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

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

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

- Students must apply for admission and meet all admission requirements.
- The final GPA from the most recent degree may be used to make the admission decision.
- Students pursuing an additional degree must select a program that is distinct from their previous degree(s).
- Students cannot use more than 30% of the credit required for the additional degree from their previous degree(s).
- Students must meet all specific requirements for the additional Master's degree not already satisfied by the previous degree(s).

***Second Concentrations within a Single Degree***

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

Coursework completed previously from the first concentration cannot be used to fulfill the requirements of a second concentration within a Bachelor's or Master's degree. When concentrations have duplicate or overlapping courses, the College Dean or designee will determine substitute courses. Completing the requirements for a second concentration does not qualify a student for a second degree.

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

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

***Additional Certificate***

**Graduate Certificates:**

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

**Professional Certificates:**

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

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

Students must note that limitations on Title IV financial aid, military tuition assistance, VA Education Benefits, and other forms of tuition assistance may apply to additional degrees at the same level. Students are urged to contact their Student Finance Advisor or other applicable tuition assistance advisor for appropriate guidance.

### **Readmission**

Readmission to Trident will be based on student status when leaving the institution, including GPA, number of courses remaining, Academic Warning status, etc. Notice of readmission will be sent to the student by the University. Students may be denied readmission if it is determined they cannot meet Satisfactory Academic Progress standards.

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

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

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

Readmission to Trident will be determined by the Office of the Registrar based on student status when leaving the institution, including GPA, number of courses remaining, Academic Warning status, etc. Notice of readmission will be sent to the student by the Office of the Registrar.

### ***Student Withdrawal***

Students who have officially withdrawn from Trident and who wish to return to the University may seek readmission by contacting their Student Success Advisor and scheduling a return session that falls within a calendar year from the start date of their last attempted or completed session. Students who have been withdrawn for over a calendar year from the start of their last attempted or completed session must submit a new application. Upon return, students must provide the University all official transcripts of any academic credit earned or attempted at other institutions while withdrawn. Students returning within 1 calendar year will retain the program requirements in place at the time of their withdrawal. Students readmitted after being withdrawn for over a calendar year will be subject to the most current program requirements.

### ***Readmission of Service Members***

Members of the uniformed services who must leave Trident to perform their duty will be promptly readmitted to the institution without change in academic status upon their return.

Any student agreements (such as [catalog rights](#) and [maximum time to degree](#) requirements) for military students with breaks in attendance of five years or less will be validated, and there will be no additional fees for military students who are readmitted. Taking courses at other institutions during this time will not constitute a break in enrollment. Students who reenter must provide updated transcript information (if any)

from all other institutions attended during the time of deferment or break in enrollment from Trident (including CLEP, JST, etc.).

- Service members will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status they had prior to their deferred status.
- Service members will be entitled to the rights and benefits they had prior to their deferred status.
- Service members will be readmitted to the same program unless they request or agree to be admitted to another program. (If the original program is no longer offered, the service member will be admitted to the most similar program.)
- For the first year, service members will be readmitted under the same tuition charged when they entered deferred status unless their military benefits will pay tuition increases (if any). However, the tuition will never be more than the institution is charging other students.
- If a military student is not prepared to resume the program where he or she left off or is unable to complete the program, the institution must make reasonable efforts<sup>2</sup> (at no additional cost to the student) to enable the service member to resume or complete the program. Such help may include, but is not limited to, providing refresher courses.
- To be eligible for readmission, a service member must:
  - Provide notice of absence for service.
  - Provide notice of the intent to return to Trident. Please see [Department of Education guidelines](#) for clarification of the aforementioned criteria.
  - Cumulative length of absences cannot exceed five years.

#### Denial of Readmission

If Trident determines that there are no reasonable efforts to be taken to prepare the service member to resume or complete the program, readmission may be denied. Please see [Department of Education guidelines](#) for clarification of the aforementioned criteria.

#### Termination of Readmission Eligibility

A service member's eligibility for readmission terminates upon the occurrence of:

- A dishonorable or bad conduct discharge.
- A dismissal of a commissioned officer permitted under Section 1161(a) of Title 10 USC by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.
- A dropping of a commissioned officer from the rolls pursuant to Section 1161(b), Title 10 USC.
- Absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution.

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<sup>2</sup> Reasonable efforts are actions that do not place an undue hardship on the institution. An *undue hardship* exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.



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## Transfer of Credits

### General Conditions and Procedures

In addition to admissions requirements and required admission documents, all students are required to have all official military and post-secondary transcripts on file to receive proper evaluation of transfer credits. Credits are considered for transfer from any CHEA-approved, institutionally accredited college or university. Non-traditional forms of learning will be evaluated as part of Trident's [Credit for Prior Learning](#) policy. Trident does not charge a fee for the review of transfer credit or the assessment of other learning experiences. The deadline for submission of all required transcripts the end of the student's first session of enrollment. At this time, the Registrar's Office will create the official student degree plan with the military and post-secondary transcripts on file regardless of if *all* official transcripts are received. Students with transcript holds at prior institutions are responsible to clear the holds to ensure that official transcripts are released timely and submitted to Trident for proper evaluation. Until all documents are received, it will be the responsibility of the student to inform their advisor of any courses that may be duplicative of previously completed coursework. Failure to provide official documents of **all** prior academic work, test scores, licensure, or certification as appropriate by the applicable deadline may result in the loss of transfer credit as a result of duplicated coursework and/or make the student ineligible for pre-existing articulation agreements. The University is not responsible for any coursework repeated as a result of official transcripts not received. Students should also be aware that repeating courses already taken at a previous institution could result in the student being personally responsible for the cost of tuition for the repeated course. In particular, Military Tuition Assistance or Veteran's Assistance will not cover duplicated coursework, even if the course is required to complete the degree at Trident.

Students are urged to review the specific policy statements below as applicable to their degree level and specific program. For the maximum semester hours allowed as transfer credit, please see section on [Graduation Requirements](#). Decisions on the applicability of transfer of credits are ultimately at the discretion of Trident. Students may formally appeal transfer decisions to the College Dean or designee. Appeals must be submitted in writing and must be accompanied by supporting documentation or evidence, such as a course syllabus. Transfer credits will not be included in the calculation of overall GPA.

### Undergraduate Students:

- Professional Diploma or Certificate students are required to provide official transcripts of all prior academic work from institutionally accredited institutions that they wish to be considered for transfer evaluation.
- Undergraduate degree-level students are required to provide official transcripts of all prior academic work from institutionally accredited institutions.
- Undergraduate students with conferred Associate's degrees are required to provide official transcripts from all sources with credits that applied to their Associate's degree.
- All eligible college-level coursework will be posted to the undergraduate student's permanent record with the following exceptions:
  - failed coursework (grades of D- or lower are considered failing).

- withdrawn courses.
- direct equivalents that have been repeated.
- repeated courses unless the transfer institution indicates the course is repeatable.
- Undergraduate students must have earned a grade of “C-” or higher to meet the following requirements:
  - General Education Mathematics
  - General Education English
  - Program Core
  - Upper Division Requirements
- At the undergraduate level, a student may transfer in academically transferable credit no matter the date of completion; except where the content of a course is deemed outdated or no longer equivalent or relevant by the college. The credits for that course will transfer as general elective credits only.

#### *Non-Traditional Credit*

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

#### **Graduate and Doctoral Students:**

- Master’s and Doctoral students are required to provide official transcripts of any prior academic work that they wish to be considered for transfer evaluation.
- Master’s and doctoral coursework completed within the previous seven years is transferable unless the content is deemed outdated by the college.
- Master’s students must have earned a grade of “B-” or higher to meet any degree requirement.
- Doctoral students must have earned a grade of “B” or higher to meet any degree requirement.

#### **Conferred Associates Degrees**

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

#### **Healthcare Specialty**

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

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

Professional, Technical, and Vocational (PROTEC) credits earned with passing grades may be transferred and applied as undergraduate general elective credit up to a maximum of 28 semester hours. Transfer credits

earned at a nationally accredited institution that are not directly articulated to a course or general education competency or have not been transferred as part of a [Conferred Associate Degree](#) will be considered PROTEC credit.

### **Transfer and Articulation Agreements**

Trident has transfer and articulation agreements with the following institutions:

- Community College of the Airforce
- Straighterline
- United States Army Sergeants Major Academy
- Army Recruiting and Retention College

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

### **International Transfer**

Trident will record and apply international credits for transfer with appropriate international credential evaluation by a recognized agency. Students may refer to [www.naces.org](http://www.naces.org) or <http://aice-eval.org/> to select an evaluation agency. (For more information, see [International Transcripts](#).)

International credit will be posted to the undergraduate student's permanent record only if applied to meet degree requirements.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Trident is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn at Trident is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Trident to determine if your credits, degree, diploma, or certificate will transfer.

## Authorization to Close File

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

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

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## Credit for Prior Learning

Trident recognizes that many of our students have acquired knowledge outside of a traditional academic environment. Credit for prior learning at Trident may be earned in a variety of ways:

### **Military Credit**

Trident grants undergraduate credit for military education as recommended by the [American Council on Education's \(ACE\) Guide to the Evaluation of Educational Experiences in the Armed Services](#) in accordance with transfer credit policies at Trident. Students may request evaluation of military credit by submitting official Joint Service Transcripts (JST) to the Office of Admissions.

Transcripts may be obtained through the appropriate home pages at:

- **ARMY:** <https://jst.doded.mil>
- **NAVY/MARINES:** <https://jst.doded.mil>
- **AIR FORCE:** Transcripts from the Community College of the Air Force (CCAF) at <http://www.au.af.mil/au/ccaf/transcripts.asp>
- **COAST GUARD:** <https://jst.doded.mil>
- For additional informational links, visit the ACE website at <http://www.acenet.edu/higher-education/Pages/Military-Students-and-Veterans.aspx>.

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

### **Prior Learning Assessment**

The Trident University International believes that learning happens over a lifetime and occurs through personal, professional, and life experiences. As such, Trident offers a Prior Learning Assessment (PLA) program where students can have credits awarded for learning that has taken place outside of a traditional academic environment and applied to specific course(s) in the student's program of study. In the evaluation and awarding of credit for prior learning, Trident employs PLA evaluators, faculty, and subject matter experts. The institution adheres to Council for Adult and Experiential Learning (CAEL) standards and guidelines and is guided by established prior learning assessment practices in higher education.

#### **Methods for Earning PLA**

##### Undergraduate programs

1. Challenge Exams
2. Credit by Examination (AP, CLEP, DSST, Excelsior, etc.)
3. Individualized assessment – Experiential Learning Portfolios
4. Individualized assessment – Experiential Essays
5. Industry Certifications; Licensure; Apprenticeship



6. Credits for Non-College or Corporate Training programs, as validated by The National College Credit Recommendations Service (NCCRS) or American Council on Education (ACE)

#### Graduate programs

1. Industry Certifications; Licensure; Apprenticeship
2. Individualized assessment – Experiential Learning Portfolios
3. Individualized assessment – Experiential Essays
4. Credits for Non-College or Corporate Training programs, as validated by The National College Credit Recommendations Service (NCCRS) or American Council on Education (ACE)

#### Professional Doctorate programs

1. Industry Certifications or Licensure
2. Individualized Assessment – Experiential Learning Portfolios

#### **PLA Credit Requirements**

Life and learning experiences alone are inadequate bases for the award of PLA credit. There must be a demonstration that learning has occurred. Credit is awarded for college-level learning and not simply for experience. Submissions must represent and demonstrate learning which is comparable to student learning outcomes at Trident and consistent with the University's academic policies and standards. Credit may be awarded for emergent knowledge areas and perspectives which may not be represented in standard college curricula.

In order for such learning to be considered for PLA credit award, the learning experience and evidence must:

- Have clear outcomes that are documented and validated.
- Meet the program or school's quality criteria.
- Be assessed as being similar to or meeting the requirements of learning gained through college coursework.
  - Learning experiences must be applicable to coursework required for the student's enrolled program of study or appropriate elective areas.
  - Learning experiences must result in mastered competencies that are appropriately documented and substantially similar to the outcomes that would be acquired in the comparable Trident course.
    - For undergraduate courses, the learning similarity has to be at least 70%, and for graduate courses at least 80%
- Meet the equivalent of minimum grade requirements for the award of credits.
  - Experiential Learning Portfolios and Experiential Essays must receive the equivalent of a "C" grade or higher for undergraduate, and the equivalent of a "B" grade or higher for graduate or professional doctorate course credit awards.

Faculty will review learning experience submissions and determine:

- Whether the credits apply to the lower or upper division courses in undergraduate programs, whether they meet graduate level course requirements for graduate programs, and/or whether they meet

doctoral level course requirements for professional doctorate programs.

- Whether credits will be accepted in the core areas of the program based on the age and how long ago the learning occurred.

The following rules apply to specific types of PLA:

*Trident Challenge Exams*

- Students may only attempt a Challenge Exam once.
- Must be passed with a 60% or higher.

*Experiential Learning Portfolios and Experiential Essays*

- Must be verifiable and documented.
- Must demonstrate a student's mastery of the learning outcomes.
- Must be evaluated by a faculty subject matter expert and determined to be substantially similar to the learning that occurs in comparable Trident course(s)

*Professional Trainings, Certifications, Licensures, and Apprenticeships:*

- Must be verifiable and documented.
- Must either carry an ACE or NCCRS credit recommendation and be comparable to a degree requirement or appropriate elective.
- If not ACE/NCCRS recommended, must be comparable to a Trident course, and approved by a faculty subject matter expert and determined to be equivalent to the learning that occurs in comparable Trident course(s).

**PLA Credit Restrictions and Limitations**

While there are many situations where credit may be awarded for prior learning, there are also many instances where PLA credit cannot be awarded. Prior Learning Assessment cannot be awarded for any of the following:

- Courses for which institutional or traditional transfer credits have already been awarded.
- A course that the student has attempted at Trident or any other educational institution.
  - If a student has failed a class, they cannot fulfill it through available PLA alternatives.
- Procedural training with no college-level outcomes or academic content
- Remedial or developmental coursework (non-college level).
- Meetings, conferences, work experience, volunteer work, life experience, and other events which do not have verifiable, specific learning objectives or an assessment method that verifies learning outcomes.
- Coursework not required for the student's enrolled program of study or appropriate elective areas.

Prior Learning Assessment is subject to maximum credit eligibility according to degree level:

**Undergraduate Programs**

Students can earn up to 15 Semester Credits through PLA in an Associate's degree program. Students can earn up to 30 Semester Credits through PLA in a Bachelor's degree program. PLA credit is awarded for learning at the equivalent of "C" (2.0) grade or higher for undergraduate courses.

**Graduate Programs**

Graduate students may receive up to 20% of the credits required for the program through PLA in a

Master's degree program. Credit is awarded for learning at the equivalent of "B" (3.0) grade or higher for graduate courses.

#### Doctorate Programs

Students may receive up to 12 semester credits through PLA in a doctorate degree program. Credit is awarded for learning at the equivalent of "B" (3.0) grade or higher for doctorate courses.

#### Certificate Programs

Due to the varying credit structures of Certificate programs, the amount of PLA credit a student may earn in a Certificate program may vary. Please refer to the individual Certificate program page(s) for specifications.

In addition to maximum credit applicability, there may be situations where prior learning credits may be eligible, but there may not be room in the degree program to apply those credits. PLA credits **CANNOT**:

- Be awarded more than once for the same learning within a student's overall degree.
- Apply toward meeting residency requirements for graduation.
- Apply to capstone courses.
- Apply to Doctoral Study Project courses.
- Be split or combined unless specifically recommended by ACE or NCCRS.

#### **Credit Transcription**

A P (Passing) grade is awarded for credit earned through prior learning assessment. There is no letter grade assigned and it is not factored into the GPA. However, credits applied are factored into the Rate of Progress calculation, which affects the Quantitative measure of Satisfactory Academic Progress (SAP). Please refer to the Satisfactory Academic Progress section of this catalog for additional information.

**The University neither implies, nor guarantees that Prior Learning Assessment credits will be accepted by other institutions. Instead, Prior Learning Assessment credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.**

## Bachelor to Master Dual Credit Options

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

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

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

### ***Enrolling in the Undergraduate Dual Credit Program***

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

### ***Completing the Dual Credit Courses***

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

### ***Applying the Credit to a Graduate Degree***

To apply the dual credit to the applicable graduate program, the student must:

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

For more information regarding this program, contact your student success advisor. Students receiving tuition assistance, veteran's affairs funding, or financial aid should consult with the Office of Financial Aid prior to enrolling in this program.



## **Tuition, Fees, and Financing**

### **Tuition and Fees**

*Effective: November 2022*

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<b>Credential Level</b>	<b>Student Type<sup>3</sup></b>	<b>Tuition Per Credit</b>	<b>Tuition Per Program (assuming no transfer credits)</b>
<i>Professional</i>	N/A	N/A	<b>6-month: Computerized Accounting: \$8,700</b> <b>9-month: Medical Billing: \$11,800</b> <b>Computerized Accounting: \$11,800</b> <b>12-month: Medical Billing &amp; Coding: \$13,900</b>
<i>Certificate and Diploma<sup>4</sup></i>	<i>Military personnel</i>	\$325	<b>6-month: Computerized Accounting: \$5,850</b> <b>9-month: Medical Billing: \$8,775</b> <b>Computerized Accounting: \$8,775</b> <b>12-month: Medical Billing &amp; Coding: \$11,700</b>
<i>Associate's Degree</i>	<i>Standard</i>	\$415	<i>All Associate's degree programs: \$24,900</i>
	<i>Retired military</i>	\$330	<i>All Associate's degree programs: \$19,800</i>
	<i>Veteran</i>		
	<i>Veteran spouse or dependent</i>		
	<i>Military personnel</i>	\$250	<i>All Associate's degree programs: \$15,000</i>
	<i>Military spouse or dependent</i>		
<i>Department of Defense Federal Civilian Employees</i>			
<i>Bachelor's Degree</i>	<i>Standard</i>	\$415	<i>All Bachelor's degree programs: \$49,800</i>
	<i>Retired military</i>	\$330	<i>All Bachelor's degree programs: \$39,600</i>
	<i>Veteran</i>		
	<i>Veteran spouse or dependent</i>		
	<i>Military personnel</i>	\$250	<i>All Bachelor's degree programs: \$30,000</i>
	<i>Military spouse or dependent</i>		
<i>Department of Defense Federal Civilian Employees</i>			

<sup>3</sup> Tuition listed for Department of Defense Federal Civilian Employees, military personnel (Active Duty, Reserve and National Guard), military spouse or dependent, retired military, veteran, and veteran spouse or dependent is displayed with the applicable military grant applied and is available only to students who meet the eligibility requirements for the relevant tuition assistance, grant, or tuition savings program. Other tuition assistance or tuition savings programs may be available based on official agreements. Applicable terms and conditions of all tuition assistance and tuition savings programs may be found on the university website. The University reserves the right to change the terms and conditions of any tuition or tuition savings program or to discontinue it at any time. Trident makes no guarantee regarding qualifications or eligibility for any particular tuition or tuition savings program. Total tuition costs may vary where courses are failed and repeated, or degree programs are changed. Trident periodically reviews and adjusts the amount of tuition and fees as deemed appropriate. Any changes to tuition and fees will take effect for the session following notification of such change. Changes to tuition and fees will not require execution of a new Enrollment Agreement and Disclosure (EAD).

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

<i>Master's Degree</i>	<i>Standard</i>	\$567	<i>MA in Education: \$17,010</i> <i>MBA: \$27,216<sup>5</sup></i> <i>MS in Health Administration: \$27,216</i> <i>MS in Health Sciences: \$22,680</i> <i>MS in Homeland Security: \$22,680</i> <i>MS in Human Resource Management: \$20,412</i> <i>MS in IT Management: \$20,412</i> <i>MS in Leadership: \$20,412</i> <i>Dual Degree: \$36,288</i>
	<i>Retired military</i>	\$425.25	<i>MA in Education: \$12,757.50</i> <i>MBA: \$20,412<sup>6</sup></i> <i>MS in Health Administration: \$20,412</i> <i>MS in Health Sciences: \$17,010</i> <i>MS in Homeland Security: \$17,010</i> <i>MS in Human Resource Management: \$15,309</i> <i>MS in IT Management: \$15,309</i> <i>MS in Leadership: \$15,309</i> <i>Dual Degree: \$27,216</i>
	<i>Veteran</i>		
	<i>Veteran spouse or dependent</i>		
<i>Military spouse or dependent</i>	\$325	<i>MA in Education \$9,750</i> <i>MBA: \$15,600<sup>7</sup></i> <i>MS in Health Administration: \$15,600</i> <i>MS in Health Sciences: \$13,000</i> <i>MS in Homeland Security: \$13,000</i> <i>MS in Human Resource Management: \$11,700</i> <i>MS in IT Management: \$11,700</i> <i>MS in Leadership: \$11,700</i> <i>Dual Degree: \$20,800</i>	
<i>Department of Defense Federal Civilian Employees</i>			

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

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

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

	Military Personnel	\$250	<p><i>MA in Education \$7,500</i>  <i>MBA: \$12,000<sup>8</sup></i>  <i>MS in Health Administration: \$12,000</i>  <i>MS in Health Sciences: \$10,000</i>  <i>MS in Homeland Security: \$10,000</i>  <i>MS in Human Resource Management: \$9,000</i>  <i>MS in IT Management: \$9,000</i>  <i>MS in Leadership: \$9,000</i>  <i>Dual Degree: \$16,000</i></p>
Doctoral Degree (Professional)	Standard	<p>Ed.D. \$761.25            DBA \$787.50            DHA \$787.50</p>	<p><i>Ed.D. in Educational Leadership: \$39,585</i>  <i>Ed.D. Degree Completion: \$18,270</i>  <i>DBA: \$37,800</i>  <i>DHA: \$34,650</i>  <b><i>Prospectus and Proposal Courses:</i></b> Students will be responsible for paying an adjusted tuition charge of \$850 for a repeated doctoral prospectus course or doctoral proposal course a maximum of two times per eligible course.  <b><i>Dissertation:</i></b> Doctoral Study Continuation courses are \$625, and enrollment is subject to approval by the Doctoral Studies Director.<sup>8</sup>  <i>All courses not listed are charged their per credit hour charge for any repeats.</i></p>
	Retired military		<p><i>Ed.D. in Educational Leadership: \$35,620</i>  <i>Ed.D. Degree Completion: \$16,440</i>  <i>DBA: \$34,020</i>  <i>DHA: \$31,185</i></p>
	Veteran spouse or dependent	<p>Ed.D. \$685            DBA \$708.75            DHA \$708.75</p>	<p><b><i>Prospectus and Proposal Courses:</i></b> Students will be responsible for paying an adjusted tuition charge of \$850 for a repeated doctoral prospectus course or doctoral proposal course a maximum of two times per eligible course.  <b><i>Dissertation:</i></b> Doctoral Study Continuation courses are \$625, and enrollment is subject to approval by the Doctoral Studies Director.<sup>8</sup></p>

<sup>8</sup> Semester hours may vary. Please refer to University Catalog-Academic Programs for more information.

			<i>All courses not listed are charged their per credit hour charge for any repeats.</i>
	Military personnel		<b>Ed.D. in Educational Leadership: \$34,125</b>
	Military spouse or dependent	\$656.25	<b>Ed.D. Degree Completion: \$15,750</b>
	Department of Defense Federal Civilian Employees		<b>DBA: \$31,500</b>
			<b>DHA: \$28,875</b>
			<b>Prospectus and Proposal Courses:</b> Students will be responsible for paying an adjusted tuition charge of \$850 for a repeated doctoral prospectus course or doctoral proposal course a maximum of two times per eligible course.
			<b>Dissertation:</b> Doctoral Study Continuation courses are \$625, and enrollment is subject to approval by the Doctoral Studies Director. <sup>8</sup>
			<i>All courses not listed are charged their per credit hour charge for any repeats.</i>
Doctoral Degree (PhD)	Standard (Excluding 703 and above Dissertation Continuation courses)	\$990	<b>Ph.D. in Business Administration: \$55,440</b>
			<b>Ph.D. in Health Sciences: \$55,440</b>
			<b>Ph.D. in Education: \$51,480</b>
			<b>Prospectus and Proposal Courses:</b> Students will be responsible for paying an adjusted tuition charge of \$850 for a repeated doctoral prospectus course or doctoral proposal course a maximum of two times per eligible course.
			<b>Dissertation:</b> All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date. <sup>9</sup>
			<i>All courses not listed are charged their per credit hour charge for any repeats</i>
	Retired military	\$885	<b>Ph.D. in Business Administration: \$49,560</b>
	Veteran		<b>Ph.D. in Health Sciences: \$49,560</b>
	Veteran spouse or dependent		<b>Ph.D. in Education: \$46,020</b>
			<b>Prospectus and Proposal Courses:</b> Students will be responsible for paying an adjusted tuition charge of \$850 for a repeated doctoral prospectus course or doctoral proposal course a maximum of two times per eligible course.

<sup>9</sup> **Dissertation Continuation Courses:** According to the Federal Student Aid Handbook, "A student must be enrolled at least half time to receive aid... To be enrolled half time, a student must be taking at least half of the course load of a full-time student..." (Page 19, Volume 1, Chapter 1). Trident defines full-time in the doctoral program as 4 semester credit hours per 12-week session. Accordingly, since the dissertation continuation courses are zero credit courses, they do not constitute as half-time enrollment and thus not eligible for financial aid. Similarly, dissertation continuation courses are not eligible for VA education benefits.



			<p><b>Dissertation:</b> All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date.<sup>10</sup></p> <p>All courses not listed are charged their per credit hour charge for any repeats</p>
	Military personnel	\$800	<p>Ph.D. in Business Administration: <b>\$44,800</b></p> <p>Ph.D. in Health Sciences: <b>\$44,800</b></p> <p>Ph.D. in Education: <b>\$41,600</b></p> <p><b>Prospectus and Proposal Courses:</b> Students will be responsible for paying an adjusted tuition charge of \$850 for a repeated doctoral prospectus course or doctoral proposal course a maximum of two times per eligible course.</p> <p><b>Dissertation:</b> All Dissertation Continuation courses are \$800 per continuation course. Totals will vary based on dissertation completion date.<sup>11</sup></p> <p>All courses not listed are charged their per credit hour charge for any repeats</p>
	Military spouse or dependent		
	Department of Defense Federal Civilian Employees		
Post-graduate Certificate Courses	Subject to the same standard and reduced tuition rates at the applicable Bachelor's and Master's levels. Not applicable to professional certificate programs or the doctoral level		

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

### Other Fees:

Fee	Cost
Student ID Card (optional)	\$10
Official Transcript (per copy)	\$10
Official Transcript "Rush Fee"	\$35
Graduation Fee	\$150
Duplicate Diploma	\$30

<sup>10</sup> **Dissertation Continuation Courses:** According to the Federal Student Aid Handbook, "A student must be enrolled at least half time to receive aid... To be enrolled half time, a student must be taking at least half of the course load of a full-time student..." (Page 19, Volume 1, Chapter 1). Trident defines full-time in the doctoral program as 4 semester credit hours per 12-week session. Accordingly, since the dissertation continuation courses are zero credit courses, they do not constitute as half-time enrollment and thus not eligible for financial aid. Similarly, dissertation continuation courses are not eligible for VA education benefits.

<sup>11</sup> **Dissertation Continuation Courses:** According to the Federal Student Aid Handbook, "A student must be enrolled at least half time to receive aid... To be enrolled half time, a student must be taking at least half of the course load of a full-time student..." (Page 19, Volume 1, Chapter 1). Trident defines full-time in the doctoral program as 4 semester credit hours per 12-week session. Accordingly, since the dissertation continuation courses are zero credit courses, they do not constitute as half-time enrollment and thus not eligible for financial aid. Similarly, dissertation continuation courses are not eligible for VA education benefits.

Fee	Cost
Bounced-check fee	\$30
Payment plan arrangement fee	\$35-55
Other expedited fees	Varies based on region

Residents of California will be charged a Student Tuition Recovery Fund fee at the rate determined by the State in effect at the time of the student's enrollment.

### **Course Materials**

All course materials are available to students through Trident's Online Library. The library may be accessed upon login to the [Trident Learning Community](#) student portal.

### ***Doctoral Students***

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

### **Methods of Payment**

Trident accepts military tuition assistance, Title IV financial aid, Veteran Affairs benefits, corporate benefits, private education loans, check, money order, or credit cards such as American Express, Discover, MasterCard, and Visa. Trident also offers flexible payment plans.

### **Responsibility for Payment**

Students accept responsibility for paying any and all tuition and fees in connection with their enrollment and attendance at Trident even if enrolled under non-degree-seeking student-at-large, or under a provisional or matriculating (with or without conditions) status. If students cannot pay their tuition and fees by the due date, they can arrange with Trident to make payments under an appropriate payment plan. Subject to any other applicable policy, if for any reason admission to Trident or financial assistance including but not limited to military tuition assistance (TA), veteran's benefits (excluding covered individuals using chapters 31 and 33), federal financial aid or employer reimbursement, is delayed or denied, the student will be held personally responsible for all tuition and fees due and owing and must pay the tuition and fees in full by the due date.

### **Suspension of Services**

Trident may prevent students from registering for any future sessions if:

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

### **Cancellation of Enrollment Agreement**

Students have the right to cancel the enrollment agreement (EAD) and obtain a refund of charges paid through attendance in the first session or the seventh (7th) day after enrollment whichever is later. To cancel, students must give written notice to Trident at [registration@trident.edu](mailto:registration@trident.edu).

## Refund Policy

Trident will refund tuition to the student or payer (where applicable) according to the following refund policies based on session length. If using Title X Tuition Assistance (TA), the [Return of Military Tuition Assistance](#) policy shall apply. Refunds will be provided to students within 45 days after all applicable charges, such as Title IV returns, have been calculated.

### New Online Undergraduate Student

A new undergraduate student, defined as one entering Trident or an affiliated institution for the first time with less than 24 online college credits who is enrolled in a fully online program, may elect to withdraw from Trident at any time during the first 21 days of the first session without incurring any tuition or fees by withdrawing from Trident in accordance with the requirements set forth in the catalog. Specifically, an eligible student intending to withdraw must submit a written notice that s/he is withdrawing from Trident to [registration@trident.edu](mailto:registration@trident.edu). An eligible student is considered conditionally enrolled during this 21-day period. For a student who intends to utilize financial aid funds to cover tuition and fees, all eligible federal and institutional financial aid funds will be applied to the student's account after the 21-day conditional enrollment period has expired.

### 12-Week Session Refund Policy

Drop/Withdrawal Request Date	Prorated Tuition Charge	Tuition Refund (if applicable)
Before start of the session	0%	100%
Day 1–4	25%	75%
Day 5–8	50%	50%
Day 9–12	75%	25%
After Day 12	100%	0%

### 8-Week Session Refund Policy

Drop/Withdrawal Request Date	Prorated Tuition Charge	Tuition Refund (if applicable)
Before start of the session	0%	100%
Day 1–3	25%	75%
Day 4-5	50%	50%
Day 6-8	75%	25%
After Day 8	100%	0%

### 4-Week Session Refund Policy

If the student withdraws from the program after the period allowed for cancellation of the enrollment agreement, Trident will calculate whether a refund of tuition and fees is due for the payment period up to sixty (60) percent. If student withdraws after sixty (60) percent, it is deemed that the student has earned one hundred (100) percent of the payment period. The refund amount will be the difference between earned charges and unearned charges for the payment period. Earned charges are calculated by dividing the

number of calendar days completed by the total number of calendar days in the payment period.

## **Federal Financial Aid**

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

Students applying for federal financial aid must meet all eligibility criteria as determined by the Department of Education (ED) by completion of the Free Application for Federal Student Aid (FAFSA). ED defines an eligible student as someone who is a U. S. citizen, permanent resident, or eligible non-citizen. International students (i.e., students attending on an F-1 visa) are not eligible for federal financial aid.

To be eligible for federal financial aid, a student must be admitted to an eligible program and be considered a regular student as defined by the Department of Education. Eligibility for federal financial aid is based on information provided on the FAFSA and other application documentation. To maintain eligibility, a student must also be making Satisfactory Academic Progress (SAP) in his or her degree plan (see [Satisfactory Academic Progress—Academic Warning/Financial Aid Warning/Academic Dismissal](#) policy). Any student who is not making Satisfactory Academic Progress may not be eligible to receive federal financial aid funds. Satisfactory Academic Progress measures both qualitative (GPA) and quantitative progress in determining a student’s eligibility for financial aid.

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

The first step in applying for financial aid is to complete and submit the Free Application for Federal Student Aid (FAFSA). The FAFSA utilizes the federal methodology in determining a student’s financial need and eligibility for financial aid, which includes both federal grants and loans. The information is reviewed by the Department of Education (ED) and the Student Finance Department at Trident in determining the student’s financial aid award. Therefore, it is particularly important for the student to provide accurate information on the FAFSA.

To begin the process and learn more about financial aid eligibility and the FAFSA application process, students may complete the application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are encouraged to use the IRS data-retrieval tool when completing their FAFSA to ensure accuracy of their income information. The FAFSA must be completed for each award year.

It is important that you choose American InterContinental University System, Chandler, AZ, (school code 014720) when completing your FAFSA.

### **Trident Financial Aid Application**

In addition to the FAFSA, Trident students must complete the Trident Financial Aid Application by logging on to the student portal and clicking Financial Aid under the My Record drop-down menu. The Trident application includes loan entrance counseling and verification documents, if applicable. This application must be completed for each academic year. Students must complete their financial aid application by the add/drop deadline. Additional time may be granted if working with the Student Finance Department.

## **Federal Loans and Grants**

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

Federal Pell Grants and Federal Direct Loans are known as "Title IV" aid or "federal financial aid." Federal financial aid is disbursed based on student enrollment and attendance status and Satisfactory Academic Progress (SAP). Funds are awarded and disbursed in two payment periods each academic year. Trident disburses funds to the student's account, and the funds are applied toward the student's tuition and/or cost of attendance. When a Title IV recipient ceases enrollment in all courses before the end of the payment period or fails to successfully complete all required credits, the student may be ineligible for a portion of the federal financial aid awarded and disbursed for that payment period.

### ***Federal Pell Grant Program***

The Federal Pell Grant assists undergraduate students who demonstrate financial need (as determined by the FAFSA) and who are attending a Title-IV-eligible public or private postsecondary school. Pell Grants are only awarded to undergraduate students who have not earned a Bachelor's or professional degree. Pell Grants, which do not have to be repaid, are awarded to students based on financial need and their enrollment status. The need is determined by the information provided by the applicant on the FAFSA. The amount the student will receive under the Pell Grant program is based on the Cost of Attendance (COA) and the student's Expected Family Contribution (EFC).

### ***Federal Direct Loans***

The U. S. Department of Education is the lender and guarantor for Federal Direct Loans, which include subsidized, unsubsidized, and PLUS loans. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, where applicable, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Subsidized loans are available for undergraduate students with financial need, as determined by the FAFSA. The U. S. Department of Education pays the interest on subsidized loans while the student is enrolled at least half time at an eligible postsecondary school, during the grace period, and during a period of deferment.

Unsubsidized loans are available to undergraduate and graduate students and are not awarded based on a student's need but based on the COA. If the student qualifies for an unsubsidized loan, the student will be responsible for interest that accrues from the time the loan is disbursed until it is paid in full. The student may choose to pay the interest while enrolled in school or allow it to accumulate. Capitalized interest will be added to the principal amount of the loan and will increase the amount to be repaid. If the student makes interest payments while in school, the total amount of the loan at the time repayment begins will be less than if the student allows the interest to accrue.

PLUS loans are also available to parents of dependent undergraduate students and graduate or professional students. PLUS loans require approval of credit from the U. S. Department of Education prior to funds being awarded and disbursed. PLUS loan applicants with adverse credit history may apply by obtaining an endorser without adverse credit history.



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

The amount of loan eligibility for Trident students will be determined based on the standard tuition rate, with appropriate reductions by the sum of:

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

The student's loan eligibility will be determined by:

- Maximum grade level loan amounts
- The student's remaining unmet financial need
- Student's requested amount of loans
- Student's aggregate loan limits according to National Student Loan Data System (NSLDS) records

For additional information regarding interest rates and loan limits, please visit the U. S. Department of Education's Direct Loan website at <https://studentaid.ed.gov/sa/>.

### **Verification**

Students may be selected for verification. This means that the U. S. Department of Education has randomly selected a student's FAFSA and the information provided on the application to be reviewed and verified by the institution. The Trident Financial Aid Application will request additional information to verify data that the student has reported on their FAFSA. If the student is selected for verification, he or she will be notified of the additional documents that will be required to complete their financial aid file. If an update needs to be made to the FAFSA the student will be notified via email that either the student or the institution will need to make the correction. Once the accuracy of the student's financial aid information is confirmed, an award letter will be released to the student. Changes to a student's FAFSA may result in a change of the financial aid award. Students will be notified via email if there is any change to their EFC or Title IV aid amounts. To avoid delays in processing of the financial aid file, students must ensure timely response to all requests for information. All verification documentation must be submitted by the end of the session in which the student was selected for verification. Failure to submit verification documentation in a timely manner may result in loss of aid and the student owing the tuition balance.

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

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

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions



- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Child support paid
- High school completion status
- Identity/statement of educational purpose

### OIG Referrals

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

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

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

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

Students seeking federal financial aid must be registered for all courses in their payment period prior to disbursement of funds for the payment period. The payment period is the length of time it takes a student to complete both half the number of semester hours and half the number of weeks of instruction in the academic year. If a student does not successfully complete a course or if there is a break in enrollment, the payment period will need to be extended because half the semester hours in the academic year have not been satisfied. The second payment period is complete once the student has successfully completed the second half of the academic year's weeks and semester hours. Students are not eligible to enter a new academic year until they have successfully completed a full academic year.

### **Academic Year and Disbursements**

#### ***Academic Year***

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

Each academic year has two payment periods. Students are expected to enroll and successfully complete half the weeks of instructional time and credit hours within each payment period to maintain their scheduled award. Students are also expected to remain enrolled in consecutive sessions (for students receiving Direct Loans). Any non-passing grade or breaks in enrollment may result in the loss of federal financial aid eligibility, delay in subsequent disbursements, or a return of title IV funds.

### ***Disbursements***

Disbursements will be released after add/drop of the awarded session, if all the following requirements are met: 1. Payment Period Enrollment, Satisfactory Academic Progress and 3. Academic Activity (see Academic Activity Requirements below). In addition, first time undergraduate student borrowers will be required to wait 30 days before receiving their first student loan disbursement.

#### ***Academic Activity Requirements***

Prior to receiving the first disbursement of aid:

- First time undergraduate students at Trident must demonstrate academic activity for all Case, SLP and Discussion Post assignments within Modules 1 and 2, as well as receive a passing grade or higher in both Case and SLP assignments.
- Graduate and Doctoral students must demonstrate academic activity and receive a passing grade in a Case or Session Long Project (SLP) assignment.
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Prior to receiving subsequent disbursements:

- Undergraduate and Graduate students must demonstrate academic activity and receive a passing grade in a Case or Session Long Project assignment.
- Doctoral students must demonstrate academic activity in a Case or Session Long Project assignment and are not subject to the grading requirement.

**For a program of one academic year or greater in length, the second disbursement may be made when half of the credit hours and weeks of instructional time in the program's academic year are completed. For a program of less than one academic year in length, the second half of the loan proceeds may not be disbursed until the student has successfully completed half of the coursework and half of the weeks of instructional time in the loan period. Semester Hour Completion**

Students must complete their program of study within the below maximum time frame. Students must successfully complete at least 67% of all attempted semester hours and will be placed on Academic/Financial Aid Warning if this requirement is not met (See section on Satisfactory Academic Progress). Courses dropped within the add/drop period are not counted toward attempted semester hours. The semester hours attempted for the program may not exceed 150% of the semester hours required for the degree. For example, a student in the BSBA program requiring 120 semester hours may not attempt more than 180 semester hours, including transfer credits. Students must note that when a Satisfactory Academic Progress review indicates that a student cannot complete the program within the maximum allowed semester hours, or when 150% is reached, the student will be Academically Disqualified, and no additional Title IV aid can be awarded or disbursed. Students can appeal this decision through the Satisfactory Academic Progress (SAP) Appeal Process and may be eligible for additional aid.

### **Return of Title IV Funds**

#### ***General Requirements***

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may be considered ineligible for all or a portion of Title IV funds that he or she received.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the Title IV program of the U. S. Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

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

A student is considered to have withdrawn from a payment period or the university, for attendance taking programs, if:

- The student does not complete all the days and semester hours in the payment period that the student was scheduled to complete.
- The student is not scheduled to begin another course within 60 calendar days after the end of the session the student ceased attending unless the student is on an approved leave of absence.

To determine the amount of funds earned by the student, the Student Finance Department will complete the Federal Return to Title IV (R2T4) Worksheet provided by the U. S. Department of Education. This worksheet is used to calculate the portion of the federal funds earned by the student and the portion (if any) to be returned (unearned by the student) to the U. S. Department of Education based on the student's last date of attendance. Attendance at Trident is defined as academic-related activity, such as submission of written assignments and discussion postings or both. Course logins and reading assignments are not used in the determination of a student's last date of attendance. A student earns federal student aid funds on a prorated basis. Proration is based on the percentage of the payment period the student completed. This is determined by the student's completion of assigned coursework during that payment period of enrollment.

The last date of any academic-related activity is used to calculate the percentage of days completed in the payment period, which is equivalent to the percentage of aid for which the student is eligible. If the student has an incomplete for the course(s) and does not enroll in the subsequent session, the session end date will be used as the last date of activity. For attendance taking programs, the last date of activity will be used. For students who officially withdraw from all courses and/or Trident, the date of withdrawal will be used to determine the percentage of the payment period completed. For attendance taking programs, the last date of activity will be used as the withdrawal date. For students who do not return from an approved leave of absence, the date of withdrawal will be the date the LOA began. For attendance taking programs, the withdrawal date will be the last date of activity. The percentage of unearned aid will be returned. Once it is determined that a student who has received Title IV funds is no longer enrolled, a R2T4 calculation will be completed. A notice will be sent to students when a R2T4 is completed, which will include any balance or grant overpayment due. Title IV funds are returned in the following order: 1. Unsubsidized Federal Direct Stafford Loans 2. Subsidized Federal Direct Stafford Loans 3. Federal Direct PLUS Loans 4. Federal Pell Grants. 5. Iraq and Afghanistan Service Grants 6. FSEOG 7. TEACH Grants.

**Payment of Credit Balance Student Accounts**

Students are notified electronically via Electronic Funds Transfer (ETF) notification of all federal student loan disbursements received by Trident. Students may cancel or decline those awards. If the total Title IV funds

received is greater than the Trident charges on the student's account for tuition and fees and up to \$200 of any prior balance, a credit balance exists. Credit balances are issued by check, Automated Clearing House (ACH), or debit card within 14 days of the date the credit balance is created on the student account.

### **Loan Cancellation**

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

- The date and amount of the disbursement.
- The student's right to cancel all or a portion of the loan and have the loan proceeds returned to the lender.
- The process of applying funds to cover current charges within the loan period and up to \$200 of any prior account balances.
- The procedures by which the student must notify Trident that he/she wishes to cancel the loan or loan disbursement. This notice will be sent no earlier than 30 days before and no later than 30 days after the student's account is credited.

These notices are sent electronically, and a record of the notice will be maintained by the Student Finance Department. If a student notifies Trident that the student wishes to cancel all or a part of a loan, Trident must return and cancel the loan within 14 days of receiving the student's written notice. Trident must inform the student either in writing or electronically as to the outcome of any request for loan cancellation.

Please contact the Student Finance Department at [studentfinance@trident.edu](mailto:studentfinance@trident.edu) if you have any questions about financial aid.

### **Military Tuition Programs**

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

Trident charges reduced tuition for eligible military service members and their families for Bachelor's, Master's, and Doctoral programs.

For more information, visit the [Trident website](#).

Contact the Student Finance Department at [studentfinance@trident.edu](mailto:studentfinance@trident.edu) for details.

### **Student Tuition Recovery Fund (California residents only)**

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

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

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

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

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

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

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

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

## **Information for Students Using Veteran Education Benefits**



## Responsibility for Covered Individuals

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

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

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

**NOTE:** A **Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Veteran Readiness and Employment, or chapter 33, Post 9/11 GI Bill<sup>®</sup> benefits.

GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## Documents Required for VA Certification

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

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

### Required Documents:

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

## VA Parent School Letter

### What is a Parent School Letter?:

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

### Primary (Parent) School:



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

To request a parent letter:

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

Processing:

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

Secondary School:

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

Processing:

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

CCAF General Education Mobile (GEM):

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

**Processing:**

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

**VA Rounding Out**

A VA student can round out their schedule to obtain full-time enrollment in their last term only. This allows students to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program. To qualify for rounding out, the course must be degree eligible for a current program at the student's present degree level. This means courses used to satisfy graduation requirements of a program as specified in the curriculum. This procedure can be done only once per program and previously completed courses cannot be certified. Please contact the Student Finance Department for additional information on VA Rounding Out.

## **Student Information and Procedures**

### **Attending Trident**

Trident will regard studying at the University as a privilege granted in consideration of achieving specified levels of performance and maintaining the established standards of scholarship and personal and professional conduct. Trident reserves the right to revoke admission, require withdrawal or expulsion of a student, or impose any other appropriate sanction at any time it deems necessary in order to safeguard its standards of scholarship, conduct, and orderly operation and to maintain the integrity of the academic process. The student concedes this right by the act of matriculation. At the same time, the student has the right of appeal.

Within five working days following written notification of action by Trident, the student may appeal the decision in writing to the Provost who may then approve, reject, or modify the decision in question. The decision of the Provost is final.

The student will be reinstated to the university upon the approval of the appeal, absent any other violation of university policy. Depending on when the appeal is approved, the student may be reinstated into the same section of the course or may need to resume class in a subsequent session.

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

### **Academic Freedom**

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

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

### **Academic Participation and Substantive Interaction**

Trident does not take attendance for degree programs. However, students in degree programs are required to start their course by participating in the first week of the course and continue to participate in their courses in a regular, timely, and substantive manner. Students who fail to submit required assignments by the Module 1 due date of the course, or who fail to communicate their intent to remain in class, will be subject to administrative drop from the course, in addition to the return of any Title IV funding, tuition assistance (TA) or

VA Education Benefits. Due to the structure of Doctoral Programs, they are excluded from administrative drop within the first two weeks of class.

Students must review Trident policy on refunds and return of aid and contact their advisor with any questions.

In addition to submission of required assignments, regular, timely and substantive academic participation includes the following elements:

- Navigating through the course syllabus and modules to identify, read and understand course and modular objectives/outcomes and the expectations of the professor. Contact professor with questions.
- Accessing the course modules and the Trident library databases to engage in the assigned readings and viewing all video and PowerPoint presentations as well as any other computer-assisted instruction in each module and course.
- Synthesizing the information from the assigned readings as well as any video or PowerPoint presentations and other computer-assisted instruction in each module.
- Posting substantive comments in the online discussions in all modules at a minimum of once per week for each module beginning with module one in the first week of the session.
- Students will be required to read the questions posted; consider the resources and materials needed to properly respond; review the materials; prepare thoughtful, critical responses to the question; review comments from other students in the class; and respond in kind. Simple agreement or disagreement with comments posted by others in the online discussions will not be enough to receive full credit. In order for a student's online discussion comments to receive full credit there must be explanations of agreement or disagreement, introduction of new ideas or personal experiences related to the subject matter of the module or course.
- Conducting independent research for Case and Session Long Project (SLP) assignments, using the various Trident library databases as well as sites on the internet bearing on the subject matter of the curriculum that may include government and educational sites.
- Synthesizing the information from the research before applying to the Case and SLP assignment requirements.
- Preparing modular Case and SLP assignments – communicating with the professor for clarification of expectations and guidance.
- Submitting modular Case and SLP assignments in all modules by the published deadline. Students may refer to the academic calendar for specific modular due dates.
- Incorporating professor feedback into subsequent assignments and modules.
- In courses with labs, students are required to engage by actively participating in and completing each component of the lab.
- Attending and participating in online conferences where applicable. Mere login into the learning management system does not constitute participation or attendance.
- Preparing and submitting the self-reflective essay.
- For students in the dissertation phase of the Ph.D. program active participation requires substantive progress on the dissertation prospectus, proposal or final dissertation as guided by the Dissertation Chair and Committee. Students are required to submit progress reports every session.

The final course grade will be based on the level of participation and quality of the assignments submitted using pre-approved rubrics.

For purposes of determining the last date of academic participation, Trident uses the last date of activity, which Trident can readily document through its student services systems or learning management system, through activities including but not limited to engaging in assigned readings and viewing all video and PowerPoint presentations as well as any other computer-assisted instruction in each module, participation in the online discussions, submission of case assignments or session long projects, or participation in online conferences and dissertation activity by Ph.D. Students.

### **Professional Certificate and Diploma Program Attendance Policy**

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

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

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

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

### **Student Course Assignment Responsibility**

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

### **Academic Integrity**

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

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

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## Plagiarism

The most common form of academic dishonesty is presentation of the work of another person as one's own and is referred to as "plagiarism." Plagiarism is a serious academic infraction that tarnishes everyone associated with it. Civil and criminal penalties may also apply where conduct violates U. S. copyright laws. Also, students violating this policy by failing to submit original work may be subject to loss of eligibility for tuition assistance or financial aid including cancellation of awards and disbursements of aid.

In addition to the most common form, plagiarism includes but is not limited to:

- **Contract Cheating:** Hired and/or compensated another person or organization to prepare and/or complete academic work on their behalf.
- **Copy and Paste:** Pieced together the work of other people, section by section or as-a-whole, and presented such copied work as their own.
- **Direct Duplication:** Copied of the work of another person and presented such copied work as their own; may include work from an article, website, book, online repository, or another student.
- **Paraphrasing:** Paraphrased without citing the original author; did not give credit to another person's work when the ideas/facts presented were not their own.
- **Submitting or Facilitating the Submission of Prior Work:** Submitted work previously submitted for assessment whether created by themselves or another student.
- **False References:** Used false references (incorporated references that are not relevant to misrepresent resources).
- **Manipulated Assignment Submission:** Manipulated an assignment to avoid detection of content that is non-original and/or similar to other sources by plagiarism software.

Facilitating academic dishonesty is also a violation of Trident's Academic Integrity policy. It includes but is not limited to:

- Intentionally assisting another student to commit an act of academic dishonesty.
- Attempting to assist another student to commit an act of academic dishonesty.

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

Students can access the Trident APA LibGuide or the Trident Plagiarism LibGuide to learn more about how to avoid plagiarism.

## Procedure for Reporting and Resolving Charges of Plagiarism

Charges of plagiarism may be raised by anyone including but not limited to:

- Professors
- Administrators
- Peers (other students or co-workers)

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

- If the charge is deemed credible, the Professor shall notify the student via email and request an explanation.



- Based on the email response from the student, the Professor will consult with the Department Chair/Doctoral Director and do one the following:
  - Notify the student by email to resubmit the assignment(s) in question and assign a grade for the resubmitted assignment.
  - Notify the student by email that they may not resubmit the assignment(s) in question and assign a failing grade for assignment(s) in question.
  - If there is a history of violations, the appropriate disciplinary action(s) will be applied.
- If the student does not respond to the Professor's email and does not provide an explanation, this does not prevent the Professor and Department Chair/Doctoral Studies Director from taking disciplinary action(s).
- A student may not avoid an academic integrity allegation or disciplinary action by dropping or withdrawing from a course.
- Students seeking financial aid will not satisfy the disbursement requirements by submitting plagiarized assignments.

Disciplinary actions may include:

- Assign a failing grade for the assignment.
- Assign a failing grade in the course.
- Inability to cancel a failing grade in the relevant course.
- If a pattern of academic integrity violations is established, the Department Chair/Doctoral Studies Director may elevate the concern to the Dean.

### **Multiple Academic Integrity Violations**

If a pattern of academic integrity violations is confirmed, the student will be notified by the Dean and asked for an explanation. The Dean may forward the case to the Student Conduct Committee and recommend expulsion from the university. Students with more than one academic integrity violation are subject to the following actions:

- Establish a learning plan and sign an Academic Integrity Acknowledgement form in collaboration with a college designee.
- Referral to the Student Conduct Committee wherein a recommendation may be made for suspension and expulsion from the university.
- Additionally, the college may recommend removing the option to cancel a failing grade in a course.

Trident reserves the right to review all current and previous coursework (whether graded or ungraded; whether by a current student or graduate) of any student found to have engaged in plagiarism.

### **Right of Appeal**

In cases where disciplinary action is applied, the student shall have the right of appeal.

- The student may appeal the disciplinary action applied by the Department Chair/Doctoral Director within five business days to the college Dean.
- The student may appeal the disciplinary action applied by the college Dean within five business days to the Vice Provost.
- Students may formally appeal the Student Conduct Committee decision with submission of a written grievance to the Office of the Ombudsman in the Trident CRS system, or at

[Ombudsman@trident.edu](mailto:Ombudsman@trident.edu) (for more information on the University grievance procedure, please refer to the policy handbook).

## Student Code of Conduct

### Overview

Trident is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety, or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the University.

Trident believes strongly in promoting the development of personal, professional, and social responsibility. Trident also believes in a humanistic approach to discipline conducive to academic pursuits. However, Trident recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, University administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of students. Student conduct offenses may be related to persons, property, and campus operations as well as the welfare, health, and safety of students, faculty, and staff.

Students are encouraged to share personal experiences while participating in classes at Trident. However, students must be aware that should they disclose to any Trident faculty members or staff information that they may cause harm to themselves or others, faculty members and staff are required to report such information to campus administration.

Courteous behavior and professional conduct appropriate to a professional environment is to be displayed at all times. Inappropriate conduct and/or communication as well as violations of the University's Academic Honesty policy will not be tolerated and may be cause for sanctions or withdrawal.

Every student is subject to federal, state, and local law, as well as respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the University - or which the Administration feels would endanger members of the University community - shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Trident Student Code of Conduct Committee. Conduct decisions rendered by the Committee may be appealed to the Office of the Ombudsman.

### A. Offenses Related to Persons

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner;
2. Threatens (by any means), intimidates, or uses physical force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm;
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently; or
4. Engages in any activity related to other persons which is prohibited by law or court order.

## **B. Offenses Related to Property**

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of the University;
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of the University;
3. Obtains the property of another person by misrepresentation or deceptive means;
4. Enters or uses the facilities or property of another person or the University without consent or authorization; or
5. Commits a computer-related offense.

## **C. Offenses Related to the Operation of the University**

An offense related to the operation of the University is committed when a student:

1. Engages in illegal, obscene, or indecent conduct on University property or at University sponsored events;
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate University officials;
3. Fails without just cause to comply with the lawful order of a University official acting in the lawful performance of his/her duties and authority;
4. Engages in solicitation in or on University property or involving the use of University property unless such solicitation is approved by appropriate University officials; or
5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University (including the classroom environment).

## **D. Offenses Related to Welfare, Health or Safety**

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without University authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property;
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on University property;
3. Abuses, removes, or damages fire and safety equipment; fails to vacate a building or facility when a fire alarm is activated;
4. Fails to leave a building, streets, walks, driveways, or other facilities of the University when directed to do so by an official of the University having just cause to so order; or
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

## **Disregard of the Student Conduct Code: Penalties and Procedures**

The senior leadership team of Trident has full authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or university faculty and staff. The Trident Student Conduct Committee provides review of the investigation, examination and resolution for actions warranting final warning and or dismissal from the University.

## **Offensive Materials**

Trident’s professional environment requires that all students respect the following policy concerning offensive materials:

Information System, photocopiers, media equipment, or other resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted in the school.

As in the workplace, there is “zero-tolerance” for any students who violate this policy, and immediate withdrawal may result. Students must recognize that personal opinions as to what constitutes “offensive material” may vary but the following details describe what is typically understood to be offensive. Staff or students using institutional facilities who find materials being displayed to be offensive have a duty to act assertively by informing University personnel.

### **Offensive material includes, but is not limited to the following:**

- Pornographic, nude, semi-nude or other similarly lewd images;
- Material displaying excessively violent or graphic content;
- Material of racist or similarly demeaning content; or
- Any material that in general is understood to be socially and/or culturally offensive.

## **Communication**

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

All students, faculty, and staff are expected to treat one another with respect. Negative emotions have no place in any communication directed to any member of Trident. When upset for any reason, Trident members are encouraged to wait until they are less upset before sending any email or other communication.

Information about proper “netiquette” may be found on the Internet.

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

## **Student Services**

### **Admissions**

[admissions@trident.edu](mailto:admissions@trident.edu)

- Admissions Advisors support prospective students by answering questions, providing information, and assisting with the initial application process.

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

### **Alumni Association**

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

The Trident Alumni Association strives to serve the social, professional, and academic needs of our alumni while helping them stay connected to their alma mater. Trident alumni are a community of leaders in government, industry, education, and public health, representing a wellspring of knowledge and connectivity. From business executives and leaders in academia to politicians, inventors, and entrepreneurs in their fields – Trident alumni engage at the highest level in their fields and are recognized for their accomplishments and contributions.

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

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

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

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



## **Bursar and Finance**

[bursar@trident.edu](mailto:bursar@trident.edu); [accountsreceivable@trident.edu](mailto:accountsreceivable@trident.edu)

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

## **Career Services**

### **Center for Career Planning and Workforce Strategies**

[Trident4Careers@trident.edu](mailto:Trident4Careers@trident.edu)

Trident's Center for Career Planning and Workforce Strategies (CCPWS) is your ally in career readiness. The CCPWS offers a variety of student services and resources, many of which are accessible 24 hours a day, seven days a week through [MyTLC](#). The career center is designed to support students and alumni in career planning and employment readiness. Career services offered to students and alumni include:

- Career Exploration
- Certification Guidance
- Job Search Resources
- Resume Review
- Interview Preparation
- Employer Information Sessions
- Career Services Webinars
- and other resources...

The CCPWS offers assistance to students in matching skills, interests, and values with potential career paths, as well as determining which programs may best suit their career goals. Career services resources also include the **Alumnifire** and **CareerOneStop** platforms which offer both valuable and actionable resources related to career planning, employability skills, and professional networking. In addition, the career center hosts a long-running series of employer information webinars, career services presentations, and other virtual events for students and alumni.

For more information related to services and resources please visit the [Career Center](#) webpage. CCPWS services and resources are free of charge to current students and alumni. If you have questions or require assistance, please contact the CCPWS at [trident4careers@trident.edu](mailto:trident4careers@trident.edu) or 866-492-9008. *Trident cannot guarantee employment, salary, or career advancement.*

## **Center for Student Success**

[studentsuccess@trident.edu](mailto:studentsuccess@trident.edu)



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

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

### **Office of the Registrar**

[registration@trident.edu](mailto:registration@trident.edu)

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

### **Outreach and Partnerships**

[outreach.partnership@trident.edu](mailto:outreach.partnership@trident.edu)

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

Trident's Partnership Support Team is dedicated to:

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

### **Student Finance Department**

[studentfinance@trident.edu](mailto:studentfinance@trident.edu)

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

### **Student One Stop**

[sos@trident.edu](mailto:sos@trident.edu)

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

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

### **Trident IT Help Desk**

[support@trident.edu](mailto:support@trident.edu)

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

### **Trident Military Assistance Center**

[tmac@trident.edu](mailto:tmac@trident.edu)

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

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

### **Trident Store**

[clientcare@designemb.com](mailto:clientcare@designemb.com)

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

### **University Library**

[library@trident.edu](mailto:library@trident.edu)

Trident offers a comprehensive library to all students and faculty. The resources available include databases such as Academic Search Complete, ProQuest Central and Ebrary. These sources provide access to thousands of publications and are available 24 hours a day, 7 days a week. Trident has a professional librarian available to students and faculty as needed. The Librarian works on-site and remotely and responds to student and faculty requests promptly. In addition, the Librarian creates instructional materials in the use of library resources that are available online to all Trident users. The library may be accessed upon login to the [Trident Learning Community](#) student portal.

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

### **Support Service Referrals**

#### ***Hotlines/Self-help Support Groups***

Note: The listed telephone numbers may be subject to change. Hotline information/referral numbers are for reaching those that can provide crisis counseling, refer callers to local agencies, and provide information and/or printed materials.

Abortion Services and Information	(877) 477-6246
AIDS	(800) 590-2437
Al-Anon for Families of Alcoholics	(800) 344-2666
Alcohol & Drug Abuse Hotline	(800) 729-6686
Alcohol and Drug Addiction	(800) 992-4414
Alcohol and Drug Helpline	(800) 821-4357
American Foundation for Suicide Prevention	(888) 333-AFSP (2377)
CDC AIDS Info	(800) 342-2437
Cocaine Anonymous	(800) 347-8998
Families Anonymous	(800) 736-9805
Families of Alcohol/Drug Abusers	(888) 418-0031

Family Support Network (families and children with special needs)	(800) TLC 0042
Gay & Lesbian National Hotline	(888) 843-4564
Narcotics Referral Hotline	(800) 711-6375
National Child - At Risk Hotline	(800) 792-5200
National Child Abuse Hotline	(800) 422-4453
National Council on Alcoholism and Drug Dependence Hopeline	(800) 622-2255
National Domestic Violence Hotline	(800) 799-7233
National Drug and Alcohol Abuse Treatment Referral	(800) 662-HELP (4357)
National Help Line for Alcohol and Substance Abuse	(800) 784-6776
National Mental Health Association	(800) 969-NMHA (6642)
National Sexual Assault Hotline	(800) 656-HOPE (4673)
National Suicide Prevention Lifeline	(800) 273-8255
National US Child Abuse Hotline	(800) 422-4453
Planned Parenthood Hotline	(800) 230-PLAN (7526)
Poison Control	(800) 222-1222
Spencer Recovery Center	(800) 252-6465
United Way	(847) 884-8186

### University Grievance Procedure

It has been the long-established philosophy and practice of Trident that grievances be addressed in a non-adversarial climate. Students are encouraged to resolve concerns in an informal manner by first communicating with the appropriate administrative unit of Trident. The communication must be professional and clearly set forth the nature of the grievance. If the matter cannot be resolved informally between the student and the administrative unit, students have available to them a number of mechanisms, as set forth in this catalog, for seeking redress.

#### Complaint Resolution System

The formal Complaint Resolution System (CRS) is designed to provide rapid and definitive resolution of complaints requiring formal investigation of actions inconsistent with Trident policy, accreditation standards, or state or federal regulations, including allegations of conflict of interest, discrimination, or harassment. The complainant must indicate in the complaint that a serious effort was made to informally resolve the grievance.

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

### **Office of the Ombudsman**

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

The Ombudsman for Trident is Brandie Riegle.

### **Third-Party Complaints**

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

### ***Complaints to External Agencies***

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

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

***AZ SARA Complaint Process for Distance Education Students:*** Trident is a member of the American InterContinental University System, which is approved by NC-SARA through the Arizona SARA Council ("AZ SARA"). AZ SARA has jurisdiction over Arizona SARA-approved institutions in relation to non-instructional complaints. Instructional complaints, such as grade grievances, and those related to student conduct are not reviewed by AZ SARA and should not be submitted for review. Distance education students who reside in SARA states (currently all but California) may file a complaint with AZ SARA only after the student has first utilized the University's grievance process and the Arizona State Board for Private Postsecondary Education's complaint process. Eligible complaints may be submitted to AZ-SARA at <https://azsara.arizona.edu/complaints>.

**Georgia resident** students may contact the State of Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; 770-414-3300; <https://gnpec.georgia.gov/student-complaints>

Students who receive military tuition assistance or veterans benefits may submit complaints to the [Postsecondary Education Complaint System](#), the [VA hot line](#), or the [Principle of Excellence Complaint Intake Questionnaire](#).



## Housing

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

## Catalog Rights

A student's degree or certificate requirements are determined by the academic catalog in effect during the first session in which they remain enrolled after the 'add/drop' period. Catalog rights will remain in effect as long as the student maintains continuous enrollment in their degree program. Students readmitted after an unapproved absence exceeding one year or students readmitted after withdrawal from Trident are subject to review of catalog rights as outlined in the policy on [Readmission](#).

A student may elect to adopt the requirements of the current academic catalog. Students who wish to update their academic catalog rights should consult with their Student Success Advisor. The most current catalog refers to the academic catalog in place at the time of the request to update catalog rights. Students declaring or changing degree programs will be subject to the requirements in effect at the time of the declaration or change.

### **Catalog Rights for Students in a Degree Program**

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

### **Catalog Rights for Students in a Professional Certificate Program**

*These programs are not available for enrollment at this time.*

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

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

Catalog rights of students cannot supersede any accreditation standards, state or federal regulation, or benefit requirements of programs including (but not limited to) military Tuition Assistance (TA), federal student Financial Aid (FA), and Veterans Administration (VA). Catalog rights refers to the academic requirements of a program. Students are all subject to the most current university policies unless the policy update explicitly specifies otherwise.

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## Normal Time to Complete and Maximum Time to Complete

### Degree Programs

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

### Professional Certificate and Diploma Programs

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

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

## Graduation Requirements

### Undergraduate-Level Programs

- Total Semester Hours: Undergraduate students are required to earn a minimum of 120 semester hours to be eligible to graduate from Trident. Some programs may require more units. See table below.
- Residency: Undergraduate students must complete a minimum of 25% of their program in residency Trident.

- For Bachelor’s level programs, there is an Upper Division Course Requirement: Students must complete a minimum of 32 semester hours of coursework at the 300 and 400 levels. Associate’s alumni who have completed lower division courses cross listed as upper division courses may be approved to graduate with less than 32 semester hours of Upper Division coursework.
- General Education Program: Students must complete the General Education Program requirements as stated in the Academic Programs catalog.
- Academic Program: Students must also satisfy all requirements of the individual program.
- Minimum Grade: Students must receive a minimum grade of “D” in undergraduate coursework taken at Trident.
- Capstone Grade: Students must receive a minimum grade of “C” in the undergraduate program capstone course.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 2.0 in all undergraduate coursework taken at Trident.

Degree Programs	General Program Plans and Concentrations	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Minimum
All Associate’s Degrees	All Concentrations	15	45	60
Bachelor of Science in Business Administration	All concentrations	30	90	120
Bachelor of Science in Computer Science	All concentrations	30	90	120
Bachelor of Science in Health Sciences	All concentrations	30	90	120
Bachelor of Science in Health Administration	All concentrations	30	90	120
Bachelor of Science in Homeland Security	All concentrations	30	90	120
Bachelor of Science in Human Resource Management	All concentrations	30	90	120
Bachelor of Science in Information Technology Management	All concentrations	30	90	120
Bachelor of Science in Leadership	All concentrations	30	90	120

### Master’s-Level Programs

- Total Semester Hours: Degree Semester Hours vary based on the program, concentration, and type and number of credits carried by courses transferred for content. Transferability and applicability of credit is subject to all transfer credit policies and procedures in the [Transfer of Credit](#) section of the Policy Handbook.
- Residency: See table below.
- Academic Program: Master’s-level students must also satisfy all requirements of the individual program.

- Minimum Grade: Students must receive a minimum grade of “B-” in master’s coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all Master’s coursework taken at Trident.

Degree Programs	General Program Plans and Concentrations	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Requirement
Master of Arts in Education	All concentrations	21	9	30
Master of Business Administration	No concentration	24	9	33-36
Master of Business Administration	All concentrations	28	9	37-48
Master of Science in Health Administration	No concentration	24	9	33-36
Master of Science in Health Administration	All concentrations	29	12	41-48
Master of Science in Health Administration / Master of Business Administration Dual Degree	MSHA/MBA	52	9	61-64
Master of Science in Health Sciences	No concentrations	24	9	33-36
Master of Science in Health Sciences	All concentrations	28	9	37-40
Master of Science in Homeland Security	No concentration	24	9	33-36
Master of Science in Homeland Security	All concentrations	24 - 28	9 – 12*	36 -40
Master of Science in Human Resource Management	MSHRM (No concentration)	24	9	33-36
Master of Science in Information Technology Management	All concentrations	24	9	33-36
Master of Science in Leadership	All concentrations	24	9	33-36

*\*Total semester hour requirement and number of transferrable credits will depend on specific concentration chosen.*

## Doctoral Programs

### ***Ph.D. in Business Administration***

- Total Semester Hours: Total Degree semester hour requirement comprises 56 semester hours of coursework.
- Residency: Ph.D. students must complete a minimum of 28 semester hours at Trident
- Academic Program: Ph.D. students must satisfy all requirements of the individual program.
- Qualifying Exam: Ph.D. students must pass their qualifying exam.

- Dissertation: Ph.D. students must conduct their research (i.e., collect data, analyze it, and provide a report and full discussion of the findings), write the full five-chapter dissertation proposal, and successfully defend the dissertation proposal and completed dissertation within a maximum number of 12 sessions (courses numbered 700 – 711).
- Minimum Grade: Students must receive a minimum grade of “B-” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

#### ***Ph.D. in Health Sciences***

- Total Semester Hours: Total Degree semester hour requirement comprises 44 for the No-Concentration Track, and 56 semester hours of coursework for the other concentrations.
- Residency: Ph.D. students must complete a minimum of 20 for the No-Concentration Track, and 28 semester hours of coursework for the other concentrations at Trident
- Academic Program: Ph.D. students must satisfy all requirements of the individual program.
- Qualifying Exam: Ph.D. students must pass their qualifying exam.
- Dissertation: Ph.D. students must conduct their research (i.e., collect data, analyze it, and provide a report and full discussion of the findings), write the full five-chapter dissertation proposal, and successfully defend the dissertation proposal and completed dissertation within a maximum number of 12 sessions (courses numbered 700 – 711).
- Minimum Grade: Students must receive a minimum grade of “B-” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

#### ***Ph.D. in Educational Leadership***

- Total Semester Hours: Total Degree semester hour requirement comprises 44-52 semester hours of coursework.
- Residency: Ph.D. students must complete a minimum of 28 semester hours at Trident
- Academic Program: Ph.D. students must satisfy all requirements of the individual program.
- Qualifying Exam: Ph.D. students must pass their qualifying exam.
- Dissertation: Ph.D. students must conduct their research (i.e., collect data, analyze it, and provide a report and full discussion of the findings), write the full five-chapter dissertation proposal, and successfully defend the dissertation proposal and completed dissertation within a maximum number of 12 sessions (courses numbered 700 – 711).
- Minimum Grade: Students must receive a minimum grade of “B-” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

#### ***D.B.A. Program***

- Total Semester Hours: Total degree Semester Hour Requirement comprises 36 to 48 semester hours of coursework.



- Residency: D.B.A. students must complete a minimum of 36 semester hours at Trident.
- Academic Program: D.B.A. students must also satisfy all requirements of the individual program.
- Minimum Grade: Students must receive a minimum grade of “B-” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

***D.H.A Program***

- Total Semester Hours: Total degree Semester Hour Requirement comprises 44 semester hours of coursework.
- Residency: D.H.A. students must complete a minimum of 20 semester hours at Trident.
- Academic Program: D.H.A. students must also satisfy all requirements of the individual program.
- Minimum Grade: Students must receive a minimum grade of “B-” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

***Ed.D. Program***

- Total Semester Hours: Total degree Semester Hour Requirement comprises 44-52 semester hours of coursework.
- Residency: Ed.D. students must complete a minimum of 24 semester hours at Trident.
- Academic Program: Ed.D. students must also satisfy all requirements of the individual program.
- Minimum Grade: Students must receive a minimum grade of “B-” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

***Ed.D. Degree Completion Program***

- Total Semester Hours: Total degree Semester Hour Requirement comprises 24 semester hours of coursework.
- Residency: Ed.D. students must complete a minimum of 24 semester hours at Trident.
- Academic Program: Ed.D. students must also satisfy all requirements of the individual program.
- Minimum Grade: Students must receive a minimum grade of “B-” in doctoral coursework taken at Trident.
- Grade Point Average Requirement: Students must receive a minimum cumulative GPA of 3.0 in all doctoral coursework taken at Trident.

Degree Programs	General Program Plans and Concentrations	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Minimum
Doctor of Education in Educational Leadership	All concentrations	24	28	44-52
Doctor of Education in Educational Leadership – Degree Completion Program	No concentration	24	28	52
Doctor of Business Administration	No concentration	28	20	36-48
Doctor of Health Administration	No concentration	20	24	44
Doctor of Philosophy in Business Administration	All concentrations	28	28	56
Doctor of Philosophy in Educational Leadership	All concentrations	28	28	44-52
Doctor of Philosophy in Health Sciences	No concentration	20	24	44
Doctor of Philosophy in Health Sciences	All concentrations	28	28	56

## Professional Certificate and Diploma Programs

### ***SAS Joint Certificate in Business Analytics***

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

### ***Certificate in Computerized Accounting***

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

### ***Diploma in Computerized Accounting***

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

### ***Certificate in Medical Billing***

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

### ***Certificate in Medical Billing and Coding***

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

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

## Teach-Out

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

### Programmatic Teach-Out

Students in Programs/Concentrations/Certificates/Courses that have been designated as “Teach-Out” will be able to continue and complete their course of study pursuant to their approved degree plan subject to the conditions detailed below.

**Program:** In the event a decision is made to suspend, retire, or otherwise terminate a program, to the greatest extent possible, Trident will ensure the equitable treatment of students and will make every good faith effort to assist students in completing their respective programs by offering courses until each existing student enrolled in a program completes the program. No new students will be admitted to the program. When appropriate and necessary, reinstated and readmitted students will work with their academic advisor in choosing an alternative program.

**Concentration/Certificate:** In the event a decision is made to suspend, retire, or otherwise terminate a concentration/certificate, to the greatest extent possible, Trident will ensure the equitable treatment of students and will make every good faith effort to assist students in completing their respective concentrations by offering courses until each existing student enrolled in a concentration completes the concentration. No new students will be admitted to the concentration. Where appropriate and necessary, reinstated and readmitted students shall work with their academic advisor in choosing an alternative concentration/certificate.

**Course:** In the event a decision is made to suspend or retire a course, to the greatest extent possible, Trident will ensure the equitable treatment of students and will make every good faith effort to assist students in

completing their respective programs/concentrations by offering alternative courses. In this case, the student's degree plan will be amended accordingly.

In instances when courses or programs are no longer available, or changes have been mandated by a state or accrediting body, Trident shall work with affected students to identify substitutions that would not hinder the student from timely graduation.

## **Students with Disabilities**

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

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

It is the policy of Trident not to deny any qualified individual with a disability access to or participation in any aspects of educational activities and services. To this end, it is the policy of Trident to conform to the Web Content Accessibility Guidelines 2.0 AA standards. To the extent that any content is deemed not accessible, Trident will immediately take corrective action to remove any barriers to access, provide equally effective access and provide appropriate alternative content that is substantially equivalent. It is also the policy of Trident to offer reasonable accommodations in the form of modifications or adjustments that will enable a qualified student with a disability to participate in educational activities and services. Given the pedagogical model and the online nature of coursework at the institution, extended time for completion of assignments and modules is available as an accommodation upon request. Note that the ADA does not require modifications or adjustments that would fundamentally alter the nature of a service, the education or learning outcomes of a course or degree program; lower or substantially modify the academic standards; or compromise the integrity of the school, department, or program. Also, the ADA does not require modifications or adjustments that would impose an undue hardship on the institution. Undue hardship includes any action that is unduly costly, extensive, or disruptive. Further, Trident is not required to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing. (<https://www2.ed.gov/about/offices/list/ocr/transition.html>)

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

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

Any student requesting reasonable accommodations must first provide documented proof of the claimed disability to the Disabilities Services Coordinator in the Center for Student Success using the [Trident Verification of Disability form](#). This form must be provided to Trident prior to admission, upon diagnosis, or at

the earliest that it is reasonably practical to provide documentation (whichever is earlier). This will allow enough time to review requests and provide appropriate accommodations.

The form must be completed in its entirety, providing:

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

A Disabilities Services Coordinator will evaluate requests for accommodations after careful consideration of the information provided, including analysis of whether:

- The information provided is current
- The information is sufficiently detailed
- The provider identified has sufficient expertise
- The request is reasonable
- The requested accommodation represents a fundamental alteration or imposes an undue hardship
- Alternative accommodations will suffice

The Disabilities Services Coordinator after consultation with the appropriate Dean, Provost, and Office of Policy and Administration will render a decision on student requests for accommodations. Approval of accommodations will be effective as of the date approved or as noted in the Confirmation of Accommodation.

Any appeals or requests for exceptions must be directed to ADA 504 Coordinator, Tasha Cureton at [Tasha.Cureton@Trident.edu](mailto:Tasha.Cureton@Trident.edu).

## **Institutional Review Board**

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

**Respect for Persons.** The ethical principle of respect for persons includes the requirement to recognize persons as independent beings capable of voluntarily deciding whether or not to choose to participate in research. The IRB also addresses the issues of safeguarding individuals unable to make informed decisions, such as children or those not competent to understand the benefits or risks resulting from research. The IRB also considers procedures to ensure confidentiality of subjects. In research involving children, federal guidelines mandate the use of parental consent forms and assent forms for the minor.

**Beneficence.** Beneficence regarding research is concerned with protecting subjects from harm and acting in the best interest of research subjects. In order to prevent harm, the IRB requires researchers to carefully



consider and analyze the risks and benefits of their study and then formally address them individually. The IRB Committee then has the responsibility to determine if these potential risks and benefits are clearly spelled out for both the IRB and potential subjects; and whether the research can be approved based upon the listed risks and benefits analysis.

**Justice.** The ethical principle of justice requires people be treated fairly. Subjects have the right to be aware of the potential risks of research when they are asked to participate. This principle also requires the researcher to consider who or which group will benefit from the proposed research. The researcher needs to ensure that potential risks are not being taken by only one segment of the population for the benefit of another segment of the population.

### **IRB Membership**

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

- Director of Institutional Research (Chair)
- Institutional Research Analyst (Permanent Member)
- At least four faculty members from colleges with doctoral degree programs (with at least one faculty member meeting the definition of a scientist member)
- One non-scientist staff member
- At least one community member, not affiliated with Trident

The IRB Committee nominates and recommends candidates for the non-scientist staff and community member positions. The Provost and IRB Chair give final approval to all appointments of IRB members. The term for members shall be three years for faculty members (subject to faculty contract term), one year for non-scientist staff member, and one year for non-affiliated members. Memberships may be renewed for a subsequent term. IRB members are required to disclose any conflict of interest to the IRB Chair and respond to questions from the IRB as requested. A conflict of interest includes but is not limited to a protocol in which an IRB member participates as a researcher, supervises (e.g., dissertation chair, doctoral program director), or has a financial interest. When a conflict of interest exists, the role of the IRB member shall be modified as follows: 1) Serve as a non-voting member for any IRB applications where there is a conflict, 2) Refrain from serving as an expedited reviewer for IRB applications where there is a conflict, 3) May assist in screening whether IRB applications are exempt from IRB review, provided they do not make the final determination that an IRB application is exempt.

### **What Requires IRB Review and Approval?**

Any research involving human subjects must be approved by the Trident IRB prior to data collection. *Research* is defined as “a systematic investigation including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (45 CFR 46. 102). This includes pilot studies and preliminary studies but does not include surveys that are designed to improve programs (rather than contribute to a body of knowledge). Human subjects are defined as a “living individual about whom an investigator conducting research obtains: 1) data through intervention or interaction with the individual, or 2) identifiable private information.”

No member of the Trident community (students, faculty, and staff) may access or collect research data on human subjects without Trident IRB approval.

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

### **The Process**

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

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

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

**Step 3:** Obtain required permissions from study site.

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

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

- Application
- Supporting documents
- Approval/IRB Decision

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

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

**Step 4:** Complete and submit your IRB application.

1. Doctoral students will receive the application from the IRB upon notice of final approval of their doctoral proposal.
2. Doctoral students should complete their IRB application and upload to *IRB Application* drop box in 800-level course. Other researchers should request an application form from IRB directly.
3. Include all documents requested in the pre-IRB review.
4. Ensure that all applicable items are completed. For more information on how to answer questions, please refer to the *Guide for Completing the IRB Application*.

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

**Step 5:** Please have your doctoral committee chair send an email to [IRB@trident.edu](mailto:IRB@trident.edu) stating that your materials have been reviewed. You must also send a review to request an IRB review. Please allow up to 5 to 7 business days to receive the results back on your initial IRB review (less time for an exempt review and follow up reviews).

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

**Step 7:** Report changes and renew IRB approval (if needed)

- Before requesting IRB approval, doctoral students must obtain approval from their Dissertation Mentor and the Doctoral Studies Director if they make any changes to their research methodology. Other researchers should inform the Office of Institutional Research regarding changes to their research methodology.
- Request IRB approval for changes to research methodology, renewal of IRB approval, and adverse incidents immediately to [IRB@trident.edu](mailto:IRB@trident.edu)
- Doctoral students must upload all IRB approval letters, including approvals following modifications to methodology and one-year expiration of initial approval letter.

**Tips for avoiding a lengthy review process**

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

<b>Items Required for IRB Review for all Studies:</b>
<input type="checkbox"/> Certificate of completion of online training on “ <i>Protecting Human Research Participants.</i> ”
<input type="checkbox"/> Completed IRB application
<input type="checkbox"/> Approved research protocol/methodology
<input type="checkbox"/> All data instruments (e.g., surveys, questionnaires, data fields accessed from existing sources)
<input type="checkbox"/> Permission to administer study and/or access data (e.g., written permission from appropriate administrators at study site, copy of service agreement, and/or supporting documentation that data is public use)
<b>Required for Studies Involving Data Collection</b>
<input type="checkbox"/> Informed Consent Form. See <a href="#">example</a>
This form should include:
<input type="checkbox"/> Title of study
<input type="checkbox"/> Name and credentials of Principal Researcher (e.g., doctoral candidate)

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

***Other Requirements (if applicable)***

- HIPAA waiver (for studies involving protected health information)
- Other IRB approvals of the proposed study (including supporting documents)

## **Reviews**

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

If a full review is required, the IRB application will be reviewed at its next available regularly scheduled meeting. An IRB quorum (majority) is required to convene an IRB meeting. Based on majority vote, the IRB may recommend approval, approval with amendments, request further information, or denial. All recommendations by the IRB including minutes (where appropriate) from the meetings shall be communicated to the applicant and retained by the IRB Chair.

The time period for IRB approval will vary depending on the nature of the study and issues of concern as well as the extent to which supporting documents have been provided. Because IRB approval is dependent upon the Principal Researcher addressing all issues found in the review, an estimate cannot be provided regarding the total time required for an IRB review. Please allow up to two weeks to receive feedback on submitted IRB applications (less time for an exempt review and follow up reviews). Upon satisfactorily meeting the requirements, the candidate will receive an approval letter from the Chair of the IRB.

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

### **Research Involving Non-Human Subjects**

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

The process for Doctoral students is as follows:

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

### **Trident Administrative Holidays**

**Trident observes the following holidays:**

Thanksgiving Holiday – November 25 and 26, 2021

Winter Holiday – December 24 and 27, 2021

New Year's Day – December 31, 2021 (Observed)

Martin Luther King Day – January 17, 2022

Memorial Day – May 30, 2022

Independence Day - July 4, 2022

Labor Day – September 5, 2022



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## Registration and Enrollment

For 8-week sessions, registration at Trident begins 8 weeks prior to the session start; for 12-week sessions, registration begins 12 weeks prior to the session start; for 4-week sessions, registration begins 4 weeks prior to the start. The majority of students enroll through the Trident Learning Community (TLC) portal. Enrollment dates and important deadlines are available on Trident's [Academic Calendar](#).

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

## Instructional Sessions

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

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

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

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

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

### Maximum Course Load

#### ***12 Week Session Maximum Course Load***

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

#### ***8 Week Session Maximum Course Load***

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

#### ***4 Week Session Maximum Course Load***

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

## **Add-and-Drop Policy**

### **12 Week Session Add and Drop Policy**

The add-and-drop period ends two weeks after the start of the session. Students are responsible for the management of their course registration and status through the TLC Portal. All students are required to follow the [published deadlines](#) for registration including adding and dropping of courses. Please refer to the [Refund Policy](#) regarding applicable processing fee and prorated tuition.

### **8 Week Session Add and Drop Policy**

The add-and-drop period ends 8 days after the start of the session. Students are responsible for the management of their course registration and status through the TLC Portal. All students are required to follow the published deadlines for registration including adding and dropping of courses. Please refer to the [Refund Policy](#) regarding applicable processing fee and prorated tuition.

### **4 Week Session Add and Drop Policy**

The add-and-drop period ends 3 days after the start of the session. Students are responsible for the management of their course registration and status through the TLC Portal. All students are required to follow the published deadlines for registration including adding and dropping of courses. Please refer to the [Refund Policy](#) regarding applicable processing fee and prorated tuition.

### ***Undergraduate Professional Diploma and Certificate Program Add and Drop Policy***

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

## **Withdrawal**

### **Withdrawal from course(s)**

Students are required to participate in their courses actively and regularly in compliance with the University policy on [Academic Participation and Substantive Interaction](#). Students unable to complete a course may request a withdrawal from a course after the published add/drop deadline by submitting a request in writing to the Office of the Registrar at [registration@trident.edu](mailto:registration@trident.edu). Students who have not participated and make their request prior to the module 1 due date will be assigned a grade of 'N/A', and the course will not reflect on the student's permanent record. Students who have participated in the course will receive a grade of 'W' assigned to the course and it will become a permanent part of the student's record. Failure to participate alone does not constitute a drop or withdrawal from the course, except where subject to other applicable policies or regulations, such as the [Academic Participation and Substantive Interaction](#) policy. To avoid academic penalties, students must take affirmative steps to timely drop or withdraw from their course(s). Students requesting to drop or withdraw will be responsible for all applicable tuition and fees and are encouraged to speak with their Student Financial Advisor regarding financial implications

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

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

### **Withdraw from Trident**

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

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

### **Unofficial Withdrawal**

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

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

### **Withdrawal by Students using Military Tuition Assistance (TA)**

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

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

### **Administrative Withdrawal**

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

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

Recommendations for an administrative withdrawal are submitted to the Office of the Registrar. The Office of the Registrar will review the request for Administrative Withdrawal and consult with the appropriate departments to determine the validity of the request. If the Administrative Withdrawal is approved, the Office

of the Registrar will record the date and reason for the withdrawal, the last date of attendance, and update the student's transcript. Students may petition an Administrative Withdrawal within five days by submitting an appeal to the Vice Provost as specified in the [Attending Trident](#) policy.

The Office of the Registrar will notify the student when the withdrawal has been processed. A grade of Withdrawal (W) will be recorded on the student's official record and transcript by the Office of the Registrar. The grade of Withdrawal (W) is not computed in a student's grade point average but will be used to calculate credit completion rate for the Quantitative measure of [Satisfactory Academic Progress](#). The date and reason for the withdrawal will be recorded as of the last day of recorded attendance, and the amount of any tuition and fees assessed will be aligned with the schedule in Trident's [Refund Policy](#).

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

### **Retroactive Withdrawals**

The grade of Withdrawal (W), subject to other university policies or other applicable regulations, may be assigned retroactively to students who request to retroactively withdraw from a course within a reasonable amount of time after the end of the session. Students are eligible for a retroactive withdrawal if they have experienced circumstances that have significantly impaired their ability to complete coursework and prevented withdrawal from the course as described in the withdrawal policy.

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

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

- A personal statement that clearly describes the circumstances that prevented the student from requesting a regular Withdrawal in accordance with the policy.
- Evidence that the circumstances were beyond the student's control.
- Evidence that the student was unable to anticipate or predict the circumstances leading to the request.
- Official verification from a source other than the student or relative of the student. This documentation must include the phone number or email address of the verifying source.

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

- A licensed healthcare provider's written verification of student's incapacitation lasting longer than 30 days, and verification that said incapacitation occurred within the session dates for which the student is requesting the retroactive withdrawal (medical records and diagnosis information are not to be submitted)
- Legal documents such as a death certificate (with explanation of the relationship) or evidence of jury service lasting longer than 30 days

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

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

To submit a Retroactive Withdrawal, students should consult with their Student Success Advisor or Admission Advisor. Requests will be reviewed by the Committee on Academic Standards (CAS). All CAS decisions are final. Requests for further review will not be granted.

### **Return of Aid Based on Withdrawal**

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

### **Return of Federal Financial Aid**

For an explanation of the return of federal financial aid, refer to the [Federal Financial Aid section](#) of this catalog under the heading of '[Return of Title IV Funds](#)'.

### **Return of Veterans Affairs Benefits**

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

Students using Post 9/11 GI Bill<sup>®</sup>, whose withdrawal results in an overpayment of tuition and fees and/or yellow ribbon benefits, may result in owing a balance to the university. According to Section 1019 of Public Law 116-315, VA will no longer collect these debts from students. However, they will collect from schools. This applies to tuition and fee payments and Yellow Ribbon program payments under the Post-9/11 GI Bill<sup>®</sup>.

### **Return of Military Tuition Assistance**

To comply with the Department of Defense Memorandum of Understanding, students utilizing Tuition Assistance (TA) who officially withdraw may be subject to return of unearned TA on a proportional basis as set forth in the schedule below. The unearned TA will be returned to the specific Service. Students shall remain subject to all applicable institutional policies including Trident's [Refund](#) policy and [Return of Title IV Funds](#) policy.



Subject to other applicable policies or regulations, failure to participate does not constitute a drop or withdrawal from the course or Trident. Students will receive a notice informing them of any applicable returns, resulting account balance and payment process. Unearned TA is subject to a return up to the 60% point of the session; thereafter, tuition is deemed 100% earned and not be subject to return or refund.

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

**12 Week Session Return of Military Tuition Assistance**

Session Percentage	Percent of Tuition Assistance Refund	Week / Days
0-9%	100%	Week 1 / Day 7
10-25%	75%	Week 2-3 / Day 8-21
26-60%	25%	Week 4-7 / Day 22-51
61-100%	0%	Week 8-12 / Day 52+

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

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

**8 Week Session Return of Military Tuition Assistance**

Session Percentage	Percent of Tuition Assistance Refund	Week / Days
0-9%	100%	Week 1 / Day 8
10-25%	75%	Week 2 / Day 9-14
26-60%	25%	Week 3-5 / Day 15-35
61-100%	0%	Week 6-8 / Day 36+

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

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

**4 Week Session Return of Military Tuition Assistance**

Session Percentage	Percent of Tuition Assistance Refund	Days
0-9%	100%	Day 1-3*
10-25%	75%	Day 4-7
26-60%	25%	Day 8-17
61-100%	0%	Day 18+

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

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

Example 2: A student who withdraws during day 18 and above of a 4-week session will be deemed to have earned 100% of the tuition for the session. Once 100% of tuition is deemed earned it is not subject to refund.

## Leave of Absence

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

Generally, when professional or personal obligations will prevent students from enrolling in a future session, a formal request for a Leave of Absence (LOA) must be submitted through the TLC Portal. To be eligible for a LOA for a future session, students must be currently enrolled in and complete the session preceding the LOA. If a LOA has already been approved for a future session, and a student withdraws from the session preceding the requested LOA, the LOA may be approved as of the withdrawal date. Students not officially or conditionally admitted to Trident are not eligible for a Leave of Absence. The request for a Leave of Absence must include the reason for the leave and the future session(s) for which the leave is requested. Requests for a LOA must be received and approved prior to census in the session for which the LOA is sought. If the LOA is approved and the course(s) that fall under the LOA time frame are dropped, the student must follow the published University [Refund Policy](#). In the event a student is incapacitated and unable to submit a timely request or provide advance notice, a family member or other authorized individual may make the written request (supporting documentation may be required), or the student may make the request at the earliest opportunity. The request will be approved if all requirements for the LOA are met and there is a reasonable expectation the student will return from the LOA. Once the student is reported as withdrawn, a LOA cannot be approved.

Requests will be considered, and status changes will be approved on a case-by-case basis. In approving the LOA, the deciding official must conclude there is reason to believe the student will return at the conclusion of the LOA. Approval or denial of the request will be communicated to the student in writing, and a copy will be added to the student's file. The approval will set forth the LOA start date as well as the official return date. Students may extend a LOA with a written request prior to the original stated LOA return date. Students requesting second LOAs must return and attend a full session before being allowed to request a second LOA.

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

Leaves of Absence are limited to a maximum of 180 days in any 12-month period including breaks and holidays. The 180-day period begins on the first day of the original LOA and may be limited to a shorter period based on available session start dates. Pursuant to the provisions of Title IV of the Higher Education Act, students on federal financial aid are urged to first contact their financial aid advisor regarding the impact of the LOA on their eligibility.

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

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

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

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

Students who fail to return to active status by the LOA return date will be considered withdrawn as of the date the LOA began. This may obligate financial aid students to return aid monies previously disbursed. If a student is deemed as withdrawn and has federal student loans, the six-month grace period for repayment will have begun on the first day of the LOA. Students enrolled in attendance-taking programs will be considered withdrawn as of the last date of academic attendance. Repayment will begin on the last date of academic attendance. All students who are deemed as withdrawn must submit a request for [readmission](#).

## Course and Grading Policies

### Credit Hour

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

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

#### **Degree Program Courses**

Active engagement requires student to achieve learning outcomes based on evidence. As an example, an 8-week session requires 18.75 hours of coursework per week to meet the 150 hours requirements for a 4-credit hour course. This includes time required for research, completion, and submission of all assignments. Students are expected to access and participate in each module of every course on a weekly basis. Students are also required to adhere to the university policy on Academic Participation and Substantive Interaction as published in this policy handbook.

#### **Professional Certificate Program Courses**

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

#### **Additional or Reduced Units**

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

#### **Trident Responsibilities**

Trident's Credit Hour policy re-enforces adherence and progress using established tools to measure the "accuracy and reliability" of credit hour results for all academic programs and new course development instructional formats. Trident will periodically evaluate and report on the compliance and enforcement of this

policy to ensure that it meets the requirements of federal regulations and “commonly accepted practice in higher education.” The University collects and analyzes evidence of meeting the credit hour requirements.

## Medium of Instruction

All courses at Trident are offered online and taught in the English language. This includes all content and course-related materials.

Trident ensures a high-quality learning experience by utilizing modern teaching and learning tools that create an engaging learning process with an instructor-controlled environment.

It is the policy of Trident to provide feedback on submitted assignments within 72 hours of submission. For Dissertation related submissions, it is the policy of Trident to provide feedback within 2 weeks.

Trident students may use the online library resources at no additional cost. The library may be accessed upon login to the [Trident Learning Community](#) student portal.

Trident students also have access to services including but not limited to Admissions and Enrollment, Advising, Transcripts and Records, Finance/Financial Aid, Career Development, IT, and Student Success and Disability Services.

## Grades

To maintain good academic standing, a student must demonstrate satisfactory progress toward completing his or her degree. This progress is measured by assigned grades and computed session grade point averages as well as overall grade point averages for all work completed at Trident. Official release of final grades occurs 5 business days after the end of each session. Students requiring proof of completion of a course may request and obtain a letter from the Office of the Registrar at [registration@trident.edu](mailto:registration@trident.edu) verifying the course completion date.

## Grading and Academic Performance

### Degree Programs

Trident uses the following grading scale for Degree Programs:

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



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

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

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

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

### **Professional Certificate and Diploma Programs**

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

- A = 4 grade points per semester hour
- B = 3 grade points per semester hour
- C = 2 grade points per semester hour
- D = 1 grade point per semester hour
- F = 0 grade points per semester hour
- W = Withdrew, assigned to course(s) after the add/drop period, not included in the GPA calculation
- WM = Military Withdrawal, not included in the GPA calculation
- I = Incomplete, not included in the GPA calculation
- R = course repeated, not included in the GPA calculation

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

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

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

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

## **Grade Appeal**

Although Trident presumes that grades assigned are correct, the University has established this grade appeal policy and procedure both to protect students against academic and administrative evaluations and decisions that may be alleged as prejudicial, capricious, or arbitrary, and to preserve the authority of professors to

evaluate student work in a non-prejudicial, objective, and consistent manner. This policy and procedure, available equally to undergraduate and graduate students, allows students to appeal final course grades only. Students who believe that the grade(s) received on individual assignments 1) were prejudicial, capricious, or arbitrary, and 2) had a direct bearing on the student's final course grade, should provide proof in the form of supporting documentation when filing a grade appeal. The final grade on the student record could be lower, higher, or the same as the grade initially appealed.

Students are required to follow published procedure relating to grade appeals, as outlined below.

The following apply to all appeals to final course grades:

**Level 1 Appeal:**

- A grade appeal must be submitted within 10 business days following receipt of the final grade notice.
- Students will submit the initial grade appeal to the professor of record. The student's professor of record will review all work submitted and assign an appropriate grade within five business days of receipt.

**Level 2 Appeal:**

- The decision made by the professor of record may be appealed to the Dean/Associate Dean within three business days following formal response from the professor.
- The Associate Dean shall issue a response to the appeal within five business days of receipt.

**Level 3 Appeal:**

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

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

**Professional Certificate Program Appeals:**

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

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

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

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## Repeating Courses and Cancellation of Failed Grades

### Students in Undergrad and Graduate Programs

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

### Students in Professional Certificate Programs

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

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

### Please Note:

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

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

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

**Students in Doctoral Programs**

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

- Doctoral students may repeat a course a maximum of one time (two attempts total) to receive a passing (B- or P) grade; requests to repeat a course a third time must be approved by the Director. The following exceptions apply:
  - A doctoral prospectus or a doctoral proposal course may be repeated twice (three attempts total). This includes DOC 690, DOC 700, DHA 699 I, DHA 699 II, EDD 614, PBA 700, DEL 622, and DHS 699.
    - Students will be responsible for paying an adjusted tuition charge (refer to Tuition, Fees, and Financing) for a repeated doctoral prospectus course or doctoral proposal course a maximum of two times per eligible course.
    - These courses are not eligible for a course extension.
  - A doctoral study or dissertation course may be repeated twice (three attempts total).
- Doctoral students who exhaust the number of allowable repeat attempts are subject to dismissal from the program.
- Doctoral students may repeat and cancel a maximum of one course.
- Doctoral students returning to the university after an extended absence are subject to the cancel and repeat maximums listed above, any student wishing to return to the program may be ineligible for enrollment if the maximum attempts to cancel or repeat have already been met.

**Please Note:**

- Repeated course(s) must be taken at Trident in order to cancel the grade(s)
- Courses will be cancelled in the order they are taken.
- Courses failed as a result of violations of the [Academic Integrity](#) policy are *NOT* subject to cancellation; however, the course may be repeated at Trident.
- The student's official transcript will reflect all courses and grades earned; however, the canceled course will be designated with an "R" to indicate that it was repeated.
- This policy does *not* apply to courses from which the student has withdrawn; letter grades of "W" are not canceled when a course has been retaken and passed.
- Students may NOT cancel prior grades by simply changing concentrations or programs.
- Exceptions to the number of repeat and canceled courses based on extraordinary or extenuating circumstances will be considered by the College Dean or designee. Requests must be submitted in writing and accompanied by supporting documentation or evidence.
- It is the student's responsibility to notify the Office of the Registrar at [registration@trident.edu](mailto:registration@trident.edu) once a course has been repeated.

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## Course Extensions Policy

A course extension gives students in 8-week or 12-week sessions 30 additional days from the end of the session to complete the course. Due to the [Maximum Course Load](#) and [Attendance](#) policies for programs with 4-week sessions, students in these programs are not eligible for extensions. In addition, due to the Repeating Courses and Cancellation of Failed Grades policy, doctoral prospectus or a doctoral proposal courses are not eligible for extensions. Please refer to those sections of the catalog for more information.

A course extension may be granted when circumstances prevent students from completing all required coursework before the end of the session. A student found to be in violation of Trident's Academic Integrity policy is not eligible for course extensions. Having an approved course extension limits the options for Retroactive Withdrawal. There are also consequences associated with an extension (e.g., compressed time frame to complete the course; challenge of meeting requirements if enrolled in other course(s) during the extension period; possible loss of ability to earn timeliness or professionalism points). Please refer to the provisions discussed under the Student Responsibilities Following Approval of Course Extension section.

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

### Standard Course Extension

A student who submits bonified assignments (Case, SLP, and Discussion) in the first 50% of the course may apply for a standard course extension. (For six module courses, modules 1-3 must be complete. For four module courses, modules 1-2 must be complete.) Standard course extension requests must be submitted via the TLC Portal no later than the final day of the session for 8-week sessions as indicated on Trident's Academic Calendar. The deadline for standard course extension requests for Doctoral students in 12-week sessions will be the last day to submit course work, which is a week prior to the end of the session as indicated on Trident's Academic Calendar. The course instructor will check to make sure that the submission(s) uploaded are legitimate, i.e., that the uploaded assignment(s) are not simply placeholders to qualify for a course extension. If approved, an interim "Incomplete" grade will be assigned, and the student will be granted up to 30 days of additional time to complete the course.

### Extensions for Extraordinary Circumstances (EEC)

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

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

A student who has been granted an EEC will be given 30 days from the end of the session to complete the course. Because Trident is committed to helping students succeed, the student may be required to roll over



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

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

### ***Course Extension due to Extraordinary Circumstance examples***

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

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

Examples of acceptable documentation:

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

### **Student Responsibilities Following Approval of Course Extension**

Receiving approval of a course extension (Standard or EEC) does not alter the financial obligations a student may have with Trident.

Students must also comply with all tuition assistance, Title IV, and Veteran Education Benefit requirements. In compliance with federal regulations, students who have been granted a course extension but who are not enrolled in the following session and who fail to obtain an official Leave of Absence (LOA) will be reported as "withdrawn" to the National Student Clearinghouse and National Student Loan Data System. A withdrawal from Trident may impact the student's financial aid eligibility, [Student Academic Progress](#) (SAP), and planned graduation date.

If a student requests a course extension for the last course in the degree program, the student will be reported as “withdrawn” to ensure the student enters the grace period for repayment in a timely manner and in compliance with federal regulations. Upon completion of the course with a passing grade, the student’s status will be updated from “withdrawn” to “graduate.”

If a student completes the course by the deadline, the student will receive the letter grade earned.

If a student fails to complete the course by the deadline, the “Incomplete” grade will be changed to the appropriate letter grade earned.

If the student fails to complete the course (or receives a non-passing grade) and military or government tuition assistance (TA) funding was used, the student may be subject to recoupment of the TA. If Department of Veterans Affairs’ funds were used, similar restitution of VA benefits may have to be made by the student to the Department of Veterans Affairs. If federal financial aid was used, the disbursements received by the student may be subject to return of Title IV funds calculated based on the last date of academic activity. If employer reimbursement was used, the student may be subject to return of the reimbursed amount to the employer.

Students are responsible to familiarize themselves with the requirements and restrictions imposed by applicable funding or tuition assistance entities.

## **Academic Renewal**

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

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

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

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

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

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

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

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

In order to maintain good academic standing, and maintain applicable financial aid eligibility, students must demonstrate satisfactory academic progress toward completing their degree. This progress is measured by the qualitative and quantitative standards below. Satisfactory Academic Progress (SAP) will be measured and evaluated at the end of each evaluation period.

#### **Evaluation Period Definitions:**

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

#### **Academic Years:**

A full academic year is defined as follows.

##### Undergraduate:

A minimum of 32 weeks of instructional time and 24 successfully earned semester credit hours that apply toward the student's program of study.

##### Graduate:

A minimum of 32 weeks of instructional time and 16 successfully earned semester credit hours that apply toward the student's program of study.

Graduate Programs with 3-unit courses:

A minimum of 32 weeks of instructional time and 12 successfully earned semester credit hours that apply toward the student’s program of study.

Doctoral:

A minimum of 36 weeks of instructional time and 12 successfully earned semester credit hours that apply toward the student’s program of study.

5 Month Programs:

A minimum of 30 weeks of instructional time and 15 successfully earned semester credit hours that apply toward the student’s program of study.

6 Month Programs:

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

9 Month Programs:

A minimum of 36 weeks of instructional time and 27 successfully earned semester credit hours that apply toward the student’s program of study.

12 Month Programs:

A minimum of 32 weeks of instructional time and 24 successfully earned semester credit hours that apply toward the student’s program of study.

**Qualitative Standard:**

Students are expected to remain actively engaged in their academic work (see applicable Academic Participation and Substantive Interaction policy) and maintain the following minimum grade point averages:

- Students in the undergraduate programs must complete each undergraduate course with a grade of “D” (1.0) or higher and maintain a cumulative GPA based on the scale below:

Required Minimum Cumulative Program GPA as outlined below:

Student Classification (transferred semester hours + earned Trident semester hours)	Cumulative Program GPA
Level 1: 0-23 Semester Hours	1.5
Level 2 and Greater: 24 Semester Hours and Greater	2.0

- Students in the graduate (Master’s) programs must complete each graduate course with a grade of “B-” (2.666) or higher and maintain a cumulative GPA of a 3.0 (B) or higher for all graduate-level coursework applying toward the degree.
- Students in the Doctoral degree programs must complete each Doctoral course with a grade of “B-” (2.67) or higher and maintain a cumulative GPA of 3.0 (B) or higher for all courses applying toward the degree.
- Students in a Professional Certificate or Diploma Program must complete each undergraduate course with a grade of “D” (1.0) or higher and maintain a cumulative GPA of 2.0 (C) or higher throughout the program.
- Students in a Graduate Professional Certificate Program must complete each course with a grade of “B” (3.0) or higher and maintain a cumulative GPA of 3.0 (B) or higher throughout the program.



**Quantitative Standard:**

Students must successfully complete at least 67% of all attempted credits and will be placed on Academic/Financial Aid Warning if this requirement is not met. Applied transfer credits and courses with a grade of W assigned are included in this calculation. Non-passing grades, incompletes, and withdrawals will be counted as attempted credits, but will not count as earned credits. When coursework is repeated, the credits for the original and subsequent attempt(s) will be factored into the calculation of credits attempted and credit earned. This includes courses cancelled under the Repeat and Cancel policy.

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

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

**Academic Warning/Academic Disqualification:**

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

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

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

**Satisfactory Academic Progress and Veteran Affairs Educational Benefits**

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

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



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

### **Program Changes and SAP**

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

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

### **Appeal of Satisfactory Academic Progress (SAP) Academic Disqualification**

Students that have been Academically Disqualified (ADQ) due to not meeting SAP or for earning 3 non-passing grades in an evaluation period, may appeal the determination. In order to appeal, students must submit an Appeal of Satisfactory Academic Progress Disqualification form. Within this form, students must:

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

Once the appeal is submitted, it will be reviewed by the Satisfactory Academic Progress (SAP) Committee. The Committee consists of representation from various academic and administrative departments. The Committee meets bi-weekly to review appeals. The decisions rendered by the committee are final and may not be further appealed.

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

Appeal after academic disqualification from Probation may be considered if mitigating circumstances occurred and impacted the student's ability to meet the requirements of the Academic Success Plan. A full appeal with documentation of the mitigating circumstances will be required.

### **Graduation Honors Recognition**

Trident offers graduation with honors for Associate's, Bachelor's, and Master's degrees students as follows:

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

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## General Policies

### Copyright Compliance Policy

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

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

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

- Subject to **exceptions** contained in 17 U. S. C. Sections 107 and 108 (<http://www.copyright.gov/title17/92chap1.html>) it is a violation of copyright law to copy, distribute, display, exhibit, or perform copyrighted works without the authority of the owner of the copyright.
- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitute an infringement.
- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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

Violators of this policy will also be subject to penalties including administrative sanctions up to and including expulsion.

#### Legal Alternatives

For legal alternatives to illegal downloading, please see [www.educause.edu/legalcontent](http://www.educause.edu/legalcontent).

#### Digital Millennium Copyright Act (DMCA)

Content owners or the person entitled to enforce a copyright on their behalf may notify Trident of any violation of a copyright on the University's system by sending a notice in the form required by the DMCA to the Chief Compliance Officer at [compliance@trident.edu](mailto:compliance@trident.edu). At a minimum the following information must be provided: (1) a physical or electronic signature of the owner or the person authorized to act on behalf of the owner of the intellectual property right being claimed; (2) an identification of the intellectual property being claimed to have been infringed; (3) a detailed description of the material being claimed as infringing so that

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

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

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

## **Drug and Alcohol Use**

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

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

- The possession/consumption of alcoholic beverages by persons under the legal age, as identified by applicable federal, state, or local law, on property owned or controlled by the University or as part of any University activity.
- The consumption of alcoholic beverages by all students, faculty, and staff that adversely affects academic or job performance and endangers the physical well-being of other persons or themselves, or which may lead to damage of property.
- The possession, sale, distribution, promotion, or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state, or local law.

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

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

### **Health Risks Associated with the Use of Illicit Drugs and Alcohol**

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

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

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

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

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

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

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

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

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



inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Death can result when the level of blood alcohol exceeds 0.40%.

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

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

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

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

### **34 CFR 668. 40—Conviction for possession or sale of illegal drugs**

#### **(a)**

- (1)** A student is ineligible to receive Title IV, HEA program funds, for the period described in paragraph (b) of this section, if the student has been convicted of an offense under any federal or state law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving Title IV, HEA program funds. However, the student may regain eligibility before that time period expires under the conditions described in paragraph (c) of this section.
- (2)** For purposes of this section, a conviction means only a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record is not relevant for purposes of this section, nor is a determination or adjudication arising out of a juvenile proceeding.
- (3)** For purposes of this section, an illegal drug is a controlled substance as defined by Section 102(6) of the Controlled Substances Act (21 U. S. C. 801(6)) and does not include alcohol or tobacco.

#### **(b)**

- (1) Possession.** Except as provided in paragraph (c) of this section if a student has been convicted—
  - (i)** Only one time for possession of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for one year after the date of conviction;
  - (ii)** Two times for possession of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for two years after the date of the second conviction; or
  - (iii)** Three or more times for possession of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for an indefinite period after the date of the third conviction.
- (2) Sale.** Except as provided in paragraph (c) of this section if a student has been convicted—
  - (i)** Only one time for sale of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for two years after the date of conviction; or
  - (ii)** Two or more times for sale of illegal drugs, the student is ineligible to receive Title IV, HEA program funds for an indefinite period after the date of the second conviction.
- (c)** If a student successfully completes a drug rehabilitation program described in paragraph (d) of this section after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program.
- (d)** A drug rehabilitation program referred to in paragraph (c) of this section is one which—
  - (1)** Includes at least two unannounced drug tests; and

- (i) Has received or is qualified to receive funds directly or indirectly under a federal, state, or local government program;
- (ii) Is administered or recognized by a federal, state, or local government agency or court;
- (iii) Has received or is qualified to receive payment directly or indirectly from a federally or state-licensed insurance company; or
- (iv) Is administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

(Authority: 20 U. S. C. 1091(r))

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

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

## Family Educational Rights and Privacy Act

### ***Family Education Rights and Privacy Act***

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

Under the Family Education Rights and Privacy Act (FERPA), students also have the right to:

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

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

In compliance with FERPA, Trident will require written permission from students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99. 31):

- **School officials with legitimate educational interest**
  - Trident considers **school officials** to include faculty members, administrators, board members, advisors, support or clerical staff, and information technology staff, as well as any contractor, consultant, volunteer, or other party to whom Trident has outsourced institutional services or functions including research studies.
  - Trident considers a school official to have a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
  - Under certain circumstances, Trident will make a reasonable effort to notify the student of an order or subpoena in advance of compliance, so that the student may seek protective action.

- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system pursuant to specific state law

Complaints of alleged compliance violations may be addressed to:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

Complaints must:

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

### ***Directory Information***

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

### ***The USA PATRIOT Act and FERPA***

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

## **Policy Against Discrimination**

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

## **Sexual Harassment Under Title IX**

The University is committed to creating and maintaining a community in which students, faculty and employees work in an environment free from all forms of discrimination, harassment, or violence. The Sexual Harassment Policy prohibits sexual harassment including: Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. [Click to read entire policy.](#)

## **Vaccination Policy**

Good health practices are encouraged for all students. However, the University does not require any specific vaccinations beyond those required by state and other laws as a condition for admission. Some programs may have specific requirements. Review the admissions requirements section of the catalog to determine whether this impacts your particular program. Students are encouraged to consult with their health care professional to discuss obtaining or updating vaccinations.

## **Academic Affairs Leadership**

### **Jayaraman, Ruki**

#### **Provost, Chief Academic Officer**

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

### **Fernandez, Heidi**

#### **Dean of University College**

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

### **Mohanty, Lisa (2009)**

#### **Dean of the Glenn R. Jones College of Business**

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

### **Rhynders, Patricia (2004)**

#### **Interim Dean of the College of Health and Human Services**

B.S. State University of New York; M.P.H. California State University, Long Beach; Ph.D. Texas Woman's University

### **Smith, Heidi Linn (2014)**

#### **Dean of College of Education and Director of Doctoral Studies**

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

## Full-Time Faculty, Instructors, and Mentors Listing

### **Ammerman, Franklin ‘Wade’ (2013)**

#### **Professor**

College of Health and Human Services  
Ph.D., Homeland Security, Leadership and Policy, Northcentral University; M.P.A., Public Management, Troy State University

### **Anglin, Gayl (2014)**

#### **Professor and Department Chair of Health Administration**

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### **Cromer, Kenneth (2019)**

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#### **Course Coordinator/Full-Time Instructor**

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Business Administration, University of San  
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**Li, Wenling (2005)**

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### **Appendix of Changes – January 2022**

- Throughout: Added Georgia approval information
- Page 3: Update to General Admission Policy
- Page 7: Update to PhD Degree Programs Admission Requirements
- Page 10: Update to Documents Required for Admission to the PhD programs
- Page 11: Added verbiage regarding state restrictions on enrollment
- Page 14: Added residency policy for Associate’s to Bachelor’s students
- Page 25: Update to minimum passing score for Challenge Exams
- Page 36: Update to Eligibility for Federal Financial Aid policy
- Page 60: Added Student Support Services information
- Page 68: Update to DHA Graduation Requirements
- Page 106: Update to Academic Affairs Leadership
- Page 107: Update to Full Time faculty
- Page 110: Update to Adjunct Faculty

### **Appendix of Changes – April 2022**

- Page 2: added ACBSP accreditation information
- Page 89: added Dean as a point of contact for Level 2 grade appeals
- Page 92: Updated the deadline for doctoral students to request a standard course extension
- Page 107: Updated faculty listings

### **Appendix of Changes – July 2022**

- Throughout: update from “regional” accreditation verbiage to “institutional”
- Page 33, 92, and 93: added information regarding the adjusted tuition charge for doctoral prospectus or doctoral proposal courses

## **Appendix of Changes – August 2022**

Page 37: updated Suspension of Services policy

## **Appendix of Changes – November 2022**

- Page 31: Adjusted tuition rates for graduate students